



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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PERSONNEL COMMISSION

Meeting Notice

Date: Friday, March 19, 2021

Time: 9:00 a.m.

This meeting will be held via teleconference only.

Pursuant to Governor Sisolak's 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
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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.

- FOR POSSIBLE ACTION**

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 December 4, 2020.....6-13
- FOR POSSIBLE ACTION**

IV. Prohibitions and Penalties: Discussion and Approval of Specific Activities Considered Inconsistent, Incompatible, or in Conflict with Employee’s Duties and the Process of Progressive Discipline.....16-90

 - A. Department of Indigent Defense Services
 - B. Department of Energy
 - C. Governor’s Office
 - D. Governor’s Finance Office
 - E. Public Employees’ Benefits Program
- FOR POSSIBLE ACTION**

V. Discussion and Approval of Proposed Temporary Regulation Change to Nevada Administrative Code, Chapter 284.....92-101

 - A. Sec 1. NEW Furlough Leave
- FOR POSSIBLE ACTION**

VI. Discussion and Approval of Addition of Classes or Positions for Pre-Employment Screening for Controlled Substances.....103-134

 - A. The Office of the Military 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:
 - a. 10.365 Licensed Practical Nurse I, PCN 4023
 - b. 10.379 Registered Nurse, BBYCA, PCN 4022
 - c. 12.380 Cadre Team Leader, PCN 4031, 4032, 4033, 4034, 4035, 4036, 4037, 4038, 4039, 4040, 4041, 4042, 4043, 4044, 4045, 4046, 4047, 4048, 4049, 4050, 4051, 4052
 - 12.382 Cadre Team Supervisor, PCN 4018, 4019, 4020, 4021
 - B. Request for approval of class specification changes to include pre-employment screening for controlled substances for the following:
 - 1. 10.379 Registered Nurse, BBYCA
 - 2. 12.380 Cadre Team Leader
 - 12.382 Cadre Team Supervisor
- FOR POSSIBLE ACTION**

VII. Discussion and Approval of Proposed Class Specification Maintenance Review of Classes Recommended for Revisions and Abolishment.....137-204

 - A. Engineering & Allied

1. Subgroup: Engineering Support Services
 - a. 6.361 Cartographic/Graphics Technician Series
 - b. 6.370 Engineering Drafter Series
 2. Subgroup: Environmental & Land Use Series
 - a. 6.711 Land Use Planner Series
 - b. 6.729 Landscape Architect Series
- B. Mechanical & Construction Trade
1. Subgroup: Equipment Operations
 - a. 9.209 Grounds Equipment Operator Series
 2. Subgroup: Equipment Management, Maintenance & Repair
 - a. 9.326 Equipment Mechanic-In-Training Series
 3. Subgroup: Skilled Trades & Allied
 - a. 9.431 Locksmith Series
 - b. 9.439 Carpenter Series
 4. Subgroup: Semi-Skilled General Labor
 - a. 9.481 Maintenance Repair Aid Series
 5. Subgroup: Facility & Grounds Management
 - a. 9.610 Grounds Supervisor Series
 6. Subgroup: Building & Grounds Maintenance
 - a. 9.630 Grounds Maintenance Worker Series

FOR POSSIBLE ACTION

VIII. Report of Uncontested Classification Plan Changes Not Requiring Personnel Commission Approval per NRS 284.160.....206-210

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: #02-21
 12.382 Cadre Team Leader/Supervisor Series
 Posting: #03-21
 10.526 Environmental Health Specialist Series
 Posting: #04-21
 10.379 Registered Nurse, BBYCA

IX. Discussion and Announcement of Dates for Upcoming Meetings. Next Meeting Scheduled for June 18, 2021.

X. Commission Comments

XI. 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).

XII. 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, NV, 89101; or on our website <http://hr.nv.gov/Boards/PersonnelCommission/Personnel Commission - Meetings/>. To obtain a copy of the supporting material, you may contact Jade Bonds at (775) 684-0130 or jbonds@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, NV, 89701, no less than (5) 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 Jade Bonds at (775) 684-0130 or jbonds@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>
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ITEM III

**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
December 4, 2020
Subject to Commission Approval**

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. Dana Carvin, Alternate Commissioner

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. Denise Woo-Seymour, Supervisory Personnel Analyst, DHRM
Ms. Carrie Hughes, Personnel Analyst, DHRM
Ms. Patricia Kreymborg, Personnel Analyst, DHRM
Ms. Heather Dapice, Supervisory Personnel Analyst, DHRM
Mr. Ian Carr, Deputy Attorney General, Office of the Attorney General
Ms. Michelle Morgando, Sr. Appeals Office, Hearings Division

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

Chairperson Fox: Called the meeting to order on Friday, December 4, 2020, at approximately 9:00 a.m. She conducted roll and welcomed everyone.

Peter Long: Noted Dana Carvin is in attendance of the meeting as the alternate.

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 the agenda as an item upon which action may be taken under NRS 241.020. She asked if there were any public comments; hearing none, moved onto agenda item III.

III. APPROVAL OF MINUTES OF PREVIOUS MEETING DATED SEPTEMBER 18, 2020

Chairperson Fox: Asked the Commissioners if there were any revisions to the minutes from the September meeting; hearing none, moved to hear a motion

MOTION: Moved to approve.
BY: Chairperson Fox
SECOND: Commission Olson
VOTE: The vote was unanimous in favor of the motion.

IV. DISCUSSION AND POSSIBLE AMENDMENTS TO THE HEARING OFFICER RULES OF PROCEDURE

Michelle Garton: Deputy Administrator at the Division of Human Resource Management and I'll just provide a quick summary of what the Division is reporting to the Commission today. At the beginning of the year on March 6th, Commissioner Olson had made some comments during that commission meeting to ask the Division to go back to the Hearing Officer Rules of Procedure and look to see the usage of the word "days" and see how the different usages throughout affected the Hearing Officer Rules and if any consistency can be created there. What the Division found when working the Deputy Attorney General Tori Sundheim and the Hearings Division Administrator, Michelle Morgando, we found that looking through those rules, the rules for hearing officers comes from several different laws and resources, so when we use the word "working days" that coming from NRS 284 and "days" and "business days" are coming from the Nevada Rules of Civil Procedure (NRCP). So what we have decided is since we haven't heard any negative feedback from any of the parties to any Hearings Officer Division or appeals hearings to leave it as is instead of trying to make it consistent and work with the more challenging for the reader to understand. So we are reporting back that we took your question Commissioner Olson and did some research and came up with the results we will leave as is for now and I will certainly answer any questions you have and I know that Michelle Morgando is on the line as well.

Commissioner Olson: I appreciate you doing the research like that and I certainly hope it wasn't an overwhelming exercise obviously it's smart to let sleeping dogs lie and not pursue a solution for a problem that doesn't exist.

Michelle Garton: It was no trouble at all, thank you. It was a great exercise actually to get us all together and really delving and looking at them.

Michelle Morgando: I'd like to thank Ms. Garton and Ms. Sundheim, it was a pleasure to work with them on this project.

Ian Carr: I'm Ian Carr with the Attorney General's Office. On behalf of Deputy Attorney General Tori Sundheim, who could not appear due to a scheduling conflict, I would thank Michelle and Michelle for their commentary and with the Commission's indulgence, I will convey some comments from DAG Sundheim.

Chairperson Fox: Please do.

Ian Carr: Thank you. Having convened with Deputy Attorney General Sundheim, I would convey the following recommendations in accordance with what Michelle and Michelle have brought forward this morning. The hearing officer rules reference "working days" in the days to days should in theory not be altered at this time because those terms are defined in the Nevada Revised Statutes. So modifying the usage of those terms and the rules may cause statutory definitions of usage and that, in theory can lead to the rules and definitions being superseded therefor, I would convey a recommendation to preserve the semantic meaning of those terms and leave the applicable sections as rules of status quo I would also convey commentary as to a subpoena issue that was raised earlier; the Hearing Officer Rules do cross reference Nevada Rule of Civil Procedure 4 for Service Provision, that rule controls the method and mechanism service but I would comment that the Personnel Commission isn't necessarily bound by the traditional rules of civil procedure. The Commission is free to specify different deadlines for service, such as 14 days rather than 7 days, prior to a scheduled hearing therefore it is not problematic to cross reference the judicial civil rules because those rules in this context are merely guidance for service and therefore I can convey the recommendation to preserve those citations in the Hearing Officer Rules. Thank you very much.

Chairperson Fox: Thank you. Asked the Commissioners for questions.

Commissioner Maloney: Not a question, but I do have a comment. I realized that our substitute DAG is reading from Ms. Sundheim's assessment; I was the one who raised the issue or at least an issue apparent to me, possible or potential inconsistency between and subpoena NRCP 45 I believe, and then service of process under NRCP 4 and I just very much appreciate the effort to clarifying that. Thank you for all of the hard work from the Deputy Attorney General's office and the others who participated in clearing that up. Thank you.

Chairperson Fox: Asked for anything else? Moving on. The next item for possible action is the discussion and approval of proposed regulation changes to the Nevada Administrative Code 284.

Peter Long: Madam Chair, I'd just like to point out that we skipped item V.

Chairperson Fox: I'm sorry, it's my glasses fault.

V. PROHIBITIONS AND PENALTIES: DISCUSSION AND APPROVAL OF SPECIFIC ACTIVITIES CONSIDERED INCONSISTENT, INCOMPATIBLE OR IN CONFLICT WITH EMPLOYEE DUTIES AND THE PROCESS OF PROGRESSIVE DISCIPLINE

Denise Woo-Seymour: Good morning Madame Chair and members of the Commission. I am Denise Woo-Seymour, a Supervisory Personnel Analyst for the Division of Human Resource Management. In accordance with NAC 284.742, an agency shall identify specific activities considered inconsistent, incompatible or in conflict with employees' duties, and identify the penalties for such activities. These Prohibitions and Penalties are subject to the approval of the Personnel Commission. The Department of Administration has updated their Prohibitions and Penalties previously approved by the Personnel Commission and in effect since December 9, 2011. Prior to the submitted revised version, department employees and the employee associations were requested to submit comments and suggestions. Please note deleted prohibitions #B-9, #B-11, #D-2, #D-4 were incorporated into other prohibitions. Also, deleted prohibitions #B-25 and #H-1 were relocated under more appropriate sections. Otherwise, the items submitted for approval have been reviewed by the Division and are consistent with those already approved by the Commission. Revisions have been tracked with new matter in blue font and deletions as red strikethroughs. On behalf of the Department of Administration, Personnel Officer, Gennie Hudson from Agency HR Services is available to answer any questions.

Chairperson Fox: You answered the question I had. Asked Commissioners for questions; hearing none, entertained a motion.

MOTION: Moved to approve.

BY: Commissioner Olson

SECOND: Commissioner Hurley

VOTE: Vote was unanimous in favor of the motion.

Chairperson Fox: That motion passes. The next item is V-b, Prohibitions and Penalties for the Department of Sentencing Policy.

Denise Woo-Seymour: Again, for the record, Denise Woo-Seymour from the Division of Human Resource Management. The Department of Sentencing Policy is a new agency, therefore the Prohibitions and Penalties before you for approval are newly created. Input was requested from the two department employees and the employee associations. Please note Prohibition #H-12, highlighted in yellow, is at a higher penalty level than the one other agency, Military, listing this prohibition. A violation of this type could compromise the Department of Sentencing Policy's security and professional conduct. Otherwise, these new Prohibitions and Penalties have been reviewed by the Division and are consistent with those already approved by the Commission. From the Department of Sentencing Policy, Victoria Gonzalez, Executive Director and Gennie Hudson, Personnel Officer of Agency HR Services are available to answer any questions.

Chairperson Fox: Thank you. Asked the Commissioners for questions; hearing none, entertained a motion.

MOVED: Moved to approve.

BY: Commissioner Maloney

SECOND: Commissioner Hurley

VOTE: Vote was unanimous in favor of the motion.

VI. DISCUSSION AND APPROVAL OF PROPOSED REGULATION CHANGES TO THE NEVADA ADMINISTRATIVE CODE, CHAPTER 284

Chairperson Fox: We'll first hear from the Division.

Michelle Garton: Thank you. Deputy Administrator with the Division of Human Resource Management. LCB File #R123-19 is intended to bring NAC 284.650, which is Causes for Disciplinary Action, into alignment with NRS 202.3673. The regulation amendment was initiated by two employees petitioning for an amendment and so we responded to that petition and set it for a workshop; workshop revisions are in your binder. We went through the process of that and submitted it to the Legislative Counsel Bureau for pre-adoption review, and they came back with an additional regulation in section 1 of the LCB File to set out into regulation the requirement that employees who are permitted to carry a concealed firearm in the public building where they work, they are required to notify their appointing authority to do so. That portion will be in regulation, setting that

requirement out and in section 2 of the file in NAC 284.650, subsection that adds to causes for disciplinary to employee who are required notification pursuant to section 1 of the file. Taking in considering what the employees had to say and what the Division took from that and recommended to submitted to LCB Legal Division, what they came back with as far as the Division of Human Resource Management is concerned is appropriate for what the employees were requesting. I will be happy to answer any questions.

Chairperson Fox: Thank you. Asked the Commissioners for questions; hearing none, entertained a motion.

Motion: Moved to approve.
BY: Commissioner Olson
SECOND: Chairperson Fox
VOTE: 4 Aye, 1 Nay

VII. DISCUSSION AND APPROVAL OF PROPOSED EMERGENCY REGULATION CHANGES TO THE NEVADA ADMINISTRATIVE CODE, CHAPTER 284

Michelle Garton: Again, this is Michelle Garton, Deputy Administrator with the Division of Human Resource Management. This regulation is an emergency regulation based on Assembly Bill 3 of the 31st special legislative session. The regulation itself is intended to assist agencies and constituents with the Administration of furlough leave. So, employees are required to take furlough leave except for the few exceptions as outlined in the bill. The regulation will address things that happen on a regular basis in terms of administration of furlough. For example, when a new employee begins work, how it will affect them; a person who is on approved FMLA, how it may affect them. So, the regulation is intended to address the sentencing and is based on and is essentially identical, other than a couple small changes and references to this bill to other current date as the furlough regulations we've used in the past; the 2013-2015 and even prior to that. Its real similar and should be helpful for agencies to administer.

Chairperson Fox: Thank you. Asked the Commissioners for questions.

Commissioner Olson: I wonder if I may, referring to agenda item VI, I understood that section a section 1 would be taken as one vote and section 2 a separate vote. Was it intended of the chair to combine both of those into that vote?

Chairperson Fox: That was my intention. I will ask for somebody, probably the Deputy Attorney General to see if we have to go back to item VI.

Michelle Garton: Chair Fox, an LCB file may only be adopted or not adopted as a single file so those have to be all on item A as opposed to the section, in this instance. I would ask the same question, but I believe, the way it was voted on was appropriate.

Chairperson Fox: My intent was for the entire item that included section 1 and 2.

Peter Long: I believe Commissioner Olson in his motion, moved that LCB file #R123-19 be approved so unless the DAG disagrees, I think his motion covered that. Even though he specifically said section 1.

Ian Carr: Ian Carr, with the Deputy Attorney General's Office. I do agree with Peter and Michelle and the Commission that the vote taken encompassed all the items assumed within that section 6-A. The entirety of the LCB file number, as such the vote taken did comply with Nevada's open meeting law chapter NRS chapter 2.1, therefor I do agree. Thank you.

Chairperson Fox: Thank you for that clarification Commissioner Olson, but I believe our motion did encompass both section 1 and 2.

Commission Olson: Thank you, I'm sorry to interrupt, I just want to make sure we didn't have an issue with that.

Chairperson Fox: Item VII, specifically addressing furloughs. Asked the Commissioners for questions; hearing none, moved to approve.

MOTION: Move to approve.

BY: Chairperson Fox
SECOND: Commissioner Olson
VOTE: Vote was unanimous in favor of the motion.

VIII. DISCUSSION AND APPROVAL OF ADDITION OF CLASSES OR POSITIONS FOR PRE-EMPLOYMENT SCREENING FOR CONTROLLED SUBSTANCES

Chairperson Fox: We only have items VIII-A and the classes are for the Office of the Military. We will first hear from the Division.

Carrie Hughes: Good morning Madam Chair and Members of the Commission. My name is Carrie Hughes and I am a Personnel Analyst with the Division of Human Resource Management. The State of Nevada Office of the Military is requesting the addition of the requirement of pre-employment screening for controlled substances for the positions listed in agenda item VIII. The Office of the Military has outlined various reasons for identifying these positions for pre-employment screening for controlled substances in their request. NRS 284.4066 indicates that the basis for determining whether a position should be approved for pre-employment screening for controlled substances is whether a position "affects the public safety". For this reason, the most notable basis for these positions is that the incumbents will have contact with 16 to 18-year-old youths at a residential academy and may be required to transport the youths in a motor vehicle. The Office of the Military has indicated that a representative would be available to answer questions. Thank you for your consideration of this item.

Chairperson Fox: Asked for questions from the Commissioners.

Commissioner Spurlock: I would like clarification, I have always been struggling with the drug testing, as you know, I've brought these up frequently as these meetings but I believe it's kind of a test everybody or have really fair criteria on the testing otherwise. I just want to be sure, on the agencies basis for request, I can understand once you get into the potentially driving, I can see it passing a threshold but I would like to hear from somebody otherwise; is contact with, in and of itself, somebody under 18 years old, whether it's a citizen or like an hourly worker, does contact in and of itself allow for contact with a minor allow for drug testing. I'm thinking with something more with local agencies that have, like a parks and recreation building or a community center, where the person comes in for a class. I'm thinking at a state-level, does the state kind of assume that any contact with a minor warrant drug testing?

Peter Long: Mr. Spurlock, this is Peter Long. Not necessarily and I'll certainly defer to the representative from the office; is that a youth challenge program is dealing with strictly at-risk youth and so that's part of what their request is based on.

Commissioner Spurlock: When it comes to this particular action today, based on what you just said about at-risk youth and potential all of these to drive, I have no problem with it at all. I don't mean to keep pushing you guys on that but I'm kind of wondering when fresh criteria are being used. I have no problems with this one today and thank you for the clarification.

Peter Long: Absolutely.

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

MOTION: Move to approve.
BY: Commissioner Hurley
SECOND: Chairperson Fox
VOTE: Vote was unanimous in favor of the motion.

IX. DISCUSSION AND APPROVAL OF PROPOSED CLASS SPECIFICATION MAINTENANCE REVIEW OF CLASSES RECOMMENDED FOR REVISIONS

Chairperson Fox: I think we can hear all of the classes and then entertain a motion.

Heather Dapice: Good Morning Madam Chair and members of the Commission. For the record, my name is Heather Dapice, Supervisory Personnel Analyst with the Division of Human Resource Management, Classification Unit. As part of the Biennial Class Specification Maintenance Review Process, I am here to present for your approval this date item 9-A-1-a on the agenda.

The Chief, Hydrology Section; from the Engineering & Allied Occupational group, sub-group Environmental & Land Use Services. In consultation with Subject Matter Experts from the Division of Water Resources and Analysts within the Division of Human Resource Management, it was determined that the Series Concept met current expectations and no changes were required at this time; however, minor changes were made to the Minimum Qualifications, Education & Experience section to maintain consistency with formatting and structure. I will now turn this item over to Analyst Patty Kreymborg to present item 9-B-1-a on the agenda.

Patricia Kreymborg: Good morning Madam Chair and members of the Commission. For the record, my name is 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 Mechanical & Construction Trade Occupational group, subgroup: Equipment Operator, Item 9-B-1-a on the agenda, Special Equipment Operator Series. In consultation with Subject Matter Experts from the Nevada Department of Transportation and Analysts within the Division of Human Resource Management, it was determined that the Series Concept and the Class Concepts are consistent with current expectations and no changes were required at this time; however, minor changes were made to the Minimum Qualifications/Informational Note to clarify that a commercial driver's license is required at the time of appointment and as a condition of continuing employment, at both special equipment Operator III and II levels and within six months of appointment at the I level. Additionally, a revision was made to clarify that positions at any level may require a certificate of training in operating a bridge inspection unit within twelve months of appointment. Minor changes were also made to maintain consistency with verbiage, formatting and structure. Supervisory Personnel Analyst Heather Dapice will now present Item 9-B-2-a on the agenda.

Heather Dapice: Again, for the record, my name is Heather Dapice, and I am presenting the recommended changes to the Mechanical & Construction trades occupational group; sub-group Equipment Management, Maintenance & Repair, for the Fleet Service Work series. This is item 9-B-2-a on the agenda. As part of the Class Specification Maintenance Review process, and upon review by Subject Matter Experts from The Department of Transportation (NDOT), and the Department of Administration (DOA), Fleet Services Division, it was determined that the Class Concepts and Minimum Qualifications for the Fleet Service Worker series are consistent with current expectations and do not require revisions at this time. It is recommended that minor revisions be made to the Education and Experience section of the Minimum Qualifications at all levels to maintain consistency with verbiage, formatting, and structure. Moving on to Item 9-B-3-a and 3-b on the agenda, The Painter and Plumber Class Specifications from the Occupational Group Mechanical & Construction Trades, Skilled Trades & Allied sub- group. Beginning with item 9-B-3-a, the Painter Series. As part of the Biennial Class Specification Maintenance Review process and in consultation with Subject Matter Experts from various agencies that utilize this series, and Analysts within the Division of Human Resource Management, it is recommended that revisions be made to the Series and Class Concepts and Minimum Qualifications to clarify respective duties and to maintain consistency with verbiage, formatting and structure. Moving on to item 9-B-3-b, the Plumber series. As part of the Biennial Class Specification Maintenance Review process and in consultation with Subject Matter Experts from multiple agencies that utilize this series and analysts within the Division of Human Resource Management, it is recommended that changes be made to the Series and Class Concepts and Minimum Qualifications to update occupational language, clarify respective duties, reflect current methods and practices being utilized, and to maintain consistency with verbiage, formatting, and structure. In addition, a third functional area was added to the Plumber II class concept to account for duties and responsibilities related to overseeing a large agency's backflow program. Furthermore, the licensing requirement related to this program area was added to the Special Requirements. Thank you, we will be happy to answer any questions you may have.

Chairperson Fox: Thank you so much. Asked the Commissioners for questions; hearing none, moved to hear a motion.

MOTION: Move to approve.

BY: Commissioner Olson

SECOND: Commissioner Hurley

VOTE: Vote was unanimous in favor of the motion.

X. 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 #26-20

XI. DISCUSSION AND ANNOUNCEMENT OF DATES FOR UPCOMING MEETINGS. NEXT MEETING SCHEDULED FOR MARCH 19, 2021

Chairperson Fox: We are scheduled for March 19th, 2021, the next meeting would then be in June. I think Peter, you had suggested mid-month.

Peter Long: Yes, the optimal date for the Division would be June 18th. Second request, if that's not good for the commissioners, would be June 11th. There is a potential that we would have to make some regulation changes or present new regulations on an emergency basis based on when session ends at the beginning of June. The 18th would give us time to review everything and resolve discussion and still get everything approved and over to the Governor's office if it was an emergency regulation. The 25th would really put a prime being approved if necessary by July 1st on the governor's office, the 11th might not give us enough time to review everything but we would commit that we would get it all reviewed on the 11th but the 18th would be preferable.

Chairperson Fox: Okay, well, I'm available on the 18th.

Commissioners: All agreed that the 18th would be okay.

Chairperson Fox: June 18th, 2021 and remain hopeful that we can meet in person.

XII. COMMISSION COMMENTS

Commissioner Spurlock: Chair Fox, I just want to make a reference, either the DAG or Peter might want to instruct the person typing up the minutes, when we go back to items 4 and 5, when Peter corrected Chair Fox that we had skipped item V, probably one and the same. I had remembered that Chair Fox had referred to item IV as item V. So, the person typing up the minutes may want to report that.

Chairperson Fox: Thank you for that clarification. I apologize to the person that is doing these minutes that it might be a little difficult.

Missy Stanford: No worries, it's no issue.

Commissioner Maloney: I just want to wish everybody a happy and peaceful holiday season in these trying times it's been an honor to ride with you this last year and looking forward to riding with you in the future; in-person or virtually.

Chairperson Fox: I think it goes without saying how difficult this has been and I do thank the Commission and Division and the agencies for being able to muddle through all of this with the level of professionalism that I have noticed.

Commissioner Olson: Thank you madam chair for your leadership, again, this has been difficult but your steady hand on the chair is way helpful.

Chairperson Fox: Thank you for saying that, Commissioner Olson.

XIII. PUBLIC COMMENT

Chairperson Fox: Called for public comment; hearing none, moved on.

XIV. ADJOURNMENT

Chairperson Fox: Before we adjourn, happy holidays to all of you. I hope you enjoy a very healthy and safe holiday season.

Michelle Garton: Did you pass the public comment?

Chairperson Fox: No, I didn't but I'll go back. Is there anyone wishing to provide public comment at this time? Hearing none. Move to item XIV. Adjourned and thanked everyone.

ITEM IV

ITEM IV-A

Personnel Commission Meeting
March 19, 2021

FOR DISCUSSION AND POSSIBLE ACTION

Prohibitions and Penalties

In accordance with NAC 284.742, an agency shall identify specific activities considered inconsistent, incompatible or in conflict with employees' duties and penalties for such. These Prohibitions and Penalties are subject to the approval of the Personnel Commission.

Department of Indigent Defense Services - DHRM Recommendation

The Department of Indigent Defense Services is a new agency, therefore the Prohibitions and Penalties before you for approval are newly created. Input was requested from the department employees and the employee associations. Prohibition #H-5 on page 10, is the first time a penalty range will be proposed to the Commission with the highlighted language adopted by the Commission this last December, but does have the same penalty range for this prohibition as other agencies proposing new or amended prohibitions and penalties today. Otherwise, these new Prohibitions and Penalties have been reviewed by the Division and are consistent with those already approved by the Commission.

STATE OF NEVADA

DEPARTMENT OF INDIGENT DEFENSE SERVICES



PROHIBITIONS AND PENALTIES

A GUIDE FOR EMPLOYEES OF THE
DEPARTMENT OF INDIGENT DEFENSE SERVICES

Approved by the Personnel Commission on

FORWARD

This Prohibitions and Penalties document is intended as a guide to clarify existing statutes and regulations. It is meant as a supplement and does not attempt to cover all possible infractions and violations of the existing rules; however, it does cover the majority of situations that are important to the State of Nevada Department of Indigent Defense Services (DIDS) management. All employees of DIDS will be issued a copy of the "Prohibitions and Penalties" guide.

After receipt of this guide, please sign the "Acknowledgement Form," which is the last page of this guide and return it to Agency HR Services or to your Immediate Supervisor.

AUTHORITY

The authority for management to prescribe behavior and conduct standards derives from Chapter 284 of the Nevada Revised Statutes (NRS) and the Nevada Administrative Code (NAC).

NRS 284.383: *“An appointing authority shall provide each permanent classified employee of the appointing authority with a copy of a policy approved by the Commission that explains prohibited acts, possible violations and penalties and a fair and equitable process for taking disciplinary action against such an employee.”*

NAC 284.742: *“Each appointing authority shall determine, subject to the approval of the Commission, those specific activities which, for employees under its jurisdiction, are prohibited as inconsistent, incompatible or in conflict with their duties as employees. The appointing authority shall identify those activities in the policy established by the appointing authority pursuant to NRS 284.383.”*

These standards are in addition to prohibitions and penalties that are listed in statute and regulation.

This guide has been approved by the Personnel Commission and thus has the same force and effect as other statutes and regulations covering classified employees.

COACHING

Coaching normally takes place prior to beginning the disciplinary process. The Letter of Instruction, and any other means of coaching are not part of the disciplinary process.

Letter of Instruction. A letter of instruction to the employee is typically written by the supervisor(s) responsible for the employee's activities. The letter is intended to provide the employee with information and instruction or training and establishes documentation that the employee has been made aware of his or her responsibility concerning a particular situation or set of circumstances.

THE PROGRESSIVE DISCIPLINE PROCESS

Progressive discipline normally follows the sequence outlined below. However, accelerated action may be taken when necessary.

1. **Oral Warning.** When instruction and training have not resulted in the change in behavior or performance that is desired, an “oral warning” is typically the first step in the progressive disciplinary process. This level of discipline may be skipped when the

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seriousness of the employee's behavior and/or performance warrants a higher level of discipline on a first offense.

2. Written Reprimand. Typically the second level in the disciplinary process, a written reprimand is used when previous corrective and disciplinary action has not produced the appropriate change in behavior or performance or when the seriousness of a first offense warrants a higher level of discipline such as willful actions and/or threats. A copy of the Written Reprimand (form NPD-52) is maintained in the employee's permanent personnel file held by the Division of Human Resource Management's Central Records section.
3. Suspension. When previous corrective and disciplinary action have not produced the appropriate change in behavior or performance or due to the serious of a first offense, a suspension leave without pay may not exceed 30 calendar days. A copy of the Specificity of Charges (form NPD-41) which documents the reasons for the suspension is maintained in the employee's permanent personnel file held by the Division of Human Resource Management's Central Records section. Additionally, an appointing authority may refuse to consider the appointment (promotion, transfer, etc.) of an otherwise eligible employee who has been subject to a suspension as a result of an upheld or uncontested disciplinary action.
4. Demotion. Typically, after other forms of discipline have not produced the appropriate change in behavior or when the employee's behavior is particularly egregious, a demotion to a lower class may be used as a form of discipline. A copy of the Specificity of Charges (form NPD-41) which documents the reasons for the demotion is maintained in the employee's permanent personnel file held by the Division of Human Resource Management's Central Records section. Additionally, an appointing authority may refuse to consider the appointment (promotion, transfer, etc.) of an otherwise eligible employee who has been subject to a demotion as a result of an upheld or uncontested disciplinary action.
5. Dismissal. Typically, after other forms of discipline have not produced the appropriate change in behavior or when the employee's behavior is particularly egregious, dismissal from the State may be warranted. A copy of the Specificity of Charges (form NPD-41) which documents the reasons for the dismissal is maintained in the employee's permanent personnel file held by the Division of Human Resource Management's Central Records section.

NOTE: The Division Administrator of the employee's assigned Division will review pending disciplinary steps and grievances and consult with Agency HR Services, and the Attorney General's Office as necessary, to ensure proper documentation, timely processing of disciplinary steps and grievances, and accuracy of employee files. Agency HR Services must consult with the Attorney General prior to all disciplinary steps involving a recommendation of suspension (3), demotion (4), or dismissal (5) of a permanent employee.

The attached chart shows recommended minimum and maximum penalties for the first, second, and additional offenses for a wide range of prohibited activities. If disciplinary steps 3, 4 or 5, described at the top of each chart are recommended for a permanent employee, the pre-disciplinary review guidelines found in NAC 284.656 must be followed.

NOTE: Appropriate disciplinary or corrective action may also be taken for any causes listed in Section 284.650 of the Nevada Administrative Code, "Causes for Disciplinary Action"
<http://www.leg.state.nv.us/NAC/NAC-284.html#NAC284Sec650>

Disciplinary steps that result in an oral warning or a written reprimand can be grieved through the formal grievance process. Disciplinary steps resulting in suspension, demotion or dismissal may be appealed before a Hearing Officer provided by the Personnel Commission.

**Department of Indigent Defense Services (DIDS)
Prohibitions and Penalties**

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1st Offense		2nd Offense		Additional	
		Min	Max	Min	Max	Min	Max
A. Fraud in Securing an Appointment							
1	Falsification of application or identity for employment or other personnel records with respect to a material point relating to education & training or employment history & experience which would have adversely affected selection for an appointment.	5					
2	Taking, for another person, or permitting another person to take for you, an examination or a portion thereof.	5					
3	Refusal upon hire and upon revision to sign the Acknowledgement of Receipt of Prohibitions and Penalties and/or Department and/or Division policies and procedures.	5					
4	Refusal, upon hire, to sign the Acknowledgement of the State Executive Branch Sexual Harassment and Discrimination Policy and/or the Governor's Alcohol and Drug Free Workplace Policy.	5					
B. Performance on the Job							
1	Failure of the employee to maintain proper work performance or personal appearance standards after a reasonable period of instruction.	1	3	2	3	3	5
2	Failure to prepare or maintain prescribed records or reports.	1	5	2	5	4	5
3	Willfully and/or negligently falsifying prescribed records or reports.	3	5	5			
4	Withholding or concealing information regarding the job from supervisors or other persons having the necessity for such information.	1	5	2	5	5	
5	Failure to cooperate in work-related projects with other employees and/or supervisors.	1	3	2	5	5	
6	Failure of an employee, who is designated as a supervisor and has supervisory authority, to take corrective disciplinary steps where such action is needed.	1	2	2	3	4	5
7	Unauthorized and willful destruction, removal, concealing, stealing, tampering, mutilation and/or alteration of departmental records, public record, book, paper report or document, including but not limited to incident reports, financial records such as travel, payroll, purchase vouchers and supporting documents, time and attendance records to include leave requests, overtime, compensatory time, or other leave records.	2	5	5			
8	Soliciting or accepting a bribe or otherwise personally profiting from activities related to the employees' state employment.	5					
9	Embezzlement or misappropriation of State funds or other funds that come into the employee's possession because of their official position for personal gain.	5					

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		Min	Max	Min	Max	Min	Max
10	Negligent falsification or inaccurate preparation of financial records, such as travel, payroll, or purchase vouchers, or their supporting documents: a. Not resulting in personal financial gain; b. Resulting in personal financial gain that is not subsequently reported.	1 3	3 5	4 5	5	5	
11	Willful falsification of financial records, such as travel, payroll, or purchase vouchers, or their supporting documents: a. Not resulting in personal financial gain; b. Resulting in personal financial gain.	2 5	5	3 5	5	5	
12	Negligent falsification of any public record, time and attendance records including leave requests, travel records, overtime, compensatory time, or any leave record.	1	2	3	4	5	
13	Willful falsification of time and attendance records including leave requests, travel records, overtime, compensatory time, or any leave record.	3	5	5			
14	Willful concealment of material facts by omission from records.	2	3	4	5	5	
15	Unauthorized taking, loaning, selling, giving away or appropriating, or using property belonging to the Federal or State government or fellow employees.	1	3	2	5	5	
16	Making unauthorized departmental transactions for personal profit, or that result in excessive costs to the state for the transaction.	3	5	5			
17	Failure to wear appropriate clothing consistent with assigned duties.	1	3	2	4	3	5
18	Disregard and/or deliberate failure to comply with or enforce statewide, Department, Division or office regulations and policies, or when required by law, statute, or resolution which directly relate to the employee's work activities.	2	5	3	5	4	5
19	Unauthorized removal of secure or personal records, correspondence or documents from department or state files.	2	5	3	5	4	5
20	Failure to properly account for State or Federal funds where it is a known requirement of the position.	2	5	3	5	5	
21	Theft or misappropriation of property belonging to Federal or State government or fellow employees.	1	5	5			
22	Failure to maintain a valid driver's license when possession of a valid driver's license is a requirement of the job.	2	5	3	5	5	
C. Neglect of, or Inexcusable Absence from the Job							
1	Negligence in performing official duties including failure to follow instructions or regulations.	1	3	2	5	3	5
2	Carelessness, indifference, inattention to duty that results in reduced productivity.	1	5	2	5	3	5
3	Failure to report to work at specified times and in the prescribed manner, or unauthorized absence from duty, abuse of leave privileges, or use of sick leave for a reason not authorized by NAC 284.554.	1	3	2	5	3	5

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4	Conducting personal business during working hours.	1	3	2	4	3	5
5	Failure to notify the supervisor or designated representative promptly when unable to report for work. Notification must occur for each shift unless otherwise pre-arranged.	1	3	2	5	3	5
6	Leaving a work area or a job without authorization or when specifically instructed to remain in the work area or at the job.	1	4	2	5	4	5
7	Willful absence from duty without leave after having been denied permission to take such leave.	2	5	5			
8	Failure to report to work or call supervisor for three (3) consecutive workdays without permission or justification.	5					
9	"Loafing" on the job; wasting time; failure to put in a full day's work. Consistent failure to demonstrate work productivity.	1	3	2	5	3	5
10	Repeated extension of designated lunch periods, or rest periods beyond the prescribed 15 minutes in NAC 284.524 without supervisor approval.	1	3	3	5	5	
D. Relations with Supervisor, Fellow Employees, and the Public							
1	Insubordination: Refusal to comply with order or instruction from a supervisor (or superior in the employee's chain of command.)	2	5	3	5	5	
2	Any act of violence, in the course of duties, including unauthorized or unlawful fighting, threatening, including stalking, intimidation, or attempting bodily harm to supervisor, subordinate, the public or fellow employee.	2	5	3	5	3	5
3	Using insulting, abusive, intimidating, or profane language to a supervisor, a subordinate, the public or fellow employee.	2	5	3	5	3	5
4	Discourteous, bullying, or disrespectful treatment of the public, supervisor or a fellow employee.	1	5	2	5	3	5
5	Making statements, false or otherwise, intended to demean or disparage supervisor, fellow employees or the public, intended to disrupt the work environment, or knowingly providing misleading statements to supervisor at any time.	2	3	3	4	3	5
6	Causing discord among employees to the detriment of morale.	1	4	2	5	5	
E. Use of Alcohol, Controlled Substance or Drugs							
1	Consuming or being under the influence of alcohol, drugs, or any other controlled substance, including misuse of a prescription medication while on duty to include lunch and work breaks, unless prescribed by a physician or medical provider.	3	5	5			
2	Convicted of driving under the influence or any other offense for which driving under the influence is an element of the offense while off duty and the offense occurred while driving a State vehicle or a privately-owned vehicle while on State business.	3	5	5			

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3	Convicted of violating any State or Federal law prohibiting the sale or manufacture, distribution, dispensing and/or possession of a controlled substance.	5					
4	Refusal to take any drug and/or alcohol test when there is a reasonable belief an employee is under the influence of drugs or alcohol.	5					
5	Refusal to submit to a screening test for any drug and/or alcohol test mandated by Federal or State law, or NAC or agency policy.	2	5	3	5	5	
6	Unlawful possession of an illegal controlled substance at his work or while on department business.	5					
7	Inability to perform the duties of the position because of being under the influence of alcohol, drugs, or any other controlled substance (includes prescription medication).	1	5	2	5	3	5
8	Failure to pass any drug and/or alcohol test to include those mandated by Federal or State law.	3	5	5			
9	Failure to notify a supervisor after consuming any drug and/or substance which could interfere with the safe and efficient performance of his/her duties.	3	5	4	5	5	
10	Failure to notify a supervisor of a conviction for possession of a controlled substance within 5 working days after it occurs or Failure to Complete a Rehabilitation Program (Mandatory Referral).	5					
F. Misuse of Departmental or State Property							
1	Using State, department-owned or leased property without proper authorization in accordance with Department or Division policy.	1	3	2	5	5	
2	Operating State vehicle or personal vehicle while on dept. Business, or equipment in an unsafe or negligent manner resulting in injury to a person or damage to the equipment or the property.	1	5	2	5	5	
3	Failure to have State vehicles or equipment properly maintained and/or serviced pursuant to Motor Pool Standards, resulting in damage to equipment or injury to a person.	1	5	2	5	5	
4	Operating State vehicles or equipment without a valid or proper license: a. Without the knowledge that the license is no longer valid. b. With the knowledge that the license is no longer valid.	2	5	5			
5	Failure to report accident involving State equipment or vehicles, state-owned, personal or rental, while on Department premises or Department business assigned to the employee within 24 hours, immediately. Requirement to report personal vehicle damage is limited to 3rd party and/or injury involvement.	2	5	3	5	4	5
6	Removing property, equipment or documents from the workplace unless approved by the appropriate authority.	1	5	2	5	5	
7	Negligently leaving state equipment or machinery, which results in damage to the equipment or other property.	1	5	3	5	5	

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8	Rendering of services or goods to recipients that is not in accordance with departmental or divisional policies.	1	5	3	5	5	
9	Making unauthorized copies such as books, manuals, and computer software in violation of copyright laws or vendor licensing agreements. Including but not limited to office Technology Terms of Use Policy.	1	5	2	5	5	
10	Cashing a paycheck before the State's designated payday.	2	3	3	5	5	
11	Personal expenses charged on State issued card. State issued card to be used in lieu of cash for travel expenses related strictly to State business.	3	5	4	5	5	
12	Negligent destruction of or damage or waste, loss to State or federal property.	1	5	2	5	4	5
13	Willful destruction of or damage or waste, loss to State or federal property.	2	5	3	5	5	
14	Jeopardizing the security of department property or records.	1	3	2	5	3	5
G. Misuse of Information Technology							
1	Use that interferes with employee performance or department functions to include the downloading and using entertainment software such as games or other non-work-related materials, or on-line gambling.	1	5	2	5	3	5
2	Use for activities that are illegal, inappropriate, or offensive to fellow employees or the public such as harassment or hate speech to include language that discriminates against others based on race, religion, gender, disability, national origin, sexual orientation, genetic information or gender identity and expression, or any other State or Federal anti-discrimination laws.	1	5	2	5	5	
3	Obtaining unauthorized access to another's e-mail or data files or confidential records maintained by the Department.	2	4	3	4	5	
4	Accessing, displaying and/or printing material or images that are sexually explicit and which may or may not serve to create a hostile environment in the workplace.	1	4	2	5	5	
5	Use that violates copyright laws, software licensing agreements, property rights, the privacy of others, or local, State, or Federal laws.	1	5	3	5	5	
6	Accessing a website that results in a fee being charged to the State.	1	2	3	4	5	
7	Personal use that could slow down, delay, or disrupt computer services such as chain letter, greeting cards, and streaming of radio or TV broadcasts or other audio or video material. Installing or using personal or unauthorized software on state information technology resources without proper authorization and approval.	1	2	3	4	5	
8	Revealing passwords or using another person's user identification or password to access confidential information without authorization.	2	5	3	5	5	
9	Negligent use of information technology that results in the introduction of computer viruses, system monitoring devices or devices that can cause damage or limit access to the equipment, software, or data.	1	5	2	5	4	5

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10	Willful sabotage of information technology resources such as the introduction of computer viruses, system monitoring devices, or devices that can cause damage or limit access to the equipment, software, or data. or attempting to, or intentionally using email or Internet facilities to disable, impair, overload or disrupt computer or network performance, services or equipment, or to circumvent any system intended to protect privacy or security of another user or the system or to harass other users.	5					
11	Using state information technology resources, including but not limited to computing and communications equipment, services or facilities for soliciting business, selling products or otherwise engaging in commercial activities.	2	5	3	5	5	
H. Other Acts of Misconduct or Incompatibility							
1	Engage in an outside employment activity or enterprise which the appointing authority considers being inconsistent, incompatible or a conflict of interest with employment without authorization.	1	3	2	4	5	
2	Disgraceful personal conduct which impairs job performance or causes discredit to the institution including, but not limited to, lewd, disorderly and indecent conduct.	1	4	3	5	5	
3	Accepting or soliciting gifts, service, favor, employment, engagement or economic opportunity, rewards, fees from any individual, firm, or organization doing business with the State or the agency when the employee is responsible for making any recommendations or decisions affecting their business activities, or money for service relating to performance of the employee's duties contrary to agency policies, statutes or regulations.	1	5	2	5	3	5
4	Misrepresentation of acting in official capacity or authority without authorization or not following the proper chain of command by contacting other state administrators, officers, board members or elected officials without first expressing concerns and intended purpose to supervisors, excluding contacts made by employees under the provisions of NRS 281.611 through 281.671.	2	5	4	5	5	
5	Bringing into State and/or DIDS owned, leased or occupied buildings any firearm, or implement considered to be a weapon, unless permitted by law to do so and appointing authority receives prior notification.	3	5	4	5	5	
6	Unauthorized or improper disclosure of confidential information.	2	5	3	5	5	
I. Improper Political Activity							
1	Directly or indirectly solicit or be in any manner concerned in soliciting or receiving any assessment, subscription, a monetary, or non-monetary contribution for a political purpose from anyone who is in the same department and who is a subordinate of the solicitor during scheduled work hours.	1	5	4	5	5	

Commented [DW1]: Added language adopted by PC 12/29/20.

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2	Engage in political activity to secure preference for promotion, transfer or salary advancement during scheduled work hours.	1	5	2	5	5	
J. Discrimination and Harassment							
1	Engaging in sexual harassment as defined in Federal and State law, the State Executive Branch Sexual Harassment & Discrimination Policy, or DIDS policy against an employee, an applicant for employment or any other another person in the workplace. Unwelcome solicitation of a personal or sexual relationship while on duty or through use of official capacity.	3	5	4	5	5	
2	Creating or endorsing a hostile work environment.	2	5	3	5	5	
3	Discrimination, oppress or provide favoritism to any person based on race, color, religion, sex, sexual orientation, age, disability, national origin, genetic information, gender identity and expression or other violations of Title VII of the Civil Rights Act, or any other State or Federal anti-discrimination laws.	3	5	4	5	5	
4	Failure of a supervisor to report instances of sexual harassment or discrimination as defined and required in Federal and State law, the State Executive Branch Sexual Harassment & Discrimination Policy, or DIDS policy.	1	5	3	5	5	
K. Safety and Health							
1	Willful removal or interference with a safety device or safeguard.	2	3	2	4	3	5
2	Participating in dangerous horseplay, inattention that threatens the life of any person, or property damage.	2	5	3	5	5	
3	Participating in workplace violence, the threat of workplace violence, harassment, or intimidation.	2	5	3	5	5	
4	Endangering self, fellow employees, clients or public through negligent or willful violation of agency or division policy as contained in performance standards, procedures and various federal and state laws, regulations and guidelines.	2	5	3	5	5	
L. Relations with Clients, Licensees, or Grantees							
1	Willfully abridging or denying the rights of clients, licensees or grantees as specified in NRS or agency policy.	3	5	3	5	5	
2	Negligently abridging or denying the rights of clients, licensees or grantees as specified in NRS or agency policy.	1	4	3	5	5	
3	Borrowing items from a client, or a known victim, witness, suspect, defendant and/or department contact licensee or grantee, selling to or trading items with a client, licensee or grantee or entering into a transaction with a client, licensee or grantee involving the transfer of the client's, licensee's or grantee's property for personal gain.	2	5	3	5	5	
4	Entering into a romantic or sexual or inappropriate relationship with any client of the employee's agency or program when said employee is involved in the delivery of service to the client; or entering into a romantic or sexual relationship with a licensee or grantee and conditioning their licensure on the relationship.	3	5	3	5	5	

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		Min	Max	Min	Max	Min	Max
5	Using insulting, intimidating or abusive language to clients, licensees or grantees; neglecting, threatening or causing bodily harm to clients, licensees or grantees.	2	5	3	5	3	5
6	Having personal or business relationships with clients, licensees or grantees for the purpose of, or which results in, any program advantages, considerations or benefits to either party which exceeds normal entitlement.	3	5	3	5	5	
7	Soliciting clients, licensees, grantees and/or agency contacts for the establishment or maintenance of a private professional practice similar to their work activities.	2	5	3	5	5	
8	Improper disclosure of protected health information as identified by the Privacy Act of the Health Insurance Portability and Accountability Act (HIPAA).	1	5	2	5	3	5

ACKNOWLEDGMENT FORM

**DEPARTMENT OF INDIGENT DEFENSE SERVICES
PROHIBITIONS AND PENALTIES**

The authority for management to prescribe behavior and conduct standards derives from Chapter 284 of the Nevada Revised Statutes and the *Disciplinary Procedures, Adjustment of Grievances,* and *Prohibitions and Offenses* sections of the State of Nevada Rules for State Personnel Administration. These regulations provide that each appointing authority shall determine and describe in writing activities that are inconsistent, incompatible, or in conflict with the duties and responsibilities of the State of Nevada Department of Indigent Defense Services (DIDS) employees.

The DIDS Prohibitions and Penalties document is a guide that intends to clarify existing statutes and regulations but does not cover all infractions and violations that could conceivably occur. It does, however, cover the majority of situations that are important to the DIDS management. As a tool, which describes behavior that is subject to discipline, the guide will serve the needs of both supervisory personnel and employees. Additions, deletions or changes to the guide as they are approved by The State Personnel Commission, will be communicated to employees in the same manner as other DIDS policies and procedures.

The State Personnel Commission approved this guide; thus, it has the same force and effect as other statutes and regulations covering classified employees.

Once signed, this acknowledgment will be placed in the employee’s personnel file.

Acknowledgment of Receipt:

I acknowledge receipt of the Department of Indigent Defense Services Prohibitions and Penalties.

Print Employee Name Employee Signature Employee ID Date

Human Resources Management Representative or
Immediate Supervisor Date

ITEM IV-B

FOR DISCUSSION AND POSSIBLE ACTION

Prohibitions and Penalties

In accordance with NAC 284.742, an agency shall identify specific activities considered inconsistent, incompatible or in conflict with employees' duties and penalties for such. These Prohibitions and Penalties are subject to the approval of the Personnel Commission.

Department of Energy - DHRM Recommendation

The Department of Energy has updated their Prohibitions and Penalties previously approved by the Personnel Commission and in effect since December 9, 2011. Prior to the submitted revised version, department employees and employee associations were requested to submit comments and suggestions.

Prohibition #H-7 on page 13, contains additional language which was adopted by the Commission this last December and already has the same penalty range for this prohibition as other agencies proposing new or amended prohibitions and penalties today. Several prohibitions on pages 5, 8 and 9, have been deleted and noted as incorporated in other prohibitions. Otherwise, the items submitted for approval have been reviewed by the Division and are consistent with those already approved by the Commission. Revisions have been tracked with new matter in blue font and deletions as red strikethroughs. Prohibitions that were relocated from a section to a more appropriate section were not noted since language had already been previously approved by the Commission.

STATE OF NEVADA
OFFICE OF ENERGY



PROHIBITIONS AND PENALTIES

A GUIDE FOR EMPLOYEES OF THE OFFICE OF ENERGY

Approved by the Personnel Commission on

FORWARD

This Prohibitions and Penalties document is intended as a guide to clarify existing statutes and regulations. It is meant as a supplement and does not attempt to cover all possible infractions and violations of the existing rules; however, it does cover the majority of situations that are important to the State of Nevada Office of Energy. All employees of the Office of Energy will be issued a copy of the "Prohibitions and Penalties" guide.

After receipt of this guide, please sign the "Acknowledgement Form," which is the last page of this handbook and return it to the Office of Energy's Agency HR Services or your Immediate Supervisor.

AUTHORITY

The authority for management to prescribe behavior and conduct standards derives from Chapter 284 of the Nevada Revised Statutes (NRS) and the Nevada Administrative Code (NAC). The "Prohibitions and Offenses" section of NAC 284 provide that each appointing authority will determine and describe standards of conduct that are prohibited as inconsistent, incompatible or in conflict with their duties as an employee. These standards are in addition to prohibitions and penalties that are listed in statute and regulation that apply to all State employees. All employees of this agency will be issued a copy of the "Employee's Guide to Prohibitions and Penalties."

This guide has been approved by the Personnel Commission and thus has the same force and effect as other statutes and regulations covering classified employees. The penalties identified for the various infractions are merely guidelines and may be applied to a greater or lesser degree indicated depending on the circumstances.

COACHING

Coaching normally takes place prior to beginning the disciplinary process. The Letter of Instruction, and any other means of coaching are not part of the disciplinary process.

Letter of Instruction. A letter of instruction to the employee is typically written by the supervisor(s) responsible for the employee's activities. The letter is intended to provide the employee with information and instruction or training and establishes documentation that the employee has been made aware of his or her responsibility concerning a particular situation or set of circumstances.

~~TYPES OF CORRECTIVE ACTIONS AND~~ THE PROGRESSIVE DISCIPLINE PROCESS

~~Letter of Instruction. A letter of instruction to the employee is typically written by the supervisor(s) responsible for the employee's activities. The letter is intended to provide the employee with information and instruction or training and establishes documentation that the employee has been made aware of his or her responsibility concerning a particular situation or set of circumstances. The Letter of Instruction is intended as a coaching tool and is not part of the disciplinary process and, therefore, is not included in the order of disciplinary actions that follow.~~

Progressive discipline normally follows the sequence outlined below. However, accelerated action may be taken when necessary.

1. Oral Warning. When instruction and training have not resulted in the change in behavior or performance that is desired, an “oral warning” is usually the first step in the progressive disciplinary process. This level of discipline may be skipped when the seriousness of the employee’s behavior and/or performance warrants a higher level of discipline on a first offense and typically comes from the supervisor responsible for the employee’s activities. The oral warning is documented and is maintained in the supervisor’s file. Oral warnings are not forwarded to the employee’s departmental personnel file or the Division of Human Resource Management’s Central Records section.
2. Written Reprimand. Typically the second level in the disciplinary process, a written reprimand is used when previous corrective and disciplinary action has not produced the appropriate change in behavior or performance or when the seriousness of a first offense warrants a higher level of discipline such as willful actions and/or threats. A copy of the Written Reprimand (form NPD-52) is maintained in the employee’s permanent personnel file held by as the Division of Human Resource Management’s Central Records section.
3. Suspension. When previous corrective and disciplinary action have not produced the appropriate change in behavior or performance or due to the serious of a first offense, a suspension leave without pay may not exceed 30 calendar days. A copy of the Specificity of Charges (form NPD-41) which documents the reasons for the suspension is maintained in the employee’s permanent personnel file held by the Division of Human Resource Management’s Central Records section. Additionally, an appointing authority may refuse to consider the appointment (promotion, transfer, etc.) of an otherwise eligible employee who has been subject to a suspension as a result of an upheld or uncontested disciplinary action.
4. Demotion. Typically, after other forms of discipline have not produced the appropriate change in behavior or when the employee’s behavior is particularly egregious a demotion to a lower class may be used as a form of discipline. A copy of the Specificity of Charges (form NPD-41) which documents the reasons for the demotion is maintained in the employee’s permanent personnel file held by the Division of Human Resource Management’s Central Records section. Additionally, an appointing authority may refuse to consider the appointment (promotion, transfer, etc.) of an otherwise eligible employee who has been subject to a demotion as a result of an upheld or uncontested disciplinary action.
5. Dismissal. Typically, after other forms of discipline have not produced the appropriate change in behavior or when the employee’s behavior is particularly egregious dismissal from the State may be warranted. A copy of the Specificity of Charges (form NPD-41) which documents the reasons for the dismissal is maintained in the employee’s permanent personnel file held by the Division of Human Resource Management’s Central Records section.

NOTE: The Division Administrator of the employee's assigned Division will review pending disciplinary steps and grievances and consult with Agency HR Services, and the Attorney General's Office as necessary, to ensure proper documentation, timely processing of disciplinary steps and grievances, and accuracy of employee files. Agency HR Services must consult with the Attorney General's Office prior to all disciplinary steps involving a recommendation of suspension (3), demotion (4), or dismissal (5) of a permanent employee.

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The attached chart shows recommended minimum and maximum penalties for the first, second, and additional offenses for a wide range of prohibited activities. If disciplinary actions 3, 4 or 5, described at the top of each chart are recommended for a permanent employee, the pre-disciplinary review guidelines found in NAC 284.656 must be followed.

NOTE: Appropriate disciplinary or corrective action may also be taken for any causes listed in Section 284.650 of the Nevada Administrative Code, "Causes for Disciplinary Action"
(<http://www.leg.state.nv.us/NAC/NAC-284.html#NAC284Sec650>)

Disciplinary steps that result in an oral warning or a written reprimand can be grieved through the formal grievance process. Disciplinary steps resulting in suspension, demotion or dismissal may be appealed before a Hearing Officer provided by the Personnel Commission.

Office of Energy Prohibitions and Penalties

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1st Offense		2nd Offense		Additional	
		Min	Max	Min	Max	Min	Max
A. Fraud in Securing an Appointment							
1	Falsification of application for employment or other personnel records with respect to a material point relating to education & training or employment history & experience which would have adversely affected selection for an appointment.	5					
2	Taking, for another person, or permitting another person to take for you, an examination or a portion thereof.	5					
3	Refusal upon hire to sign the Acknowledgement of Receipt of Prohibitions and Penalties.	5					
4	Refusal, upon hire, to sign the Acknowledgement of the State Executive Branch Sexual Harassment and Discrimination Policy and/or the Governor's Alcohol and Drug Free Workplace Policy.	5					
B. Performance on the Job							
1	Failure of the employee to maintain proper work performance or personal appearance standards after a reasonable period of instruction.	1	3	2	3	3	5
2	Failure to prepare or maintain prescribed records or reports.	1	5	2	5	4	5
3	Willfully falsifying prescribed records or reports.	3	5	5			
4	Withholding or concealing information regarding the job from supervisors or other persons having the necessity for such information.	1	5	2	5	5	
5	Failure of an employee, who is designated as a supervisor and has supervisory authority, to take corrective disciplinary steps where such action is needed.	4	2	2	3	4	
6	Unauthorized and willful destruction or alteration of departmental records.	2	5	5			
125	Soliciting or accepting a bribe.	5					
136	Embezzlement or misappropriation of State funds or other funds that come into the employee's possession because of their official position for personal gain.	5					
147	Negligent falsification of financial records, such as travel, payroll, or purchase vouchers, or their supporting documents:						
	a. Not resulting in personal financial gain;	1	3	4	5	5	
	b. Resulting in personal financial gain.	3	5	5			
158	Willful falsification of financial records, such as travel, payroll, or purchase vouchers, or their supporting documents:						
	a. Not resulting in personal financial gain;	2	5	3	5	5	
	b. Resulting in personal financial gain.	5					
169	Negligent falsification of time and attendance records including leave requests, overtime, compensatory time, or any leave record.	1	2	3	4	5	

Commented [Denise Wo1]: Incorporated in #B23

Commented [Denise Wo2]: Incorporated in #B19

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1st Offense		2nd Offense		Additional	
		Min	Max	Min	Max	Min	Max
17 10	Willful falsification of time and attendance records including leave requests, overtime, compensatory time, or any leave record.	3	5	5			
18 11	Willful concealment of material facts by omission from records.	2	3	4	5	5	
19 12	Unauthorized taking or using property belonging to the Federal or State government or other employees.	1	3	2	5	5	
20 13	Making unauthorized agency transactions for personal profit.	5					
21 14	Disregard and/or deliberate failure to comply with or enforce statewide, agency, or office regulations and policies.	2	5	3	5	4	5
22 15	Unauthorized removal of secure or personal records, correspondence or documents from agency files.	2	5	3	5	4	5
23 16	Failure to properly account for State or Federal funds where it is a known requirement of the position.	2	5	3	5	5	
24 17	Theft of property belonging to Federal or State government or fellow employees.	5					
18	Misconduct of supervisor because of prejudice, anger or other unjustifiable reason, including the unequal or disparate exercise of authority toward an employee.	1	4	2	5	4	5
19	Unauthorized and/or willful destruction, removal, concealing, stealing, tampering, mutilation, damage to and/or alteration of State or Federal property, agency records, public record, book, paper report or document, including but not limited to incident reports, financial records such as travel, payroll, purchase vouchers, and supporting documents, time and attendance records to include leave requests, overtime, compensatory time, or other leave records.	2	5	3	5	4	5
20	The suspension, revocation, cancellation or lapsing of any valid license, certificate or permit when the possession of a valid license, certificate, or permit is required as an essential function of the job.	2	5	3	5	5	
21	Failure to maintain a valid driver's license when possession of a valid driver's license is a requirement of the job.	2	5	3	5	5	
22	Failure to notify the appointing authority within 5 days of the suspension, revocation or cancellation of a professional or occupational license or certification when such possession is a job requirement.	1	5	2	5	3	5
23	Failure of an employee, who is designated as a supervisor to fulfill their supervisory responsibilities, including but not limited to ensuring that employees adhere to the policies and procedures of the agency and the actions of all personnel comply with all laws and taking corrective disciplinary action where such action is needed, preparing timely reports of performance, and accounting for employees' time and leave.	1	3	2	4	4	5
24	Negligent failure to disclose information related to job duties from official records or from supervisors or other persons having the necessity for the information.	1	3	3	5	5	

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1st Offense		2nd Offense		Additional	
		Min	Max	Min	Max	Min	Max
25	Willful falsification of any public record that involves the misuse of state or federal funds.	2	5	3	5	5	
26	Knowingly making personal profit from state transactions or sales.	2	5	5			
27	Negligent falsification of any public record, including biweekly timesheets, leave requests, overtime, compensatory time, travel vouchers, and/or information in client or agency files.	2	4	3	5	5	
28	Failure to follow agency positions when representing the agency of failure to identify that an employee's opinion is being expressed and does not represent the position of the agency or the Governor when participating in an advocacy situation related to their job.	1	3	3	5	5	
C.	Neglect of, or Inexcusable Absence from the Job						
1	Negligence in performing official duties including failure to follow instructions or regulations.	1	3	2	5	3	5
2	Carelessness, indifference, inattention to duty that results in reduced productivity.	1	5	2	5	3	5
3	Failure to report to work at specified times and in the prescribed manner.	1	3	2	5	3	5
4	Conducting personal business during working hours.	1	3	2	4	3	5
5	Frequent or continual tardiness.	1	3	2	5	3	5
6	Failure to notify the supervisor or designated representative promptly when unable to report for work. Notification must occur for each shift unless otherwise pre-arranged.	1	3	2	5	3	5
7	Leaving a work area or a job without authorization or when specifically instructed to remain in the work area or at the job.	1	4	2	5	4	5
8	Unauthorized absence from duty or abuse of leave privileges.	1	3	3	5	5	
9	Absence from duty without leave after having been denied permission to take such leave.	2	5	5			
10	Failure to report to work or call supervisor for three (3) consecutive workdays without permission or justification.	5					
11	"Loafing" on the job; wasting time; failure to put in a full day's work.	1	3	2	5	3	5
12	Repeated extension of designated lunch periods, or rest periods beyond the prescribed 15 minutes in NAC 284.524 without supervisor approval.	1	3	2	5	3	5
13	Use of sick leave for a reason not authorized by NAC 284.554.	2	4	3	5	5	
14	Failure to report to duty as ordered during public safety emergencies.	2	5	3	5	4	5
15	Failure to appear and provide testimony for court or a hearing when duly notified or subpoenaed. Only the court, prosecutor, or other hearing official may grant the authorization to waive court or hearing appearances.	2	3	3	4	3	5
D.	Relations with Supervisor, Fellow Employees, and the Public						

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1st Offense		2nd Offense		Additional	
		Min	Max	Min	Max	Min	Max
1	Insubordination: Refusal to comply with order or instruction from a supervisor or superior in the employee's chain of command.	2	5	3	5	5	
2	Threatening or attempting bodily harm to the supervisor, the public or fellow employee.	2	5	5			
3	Any act of violence in the course of duties, including stalking, threats, intimidation, assault or battery.	2	5	3	5	5	
4	Using insulting, abusive or profane language to a supervisor, the public or fellow employee.	1	5	2	5	3	
2	Discourteous treatment of the public, supervisor or a fellow employee.	1	5	2	5	3	
3	Making statements, false or otherwise, intended to demean or disparage supervisor, fellow employees or the public; or intended to disrupt the work environment.	2	3	3	4	4	5
4	Inappropriate gesture or touching.	2	5	3	5	5	
5	Knowingly providing false or misleading statement, either verbally or in written reports or other documents, concerning actions related to the performance of official duties or providing false or misleading statement in response to any question or request for information in any official investigation, interview, hearing or judicial proceeding.	5					
6	Misuse and/or abuse of supervisory authority or privilege.	2	3	3	5	5	
7	Engaging in a romantic/sexual relationship with supervisor or subordinate.	5					
8	Engaging in a sexual relationship with any state employee while in the workplace. Any on-duty sexual relations including, but not limited to sexual intercourse, excessive displays of public affection or other sexual contact.	2	3	3	4	5	
9	Failure to work with fellow employees as a team to best reach the goals of the agency and create an environment that promotes group work cohesiveness.	1	3	2	5	3	5
10	Refusal to comply with reasonable or proper instruction from a supervisor and disobeying or refusing to abide to a statute or regulation.	2	5	3	5	5	
11	Any willful or reckless act of aggression directed towards a person, including but not limited to, misuse of physical or other restraints in violation of state or federal law. Threatening, stalking, intimidating, attempting, or doing bodily harm to a supervisor, public, or fellow employee; or using insulting, intimidating or abusive language or conduct to supervisor, public or fellow employee.	2	5	4	5	5	
12	Improper disclosure of protected health information as identified by the Privacy Act of the Health Insurance Portability and Accountability Act (HIPAA).	1	5	2	5	3	5
13	Failure to conduct oneself in a professional manner while meeting the responsibilities to the public.	2	3	3	4	4	5
14	Failure to represent the agency in a professional manner during any court and/or administrative proceeding.	2	3	3	4	4	5

Commented [Denise Wo3]: Incorporated in D14

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Commented [Denise Wo5]: Incorporated in D14

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1st Offense		2nd Offense		Additional	
		Min	Max	Min	Max	Min	Max
15	Failure to cooperate in work-related projects with other employees and/or supervisors.	1	3	2	5	5	
16	Creating an atmosphere or discord among employees not conducive to a professional workplace or is detrimental to morale.	1	4	2	5	5	
E. Use of Alcohol, Controlled Substance or Drugs							
1	Consuming or being under the influence of alcohol, drugs or other controlled substances while on duty, to include lunch and work breaks, unless prescribed by a physician.	3	5	5			
2	Convicted of driving under the influence or any other offense for which driving under the influence is an element of the offense, and the offense occurred while driving a State vehicle or a privately-owned vehicle while on State business.	5					
3	Convicted of violating any State or Federal law prohibiting the sale of a controlled substance.	5					
4	Failure to report a conviction of any alcohol or drug-related offense as described in 3 above to the appointing authority within five (5) working days after it occurs.	5					
5	Refusal to take any drug and/or alcohol test when there is a reasonable belief an employee is under the influence of drugs or alcohol.	5					
6	Refusal to submit to a screening test for any drug and/or alcohol test to include those mandated by Federal or State law.	2	5	3	5	5	
7	Unlawful possession of a controlled substance on the premises of the workplace or while on department business.	5					
8 7	Inability to perform the duties of the position because of being under the influence of alcohol, drugs, or any other controlled substance, including prescription medication.	1	5	2	5	3	5
9 8	Failure to pass any drug and or alcohol test to include those mandated by Federal or State law.	3	5	5			
9	Damaging State property while under the influence of alcohol and/or controlled substances.	2	5	5			
10	Convicted of the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on the premises of the workplace or while on state business.	5					
11	Unlawful manufacture, distribution, dispensing, possession, selling or use of any controlled substance, narcotic, and/or drug, or being under the influence of alcohol at place of work or on State business. Includes meal or break periods, or while in uniform off-duty.	3	5	5			
12	Bringing alcohol or controlled substances onto any agency grounds or any building occupied by clients (except employee's locked vehicle parked in a parking lot).	3	5	5			
13	Failure to notify a supervisor after consuming any drug, alcohol and/or substance which could interfere with the safe and efficient performance of his duties.	3	5	4	5	5	

Commented [Denise Wo6]: Incorporated in #E-11

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1st Offense		2nd Offense		Additional	
		Min	Max	Min	Max	Min	Max
14	Driving under the influence in violation of NRS 484C.110 or any other offense for which driving under the influence is an element of the offense, and the offense occurred while driving a state vehicle, or a privately-owned vehicle on State business.	3	5	4	5	5	
15	Failure to complete any rehabilitation program recommended in the evaluation of an employee who is a mandated referral to an employee assistance program.	5					
F. Misuse of Agency or State Property							
1	Using State or agency owned or leased property without proper authorization following agency policy.	1	3	2	5	5	
2	Operating State vehicle or equipment in an unsafe or negligent manner resulting in injury to a person or damage to the equipment or the property.	1	5	2	5	5	
3	Failure to have State vehicles or equipment properly maintained and/or serviced resulting in damage to equipment or injury to a person.	1	5	2	5	5	
4	Operating State vehicles or equipment without a valid or proper license: a. Without the knowledge that the license is no longer valid. b. With the knowledge that the license is no longer valid.	2	5	5			
5	Removing property, equipment or documents from the workplace unless approved by the appropriate authority.	1	5	2	5	5	
6	Failure to safely operate motor vehicles while on duty when the failure results in minimal or significant damage, bodily injury, or death.	1	2	2	3	3	
7	Speeding or committing other traffic violations while driving a State or federally owned vehicle, or reckless handling of other State equipment, including any personal action contributing to involvement in a preventable traffic collision, or other unsafe or improper driving actions in the course of or impacting employment.	1	3	2	5		
8	Operating State vehicles or equipment without proper authorization or credentials.	2	5	5			
9	Using or authorizing the use of state owned or leased property for other than official use, including state-issued credit cards without authorized permission.	1	4	3	5	5	
10	Willfully or negligently leaving State or federal equipment or machinery, which results in damage to equipment or other property.	1	5	3	5	5	
11	Releasing a paycheck before the appropriate time.	2	3	3	4	5	
12	Requesting, receiving and cashing a paycheck before the state's designated payday.	2	3	3	5	5	
13	Rendering of services or goods to recipients that is not in accordance with agency or divisional policies.	1	5	3	5	5	

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1st Offense		2nd Offense		Additional	
		Min	Max	Min	Max	Min	Max
14	Refusal to undergo a criminal background check when it is required by law, regulation, or agency policy.	5					
15	Failure to disclose an arrest or a criminal conviction when disclosure is required by law, regulation, or agency policy.	3	5	4	5	5	
16	Failure to report an arrest or conviction or any misdemeanor, gross misdemeanor, or felony within 5 working days, when it is a requirement of the position.	3	5	5			
17	Misplacement of important documents or property.	1	3	3	5	5	
18	Removing State identification decals from vehicles without permission.	1	3	3	5	4	5
19	Personal use of agency/state/federal vehicle.	2	3	3	5	5	
20	Misuse of agency or federal gas card.	2	3	3	5	5	
21	Taking a vehicle home at any time (even for a few minutes) without permission.	2	3	3	5	5	
22	Negligent destruction or damage to state or federal property.	1	2	2	3	3	5
23	Willful or inexcusable destruction or damage to state or federal property.	3	5	3	5	5	
24	Making unauthorized copies such as books, manuals, and computer software in violation of copyright laws or vendor licensing agreement including but not limited to office Technology Terms of Use Policy.	1	5	2	5	5	
25	Substantiated employee record of unsafe or improper driving habits or actions in the course of employment.	1	2	2	3	3	5
27	Jeopardizing the security of agency property.	1	3	2	5	3	5
28	Waste or loss of State material, property or equipment.	1	3	2	5	4	5
G.	Misuse of Information Technology						
1	Use that interferes with employee performance or agency functions to include the downloading and using entertainment software such as games or other non-work-related materials, or on-line gambling.	1	5	2	5	3	5
2	Use for activities that are illegal, inappropriate, or offensive to fellow employees or the public such as harassment or hate speech to include language that discriminates against others based on race, religion, gender, disability, national origin, sexual orientation, genetic information or gender identity and expression, or any other state or federal anti-discrimination laws.	1	5	2	5	5	
3	Obtaining unauthorized access to another's e-mail or data files or confidential records maintained by the agency.	2	4	3	4	5	
4	Accessing, displaying and/or printing material or images that are sexually explicit and serve to create a hostile environment in the workplace.	1	4	2	5	5	
5	Use that violates copyright laws, software licensing agreements, property rights, the privacy of others, or local, State, or Federal laws.	1	5	3	5	5	
6	Accessing a website that results in a fee being charged to the State.	1	2	3	4	5	

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		Min	Max	Min	Max	Min	Max
7	Personal use that could slow down, delay, or disrupt computer services such as chain letter, greeting cards, and streaming of radio or TV broadcasts or other audio or video material. Installing or using personal or unauthorized software on state information technology resources without proper authorization and approval.	1	2	3	4	5	
8	Revealing passwords or using another person's user identification or password to access confidential information without authorization.	2	5	3	5	5	
9	Negligent use of information technology that results in the introduction of computer viruses, system monitoring devices or devices that can cause damage or limit access to the equipment, software, or data.	1	5	2	5	4	5
10	Willful sabotage of information technology resources such as the introduction of computer viruses, system monitoring devices, or devices that can cause damage or limit access to the equipment, software, or data.	5					
11	Using state information technology resources, including but not limited to computing and communications equipment, services or facilities for soliciting business, selling products or otherwise engaging in commercial activities.	2	5	3	5	5	
12	Using State or federal information technology resources to gain access, view, and/or download pornography from the internet or upload from other electronic devices.	3	5	5			
13	Excessive internet usage for personal or non-work-related purposes.	1	3	2	3	3	5
14	Intentionally viewing or distributing pornographic material at the premises of the workplace, including, without limitation, intentionally viewing or distributing pornographic material on any computer owned by the State, unless such viewing or distributing is a requirement of the employee's position.	5					
15	Installing or using personal or unauthorized software on state information technology resources without proper authorization and approval.	2	5	3	5	5	
16	The malicious and willful alteration, deletion or other destruction of documents, data, information or other materials stored on any agency information technology system.	5					
17	The unauthorized use, or manipulation of, production data or information outside the scope of one's job responsibilities, or for non-business or personal reasons (strictly prohibited and may be subject to prosecution under NRS 205.481).	2	3	3	4	3	5
18	Installation or use of computer monitoring devices, spy ware, reader software or devices, unauthorized data collection software or devices, blocking devices, or other hardware, software, servers, devices, or similar that restricts or limits access not specifically approved by the agency.	3	5	5			

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1st Offense		2nd Offense		Additional	
		Min	Max	Min	Max	Min	Max
19	Installing or using personal or unauthorized software on state information technology resources without proper authorization and approval.	2	5	3	5	5	
20	Misuse or abuse of the email system; or other violations of the Computer Usage Policies regarding email.	1	3	3	5	5	
21	Completion of any business transaction for self, friends, family members or co-workers which may be inconsistent, incompatible, or a conflict of interest.	1	2	2	3	4	5
22	Revealing or sharing office access control or alarm combinations or keys with unauthorized persons.	2	5	3	5	5	
23	Use of agency email or internet system that violates any law.	3	5	3	5	5	
24	Downloading, sharing, or duplicating confidential data either onto a laptop computer, PDA, CD or any other portable device without proper authorization.	5					
25	Misrepresenting oneself on the Internet as another person without authorization.	3	5	3	5	5	
26	Forge a digital signature. Using electronic signature, graphic or otherwise, for any unauthorized purpose.	5					
27	Violation of any aspect of the Internet and Network Access section in the office Technology Terms of Use Policy.	3	5	5			
28	Use to inappropriately seek, distribute, obtain copies of, modify, or distribute information, files, or other data that is private, confidential or not open to public inspection.	5					
29	Internet usage that conflicts with agency policy.	1	3	3	5	5	
H. Other Acts of Misconduct or Incompatibility							
1	Engage in an outside employment activity or enterprise which the appointing authority considers being inconsistent, incompatible or a conflict of interest with employment without authorization.	1	3	2	4	5	
2	Failure to report an accident involving State equipment or vehicles assigned to the employee within 24 hours.	2	5	3	5	4	5
3	Unauthorized or improper disclosure of confidential information.	2	5	3	5	5	
4	Disgraceful personal conduct which impairs job performance.	1	4	3	5	5	
5	Accepting gifts, service, favor, employment, engagement or economic opportunity from any individual, firm, or organization doing business with Office of Energy or the State when the employee is responsible for making any recommendations or decisions affecting their business activities.	1	5	2	5	3	5
6	Misrepresentation of official capacity or authority.	2	5	4	5	5	
7	Bringing into State owned, leased or occupied buildings any firearm, or implement considered to be a weapon, unless permitted by law to do so and the appointing authority receives prior notification.	3	5	4	5	5	

Commented [Denise Wo7]: Added language adopted by PC 12/29/20.

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1st Offense		2nd Offense		Additional	
		Min	Max	Min	Max	Min	Max
8	Refusal to undergo a criminal background check when it is a requirement of the job by law, regulation or divisional policy.	5					
9	Conviction of any criminal act related to their work activity or conviction of any criminal act involving moral turpitude when it is related to the employee's work.	2	5	3	5	5	
10	Sleeping on duty or failure to remain fully awake while on duty.	1	5	3	5	5	
11	Engaging in unlawful or unauthorized electronic surveillance or recording of conversations or actions of persons in facilities owned or leased by the State.	3	4	4	5	5	
12	Divulging confidential employer information obtained in the performance of official duties to any person outside the agency except as specified by law or policy. Making public any investigation or proposed action or business of the agency to any unauthorized person.	3	5	3	5	5	
13	Dishonesty.	2	5	4	5	5	
14	Failure to participate in any investigation of alleged discrimination, including without limitation, an investigation concerning sexual harassment.	3	5	4	5	5	
15	Performing an act in an unofficial capacity which is subject to the control, inspection, review, audit or enforcement by the employee or his agency.	1	5	2	5	5	
16	Failure to provide name, identification or display proper ID when requested, except when the withholding of such information is necessary for the performance of specific law enforcement duties or as otherwise authorized by a supervisor.	1	2	2	3	3	5
17	Disobeying the State of Nevada smoking statutes.	1	2	2	3	3	5
18	Improperly engage in secondary employment without an approved Request for Secondary Employment Form.	1	2	2	3	3	5
19	Allowing unauthorized personnel to enter work areas without approval of appointing authority.	1	2	2	3	5	
20	Failure, plus failure of a supervisor, to report promptly and fully misconduct including activities on their own part or the part of any other employee where such activities may result in criminal prosecution or discipline under this policy.	1	5	2	5	3	5
21	Concealing or covering up, attempting to conceal, removing or destroying evidence of incompetent or defective workmanship.	2	3	3	4	4	5
22	Gambling or betting on State property or while on duty or in uniform; while using any agency equipment or systems; any on-line gambling while on duty. Unlawful gambling or betting at any time or any place. Gambling activity undertaken as part of an employee's official duties and with the express knowledge and permission of a direct supervisor is exempt from this prohibition.	3	5	3	5	5	
23	Improperly identifying self, displaying badge or identification, or making improper use of status as a	3	5	3	5	5	

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1st Offense		2nd Offense		Additional	
		Min	Max	Min	Max	Min	Max
	Dept. employee that could reasonably be perceived as an attempt to gain influence or authority.						
24	Any conduct whether on or off duty which negatively reflects upon the image of the State or the agency.	2	3	3	4	5	
25	Refusal to undergo a search of person or property on institutional property.	2	3	3	4	5	
26	Failure to report contact with law enforcement other than in matters involving routine traffic stops, random automobile stops and road blocks, and other than in cases involving the rendering of assistance to law enforcement or having been notified that employee is the subject of a criminal investigation, or that a criminal investigation is proceeding against employee.	2	3	3	4	3	5
27	Not following proper chain of command by contacting other state administrators, officers, board members or elected officials without first expressing concerns and intended purpose to supervisors, excluding contacts made by employees under the provisions of NRS 281.611.	1	2	2	4	5	
28	Associating socially with any member of a criminal gang, organized crime and/or criminal syndicate when a agency member knew or reasonably should have known of the criminal nature of the person or organization. This includes any organization involved in a definable criminal activity or enterprise except where specifically directed and authorized by the agency.	3	5	3	5	5	
29	Substantiated, active, continuing association on a personal rather than official basis with persons who engage in or are continuing to engage in serious violations of state or federal laws, where the employee has or reasonably should have knowledge of such criminal activities, except where specifically directed and authorized by the agency.	3	5	3	5	5	
30	Any act which is incompatible with an employee's condition of employment established by law or which violates a provision of NAC 284.738 to NAC 284.771, inclusive NAC 284.650.	1	5	2	3	3	5
31	The unauthorized use of any badge, uniform, identification card or other agency equipment or property for personal gain or any other improper purpose.	3	5	3	5	5	
32	Initiating any civil action for recovery of any damages or injuries incurred in the course and scope of employment without first notifying the Director of such action.	2	3	3	4	3	5
33	Using agency resources in association with any portion of an employee's independent civil action. These resources include, but are not limited to personnel, vehicles, equipment and non- subpoenaed records.	2	4	3	5	4	5
I.	Improper Political Activity						

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1st Offense		2nd Offense		Additional	
		Min	Max	Min	Max	Min	Max
1	Directly or indirectly solicit or be in any manner concerned in soliciting or receiving any assessment, subscription, a monetary, or non-monetary contribution for a political purpose from anyone who is in the same agency and who is a subordinate of the solicitor.	1	5	4	5	5	
2	Engage in political activity during the hours of employment to improve the chance of a political party or individual seeking office.	1	3	2	4	3	5
3	Engage in political activity to secure preference for promotion, transfer or salary advancement.	1	5	2	5	5	
4	As an employee in an agency administering federally aided programs, engage in political activities at any time, which are forbidden by federal law.	1	3	2	5	3	5
5	Using or promising to use any official authority or influence for the purpose of influencing the vote or political action of any person for any consideration.	2	3	3	4	5	
6	Engaging in any unauthorized political activity, except for expressing an opinion, while on duty, while in uniform or at public expense event.	2	4	3	4	5	
7	Soliciting and/or influencing any employee to engage or not engage in any political activities with direct or indirect use of any threat, intimidation or coercion, including threats of discrimination, reprisal, force or any other adverse consequence including loss of benefit, reward, promotion, advancement or compensation.	3	5	5			
J.	Discrimination and Harassment						
1	Engaging in sexual harassment as defined in Federal and State law, the State Executive Branch Sexual Harassment & Discrimination Policy, or agency policy against an employee, an applicant for employment or any other another person in the workplace.	2 3	5	4	5	5	
2	Creating or endorsing a hostile work environment.	2	5	3	5	5	
3	Discrimination based on race, color, religion, sex, sexual orientation, age, disability, national origin, genetic information, gender identity and expression or other violations of Title VII of the Civil Rights Act, or any other state or federal anti-discrimination laws.	3	5	4	5	5	
4	Failure of a supervisor to report instances of sexual harassment or discrimination as defined and required in Federal and State law, the State Executive Branch Sexual Harassment & Discrimination Policy, or the agency's policy.	1	5	3	5	5	
5	Making a negative discriminatory remark based on any Federal or State law.	2	3	3	4	5	
6	Retaliation. Taking adverse action against an employee for: 1) complaining about harassment and/or discrimination; 2) for supporting another employee's complaint about harassment and/or discrimination; 3) for disclosing improper governmental action; 4) for filing a grievance or appeal; or exercising any employment right protected under State or Federal law.	2	5	3	5	5	

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1st Offense		2nd Offense		Additional	
		Min	Max	Min	Max	Min	Max
K.	Safety and Health						
1	Willful removal or interference with a safety device or safeguard.	2	3	2	4	3	5
2	Dangerous horseplay or inattention that threatens the life of an individual.	2	5	3	5	5	
3	Workplace violence, the threat of workplace violence, harassment, or intimidation.	2	5	3	5	5	
4	Endangering self, fellow employees, clients or public through negligent or willful violation of agency policy as contained in performance standards, procedures and various federal and state laws, regulations and guidelines.	2	5	3	5	5	

ACKNOWLEDGMENT FORM
OFFICE OF ENERGY
PROHIBITIONS AND PENALTIES

The authority for management to prescribe behavior and conduct standards derives from Chapter 284 of the Nevada Revised Statutes and the *Disciplinary Procedures, Adjustment of Grievances, and Prohibitions and Offenses* sections of the State of Nevada Rules for State Personnel Administration. These regulations provide that each appointing authority shall determine and describe in writing activities that are inconsistent, incompatible, or in conflict with the duties and responsibilities of the State of Nevada Office of Energy employees.

The Office of Energy’s Prohibitions and Penalties document is a guide that intends to clarify existing statutes and regulations but does not cover all infractions and violations that could conceivably occur. It does, however, cover the majority of situations that are important to the Office of Energy. As a tool, which describes behavior that is subject to discipline, the guide will serve the needs of both supervisory personnel and employees. Additions, deletions or changes to the guide as they are approved by The State Personnel Commission, will be communicated to employees in the same manner as other Office of Energy policies and procedures.

The State Personnel Commission approved this guide; thus, it has the same force and effect as other statutes and regulations covering classified employees.

Once signed, this acknowledgment will be placed in the employee’s personnel file.

Acknowledgment of Receipt:

I acknowledge receipt of the Office of Energy’s Prohibitions and Penalties.

Print Employee Name Employee Signature Employee ID Date

Human Resources Management Representative or
Immediate Supervisor Date

ITEM IV-C

Personnel Commission Meeting
March 19, 2021

FOR DISCUSSION AND POSSIBLE ACTION

Prohibitions and Penalties

In accordance with NAC 284.742, an agency shall identify specific activities considered inconsistent, incompatible or in conflict with employees' duties and penalties for such. These Prohibitions and Penalties are subject to the approval of the Personnel Commission.

Governor's Office - DHRM Recommendation

The Prohibitions and Penalties before you for approval are newly created for the Governor's Office. Input was requested from the department employees and employee associations. Prohibition #H-5 on page 8, is the first time a penalty range will be proposed to the Commission with the highlighted language adopted by the Commission this last December, but does have the same penalty range for this prohibition as other agencies proposing new or amended prohibitions and penalties today. Otherwise, these new Prohibitions and Penalties have been reviewed by the Division and are consistent with those already approved by the Commission.

STATE OF NEVADA
GOVERNOR'S OFFICE



PROHIBITIONS AND PENALTIES

**A GUIDE FOR EMPLOYEES OF
THE GOVERNOR'S OFFICE**

Approved by the Personnel Commission on

FORWARD

This Prohibitions and Penalties document is intended as a guide to clarify existing statutes and regulations. It is meant as a supplement and does not attempt to cover all possible infractions and violations of the existing rules; however, it does cover the majority of situations that are important to the State of Nevada's Office of the Governor (OG) management. All employees of the OG will be issued a copy of the "Prohibitions and Penalties" guide.

After receipt of this guide, please sign the "Acknowledgement Form," which is the last page of this guide and return it to the OG Agency HR Services or your Immediate Supervisor.

AUTHORITY

The authority for management to prescribe behavior and conduct standards derives from Chapter 284 of the Nevada Revised Statutes (NRS) and the Nevada Administrative Code (NAC). The "Prohibitions and Offenses" section of NAC 284 provide that each appointing authority will determine and describe in writing standards of conduct that are prohibited as inconsistent, incompatible or in conflict with their duties as an employee. These standards are in addition to prohibitions and penalties that are listed in statute and regulation that apply to all State employees. All employees of this agency will be issued a copy of the "Employee's Guide to Prohibitions and Penalties."

This guide has been approved by the Personnel Commission and thus has the same force and effect as other statutes and regulations covering classified employees. The penalties identified for the various infractions are merely guidelines and may be applied to a greater or lesser degree indicated depending on the circumstances.

COACHING

Coaching normally takes place prior to beginning the disciplinary process. The Letter of Instruction, and any other means of coaching are not part of the disciplinary process.

Letter of Instruction. A letter of instruction to the employee is typically written by the supervisor(s) responsible for the employee's activities. The letter is intended to provide the employee with information and instruction or training and establishes documentation that the employee has been made aware of his or her responsibility concerning a particular situation or set of circumstances.

THE PROGRESSIVE DISCIPLINE PROCESS

Progressive discipline normally follows the sequence outlined below. However, accelerated action may be taken when necessary.

1. **Oral Warning.** When instruction and training have not resulted in the change in behavior or performance that is desired, an "oral warning" is typically the first step in the progressive disciplinary process. This level of discipline may be skipped when the seriousness of the employee's behavior and/or performance warrants a higher level of discipline on a first offense.
2. **Written Reprimand.** Typically the second level in the disciplinary process, a written reprimand is used when previous corrective and disciplinary action has not produced the appropriate change in behavior or performance or when the seriousness of a first offense warrants a higher level of discipline such as willful actions and/or threats. A copy of the Written Reprimand (form NPD-52) is maintained in the employee's permanent personnel file held by the Division of Human Resource Management's Central Records section.

3. Suspension. When previous corrective and disciplinary action have not produced the appropriate change in behavior or performance or due to the seriousness of a first offense, a suspension leave without pay may not exceed 30 calendar days. A copy of the Specificity of Charges (form NPD-41) which documents the reasons for the suspension is maintained in the employee's permanent personnel file held by the Division of Human Resource Management's Central Records section. Additionally, an appointing authority may refuse to consider the appointment (promotion, transfer, etc.) of an otherwise eligible employee who has been subject to a suspension as a result of an upheld or uncontested disciplinary action.
4. Demotion. Typically, after other forms of discipline have not produced the appropriate change in behavior or when the employee's behavior is particularly egregious, a demotion to a lower class may be used as a form of discipline. A copy of the Specificity of Charges (form NPD-41) which documents the reasons for the demotion is maintained in the employee's permanent personnel file held by the Division of Human Resource Management's Central Records section. Additionally, an appointing authority may refuse to consider the appointment (promotion, transfer, etc.) of an otherwise eligible employee who has been subject to a demotion as a result of an upheld or uncontested disciplinary action.
5. Dismissal. Typically, after other forms of discipline have not produced the appropriate change in behavior or when the employee's behavior is particularly egregious, dismissal from the State may be warranted. A copy of the Specificity of Charges (form NPD-41) which documents the reasons for the dismissal is maintained in the employee's permanent personnel file held by the Division of Human Resource Management's Central Records section.

NOTE: The Division Administrator of the employee's assigned Division will review pending disciplinary steps and grievances and consult with Agency HR Services, and the Attorney General's Office as necessary, to ensure proper documentation, timely processing of disciplinary steps and grievances, and accuracy of employee files. Agency HR Services must consult with the Attorney General's Office prior to all disciplinary steps involving a recommendation of suspension (3), demotion (4), or dismissal (5) of a permanent employee.

The attached chart shows recommended minimum and maximum penalties for the first, second, and additional offenses for a wide range of prohibited activities. If disciplinary steps 3, 4 or 5, described at the top of each chart are recommended for a permanent employee, the pre-disciplinary review guidelines found in NAC 284.656 must be followed.

NOTE: Appropriate disciplinary or corrective action may also be taken for any causes listed in Section 284.650 of the Nevada Administrative Code, "Causes for Disciplinary Action"
<http://www.leg.state.nv.us/NAC/NAC-284.html#NAC284Sec650>

Disciplinary steps that result in an oral warning or a written reprimand can be grieved through the formal grievance process. Disciplinary steps resulting in suspension, demotion or dismissal may be appealed before a Hearing Officer provided by the Personnel Commission.

Governor's Office Prohibitions and Penalties

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1st Offense		2nd Offense		Additional	
		Min	Max	Min	Max	Min	Max
A.	Fraud in Securing an Appointment						
1	Falsification of application or identity for employment or other personnel records with respect to a material point relating to education & training or employment history & experience which would have adversely affected selection for appointment.	5					
2	Taking, for another person, or permitting another person to take for you, an examination or a portion thereof.	5					
3	Refusal, upon hire, to sign the Acknowledgement of Receipt of Prohibitions and Penalties and/or agency policies and procedures.	5					
4	Refusal, upon hire, to sign the Acknowledgement of the State Executive Branch Sexual Harassment and Discrimination Policy and/or the Governor's Alcohol and Drug Free Workplace Policy.	5					
B.	Performance on the Job						
1	Failure of employee to maintain proper work performance or personal appearance standards after a reasonable period of instruction.	1	3	2	3	3	5
2	Failure to prepare or maintain prescribed records or reports.	1	5	2	5	4	5
3	Willfully or negligently falsifying prescribed records or reports.	3	5	5			
4	Withholding or concealing information regarding the job from supervisors or other persons having the necessity for such information.	1	5	2	5	5	
5	Failure to cooperate in work related projects with other employees and/or supervisors.	1	3	2	5	5	
6	Failure of an employee, who is designated as a supervisor and has supervisory authority, to take corrective disciplinary action where such action is needed.	1	2	2	3	4	5
7	Unauthorized and willful destruction or alteration of agency records.	2	5	5			
8	Soliciting or accepting a bribe.	5					
9	Embezzlement or misappropriation of State funds or other funds which come into the employee's possession by reason of their official position for personal gain.	5					
10	Negligent falsification of financial records, such as travel, payroll, or purchase vouchers, or their supporting documents a. Not resulting in personal financial gain; b. Resulting in personal financial gain.	1 3	3 5	4 5	5	5	
11	Willful falsification of financial records, such as travel, payroll, or purchase vouchers, or their supporting documents: a. Not resulting in personal financial gain; b. Resulting in personal financial gain.	2 5	5	3 5	5	5	
12	Negligent falsification of time and attendance records including leave requests, overtime, compensatory time or any leave record.	1	2	3	4	5	
13	Willful falsification of time and attendance records including leave requests, overtime, compensatory time or any leave record.	3	5	5			
14	Willful concealment of material facts by omission from records.	2	3	4	5		
15	Making unauthorized agency transactions for personal profit.	3	5	5			
16	Disregard and/or deliberate failure to comply with or enforce statewide, agency, Division or office regulations and policies.	2	5	3	5	4	5

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1st Offense		2nd Offense		Additional	
		Min	Max	Min	Max	Min	Max
17	Unauthorized removal of secure or personal records, correspondence or documents from agency files.	2	5	3	5	4	5
18	Failure to properly account for State or Federal funds where it is a known requirement of the position.	2	5	3	5	5	
C. Neglect of, or Inexcusable Absence from the Job							
1	Negligence in performing official duties including failure to follow instructions or regulations.	1	3	2	5	3	5
2	Carelessness, indifference, and/or inattention to duty that results in reduced productivity.	1	5	2	5	3	5
3	Failure to report to work at specified times and in the prescribed manner.	1	3	2	5	3	5
4	Conducting personal business during working hours.	1	3	2	4	3	5
5	Frequent or continual tardiness.	1	3	2	4	3	5
6	Failure to notify supervisor or designated representative promptly when unable to report for work. Notification must occur for each shift unless otherwise pre-arranged.	1	3	2	5	3	5
7	Leaving a work area or a job without authorization or when specifically instructed to remain in work area or at the job.	1	4	2	5	4	5
8	Unauthorized absence from duty or abuse of leave privileges.	1	3	2	5	5	
9	Absence from duty without leave after having been denied permission to take such leave.	2	5	5			
10	Failure to report to work or call supervisor for three (3) consecutive workdays without permission or justification.	5					
11	"Loafing" on the job; wasting time; failure to put in a full day's work.	1	3	2	5	3	5
D. Relations with Supervisor, Fellow Employees, and the Public							
1	Insubordination: Refusal to comply with order or instruction from a supervisor (or superior in employee's chain of command.)	2	5	3	5	5	
2	Any act of violence in the course of duties, including stalking, threats, intimidation, assault or battery.	2	5	3	5	5	
3	Using insulting, abusive or profane language to a supervisor, the public or fellow employee.	1	5	2	5	3	5
4	Discourteous treatment of the public, supervisor or a fellow employee.	1	5	2	5	3	5
5	Making statements, false or otherwise, intended to demean or disparage supervisor, fellow employees or the public; or intended to disrupt the work environment.	1	3	3	4	4	5
6	Willfully abridging or denying the rights of clients, licensees or grantees as specified in NRS or agency policy.	3	5	3	5	5	
7	Negligently abridging or denying the rights of clients, licensees or grantees as specified in NRS or agency policy.	1	4	3	5	5	
8	Borrowing items from a client, licensee or grantee, selling to or trading items with a client, licensee or grantee or entering into a transaction with a client, licensee or grantee involving the transfer of the client's, licensee's or grantee's property for personal gain.	2	5	3	5	5	
9	Entering into a romantic or sexual relationship with any client of the employee's agency or program when said employee is involved in the delivery of service to the client; or entering into a romantic or sexual relationship with a licensee or grantee and conditioning their licensure on the relationship.	3	5	3	5	5	

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1st Offense		2nd Offense		Additional	
		Min	Max	Min	Max	Min	Max
10	Using insulting, intimidating or abusive language to clients, licensees or grantees; neglecting, threatening or causing bodily harm to clients, licensees or grantees.	3	5	3	5	5	
11	Having personal or business relationships with clients, licensees or grantees for the purpose of, or which results in, any program advantages, considerations or benefits to either party which exceeds normal entitlement.	3	5	3	5	5	
12	Soliciting clients, licensees, grantees and/or agency contacts for the establishment or maintenance of a private professional practice similar to their work activities.	2	5	3	5	5	
13	Improper disclosure of protected health information as identified by the Privacy Act of the Health Insurance Portability and Accountability Act (HIPAA.)	1	5	2	5	3	5
14	Creating an atmosphere not conducive to a professional workplace, including creating discord among employees.	1	4	2	5	5	
E. Use of Alcohol, Controlled Substance or Drugs							
1	Consuming or being under the influence of alcohol, drugs or other controlled substances while on duty, to include lunch and work breaks, unless prescribed by a physician.	3	5	5			
2	Convicted of driving under the influence or any other offense for which driving under the influence is an element of the offense, and the offense occurred while driving a State vehicle or a privately owned vehicle while on State business.	5					
3	Convicted of violating any State or Federal law prohibiting the sale of a controlled substance.	5					
4	Refusal to take any drug and/or alcohol test when there is reasonable belief an employee is under the influence of drugs or alcohol.	5					
5	Refusal to submit to a screening test for any drug and/or alcohol test mandated by Federal or State law, or as directed.	2	5	3	5	5	
6	Unlawful possession of a controlled substance on the premises of the workplace or while on State business.	5					
7	Inability to perform the duties of the position because of being under the influence of alcohol, drugs, or any other controlled substance (includes prescription medication).	1	5	2	5	3	5
8	Failure to pass any drug and or alcohol test mandated by Federal or State law, or as directed.	3	5	5			
9	Failure to report a conviction of any alcohol or drug related offense as described in item 3 above to the appointing authority within five (5) working days after it occurs.	5					
10	Failure to complete any rehabilitation program recommended in the evaluation of an employee who is a mandated referral to an employee assistance program.	5					
11	Manufacturing, distribution, selling, giving, or otherwise providing clients or staff with alcohol, drugs or any controlled substances during working hours unless specifically authorized to do so.	3	5	5			
F. Misuse of Agency or State Property							
1	Using State, or agency owned or leased property without proper authorization.	1	3	2	5	5	

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1st Offense		2nd Offense		Additional	
		Min	Max	Min	Max	Min	Max
2	Operating state vehicle or equipment in an unsafe or negligent manner, or that results in injury to a person, damage to the equipment, or to the property.	1	5	2	5	5	
3	Failure to have State vehicles maintained and or serviced pursuant to Motor Pool Standards resulting in damage to equipment or injury to a person.	1	5	2	5	5	
4	Operating state vehicles or equipment without a valid or proper license: a. Without knowledge that the license is no longer valid. b. With knowledge that the license is no longer valid.	2 4	5 5	5 5			
5	Failure to report accident involving State equipment or vehicles assigned to the employee within 24 hours.	2	5	3	5	4	5
6	Removing property, equipment or documents from the workplace unless approved by the appropriate authority.	1	5	2	5	5	
7	Negligently leaving state equipment or machinery, which results in damage to the equipment or other property.	1	5	3	5	5	
8	Rendering of services or goods to recipients that is not in accordance with agency or divisional policies.	1	5	2	5	5	
9	Making unauthorized copies such as books, manuals, and computer software in violation of copyright laws or vendor licensing agreements.	1	5	2	5	5	
10	Cashing a paycheck before the State's designated payday.	2	3	3	5	5	
11	All State issued charge cards are to be used for travel purposes according to the guidelines provided in the State Administrative Manual. No personal expenses are permitted to be charged on this card.	3	5	4	5	5	
12	Waste or loss of State material, property or equipment.	1	3	2	5	4	5
13	Negligent destruction of, or damage to, State or Federal property.	1	5	2	5	4	5
4	Willful destruction of, or damage to, State or Federal property.	2	5	3	5	5	
15	Jeopardizing the security of agency property.	1	3	2	5	3	5
16	Unauthorized taking or using property belonging to the Federal or State government or fellow employees.	1	3	2	5	5	
17	Theft of property belonging to Federal or State government or fellow employees.	1	5		5		
G. Misuse of Information Technology							
1	Use that interferes with employee performance or agency functions to include downloading and using entertainment software such as games or other non-work-related materials, or on-line gambling.	1	5	2	5	3	5
2	Use for activities that are illegal, inappropriate or offensive to fellow employees or the public such as harassment or hate speech to include language that discriminates against others on the basis of race, religion, gender, disability, national origin, sexual orientation, genetic information or gender identity and expression, or any other state or federal anti-discrimination laws.	1	5	2	5	5	
3	Obtaining unauthorized access to another's e-mail or data files or to confidential records maintained by the agency.	2	4	3	4	5	
4	Accessing, displaying and/or printing material or images that are sexually explicit and serve to create a hostile environment in the workplace.	1	4	2	5	5	

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1st Offense		2nd Offense		Additional	
		Min	Max	Min	Max	Min	Max
5	Use that violates copyright laws, software licensing agreements, property rights, the privacy of others, or local, State, or Federal laws.	1	5	3	5	5	
6	Accessing a website that results in a fee being charged to the State.	1	2	3	4	5	
7	Personal use that could slow down, delay or disrupt computer services such as chain letters, greeting cards and streaming of radio or TV broadcasts or other audio or video material. Installing or using personal or unauthorized software on state information technology resources without proper authorization and approval.	1	2	3	4	5	
8	Revealing passwords or using another person's user identification or password to access confidential information without authorization.	2	5	3	5	5	
9	Negligent use of information technology that results in the introduction of computer viruses, system monitoring devices or devices that can cause damage or limit access to the equipment, software or data.	1	5	2	5	4	5
10	Willful sabotage of information technology resources such as the introduction of computer viruses, system monitoring devices, or devices that can cause damage or limit access to the equipment, software or data.	5					
11	Using state information technology resources, including but not limited to, computing and communications equipment, services or facilities for soliciting business, selling products or otherwise engaging in commercial activities.	2	5	3	5	5	
H.	Other Acts of Misconduct or Incompatibility						
1	Engaging in outside employment activity or enterprise which the appointing authority considers to be inconsistent, incompatible, or a conflict of interest with employment without authorization.	1	3	2	4	5	
2	Disgraceful personal conduct which impairs job performance.	1	4	3	5	5	
3	Accepting gifts, service, favor, employment, engagement or economic opportunity from any individual, firm or organization doing business with the Governor's Office or the State when the employee is responsible for making any recommendations or decisions affecting their business activities.	1	5	2	5	3	5
4	Misrepresentation of official capacity or authority.	2	5	4	5	5	
5	Bringing into State and/or the Governor's Office owned, leased or occupied buildings any firearm or implement considered to be a weapon, unless permitted by law to do so and with prior notification to the appointing authority.	3	5	4	5	5	
6	Unauthorized or improper disclosure of confidential information.	2	5	3	5	5	
7	Refusal to undergo a criminal background check when it is a requirement of the job by law, regulation or divisional policy.	5					
I.	Improper Political Activity						
1	Directly or indirectly solicit or be in any manner concerned in soliciting or receiving any assessment, subscription, monetary, or non-monetary contribution for a political purpose from anyone who is in the same agency and who is a subordinate of the solicitor.	1	5	4	5	5	

Commented [DW1]: Added language adopted by PC 12/29/20.

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1st Offense		2nd Offense		Additional	
		Min	Max	Min	Max	Min	Max
2	Engaging in political activity during the hours of employment for the purpose of improving the chance of a political party or individual seeking office.	1	3	2	4	3	5
3	Engaging in political activity for the purpose of securing preference for promotion, transfer or salary advancement.	1	5	2	5	5	
J.	Discrimination and Harassment						
1	Engaging in sexual harassment as defined in Federal and State law or the State Executive Branch Sexual Harassment & Discrimination Policy against an employee, applicant for employment or any other another person in the workplace.	2	5	4	5	5	
2	Creating or endorsing a hostile work environment.	2	5	3	5	5	
3	Failure of a supervisor to report instances of sexual harassment or discrimination as defined and required in Federal and State law or the State Executive Branch Sexual Harassment & Discrimination Policy.	1	5	3	5	5	
4	Discrimination on the basis of race, color, religion, sex, sexual orientation, age, disability, national origin, genetic information, gender identity and expression or other violations of the Title VII of the Civil Rights Act, or any other state or federal anti-discrimination laws.	3	5	4	5	5	
K.	Safety and Health						
1	Willful removal or interference with a safety device or safeguard.	2	3	2	4	3	5
2	Dangerous horseplay or inattention that threatens the life of an individual.	2	5	3	5	5	
3	Workplace violence, threat of workplace violence, harassment or intimidation.	2	5	3	5	5	
4	Endangering self, fellow employees, clients or public through careless or willful violation of agency policy as contained in performance standards, procedures and various federal and state laws, regulations and guidelines.	2	5	3	5	5	

ACKNOWLEDGMENT FORM

THE GOVERNOR'S OFFICE PROHIBITIONS AND PENALTIES

The authority for management to prescribe behavior and conduct standards derives from Chapter 284 of the Nevada Revised Statutes and the *Disciplinary Procedures, Adjustment of Grievances, and Prohibitions and Offenses* sections of the State of Nevada Rules for State Personnel Administration. These regulations provide that each appointing authority shall determine and describe in writing activities that are inconsistent, incompatible, or in conflict with the duties and responsibilities of the State of Nevada Governor's Office (OG) employees.

The OG Prohibitions and Penalties document is a guide that intends to clarify existing statutes and regulations but does not cover all infractions and violations that could conceivably occur. It does, however, cover the majority of situations that are important to the OG management. As a tool, which describes behavior that is subject to discipline, the guide will serve the needs of both supervisory personnel and employees. Additions, deletions or changes to the guide as they are approved by The State Personnel Commission, will be communicated to employees in the same manner as other OG policies and procedures.

The State Personnel Commission approved this guide; thus, it has the same force and effect as other rules and regulations covering classified employees.

Once signed, this acknowledgment will be placed in the employee's personnel file.

Acknowledgment of Receipt:

I acknowledge receipt of the Governor's Office Prohibitions and Penalties.

Print Employee Name Employee Signature Employee ID Date

Human Resources Management Representative or
Immediate Supervisor Date

ITEM IV-D

Personnel Commission Meeting
March 19, 2021

FOR DISCUSSION AND POSSIBLE ACTION

Prohibitions and Penalties

In accordance with NAC 284.742, an agency shall identify specific activities considered inconsistent, incompatible or in conflict with employees' duties and penalties for such. These Prohibitions and Penalties are subject to the approval of the Personnel Commission.

Governor's Finance Office - DHRM Recommendation

The Prohibitions and Penalties before you for approval are newly created for the Governor's Finance Office. Input was requested from the department employees and employee associations. Prohibition #H-6 on page 10, is the first time a penalty range will be proposed to the Commission with the highlighted language adopted by the Commission this last December, but does have the same penalty range for this prohibition as other agencies proposing new or amended prohibitions and penalties today. Otherwise, these new Prohibitions and Penalties have been reviewed by the Division and are consistent with those already approved by the Commission.

STATE OF NEVADA
GOVERNOR'S FINANCE OFFICE



PROHIBITIONS AND PENALTIES
A GUIDE FOR EMPLOYEES OF
THE GOVERNOR'S FINANCE OFFICE

Approved by the Personnel Commission on

FORWARD

This Prohibitions and Penalties document is intended as a guide to clarify existing statutes and regulations. It is meant as a supplement and does not attempt to cover all possible infractions and violations of the existing rules; however, it does cover the majority of situations that are important to the State of Nevada Governor's Finance Office (GFO) management. All employees of the GFO will be issued a copy of the "Prohibitions and Penalties" guide.

After receipt of this guide, please sign the "Acknowledgement Form," which is the last page of this guide and return it to the GFO's Agency HR Services or your Immediate Supervisor.

AUTHORITY

The authority for management to prescribe behavior and conduct standards derives from Chapter 284 of the Nevada Revised Statutes (NRS) and the Nevada Administrative Code (NAC). The "Prohibitions and Offenses" section of NAC 284 provide that each appointing authority will determine and describe standards of conduct that are prohibited as inconsistent, incompatible or in conflict with their duties as an employee. These standards are in addition to prohibitions and penalties that are listed in statute and regulation that apply to all State employees. All employees of this agency will be issued a copy of the "Employee's Guide to Prohibitions and Penalties."

This guide has been approved by the Personnel Commission and thus has the same force and effect as other statutes and regulations covering classified employees. The penalties identified for the various infractions are merely guidelines and may be applied to a greater or lesser degree indicated depending on the circumstances.

COACHING

Coaching normally takes place prior to beginning the disciplinary process. The Letter of Instruction, and any other means of coaching are not part of the disciplinary process.

Letter of Instruction. A letter of instruction to the employee is typically written by the supervisor(s) responsible for the employee's activities. The letter is intended to provide the employee with information and instruction or training and establishes documentation that the employee has been made aware of his or her responsibility concerning a particular situation or set of circumstances.

THE PROGRESSIVE DISCIPLINE PROCESS

Progressive discipline normally follows the sequence outlined below. However, accelerated action may be taken when necessary.

1. **Oral Warning.** When instruction and training have not resulted in the change in behavior or performance that is desired, an "oral warning" is typically the first step in the progressive disciplinary process. This level of discipline may be skipped when the seriousness of the employee's behavior and/or performance warrants a higher level of discipline on a first offense.
2. **Written Reprimand.** Typically the second level in the disciplinary process, a written reprimand is used when previous corrective and disciplinary action has not produced the appropriate change in behavior or performance or when the seriousness of a first offense warrants a higher level of discipline such as willful actions and/or threats. A copy of the Written Reprimand (form NPD-52) is maintained in the employee's permanent personnel file held by the Division of Human Resource Management's Central Records section.

3. Suspension. When previous corrective and disciplinary action have not produced the appropriate change in behavior or performance or due to the seriousness of a first offense, a suspension leave without pay may not exceed 30 calendar days. A copy of the Specificity of Charges (form NPD-41) which documents the reasons for the suspension is maintained in the employee's permanent personnel file held by the Division of Human Resource Management's Central Records section. Additionally, an appointing authority may refuse to consider the appointment (promotion, transfer, etc.) of an otherwise eligible employee who has been subject to a suspension as a result of an upheld or uncontested disciplinary action.
4. Demotion. Typically, after other forms of discipline have not produced the appropriate change in behavior or when the employee's behavior is particularly egregious, a demotion to a lower class may be used as a form of discipline. A copy of the Specificity of Charges (form NPD-41) which documents the reasons for the demotion is maintained in the employee's permanent personnel file held by the Division of Human Resource Management's Central Records section. Additionally, an appointing authority may refuse to consider the appointment (promotion, transfer, etc.) of an otherwise eligible employee who has been subject to a demotion as a result of an upheld or uncontested disciplinary action.
5. Dismissal. Typically, after other forms of discipline have not produced the appropriate change in behavior or when the employee's behavior is particularly egregious, dismissal from the State may be warranted. A copy of the Specificity of Charges (form NPD-41) which documents the reasons for the dismissal is maintained in the employee's permanent personnel file held by the Division of Human Resource Management's Central Records section.

NOTE: The Division Administrator of the employee's assigned Division will review pending disciplinary steps and grievances and consult with Agency HR Services, and the Attorney General's Office as necessary, to ensure proper documentation, timely processing of disciplinary steps and grievances, and accuracy of employee files. Agency HR Services must consult with the Attorney General's Office prior to all disciplinary steps involving a recommendation of suspension (3), demotion (4), or dismissal (5) of a permanent employee.

The attached chart shows recommended minimum and maximum penalties for the first, second, and additional offenses for a wide range of prohibited activities. If disciplinary steps 3, 4 or 5, described at the top of each chart are recommended for a permanent employee, the pre-disciplinary review guidelines found in NAC 284.656 must be followed.

NOTE: Appropriate disciplinary or corrective action may also be taken for any causes listed in Section 284.650 of the Nevada Administrative Code, "Causes for Disciplinary Action"
<http://www.leg.state.nv.us/NAC/NAC-284.html#NAC284Sec650>

Disciplinary steps that result in an oral warning or a written reprimand can be grieved through the formal grievance process. Disciplinary steps resulting in suspension, demotion or dismissal may be appealed before a Hearing Officer provided by the Personnel Commission.

Governor's Finance Office (GFO) Prohibitions and Penalties

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1st Offense		2nd Offense		Additional	
		Min	Max	Min	Max	Min	Max
A. Fraud in Securing an Appointment							
1	Falsification of application for employment or other personnel records with respect to a material point relating to education & training or employment history & experience which would have adversely affected selection for an appointment.	5					
2	Taking, for another person, or permitting another person to take for you, an examination or a portion thereof.	5					
3	Refusal upon hire to sign the Acknowledgement of Receipt of Prohibitions and Penalties and/or Department and/or Division policies and procedures.	5					
4	Refusal, upon hire, to sign the Acknowledgement of the State Executive Branch Sexual Harassment and Discrimination Policy and/or the Governor's Alcohol and Drug Free Workplace Policy.	5					
B. Performance on the Job							
1	Failure of the employee to maintain proper work performance or personal appearance standards after a reasonable period of instruction.	1	3	2	3	3	5
2	Failure to prepare or maintain prescribed records or reports.	1	5	2	5	4	5
3	Willfully falsifying prescribed records or reports.	3	5	5			
4	Withholding or concealing information regarding the job from supervisors or other persons having the necessity for such information.	1	5	2	5	5	
5	Failure to cooperate in work-related projects with other employees and/or supervisors.	1	3	2	5	5	
6	Failure of an employee, who is designated as a supervisor and has supervisory authority, to take corrective disciplinary steps where such action is needed.	1	2	2	3	4	5
7	Unauthorized and/or willful destruction, removal, concealing, stealing, tampering, mutilation, damage to and/or alteration of State or Federal property, departmental records, public record, book, paper report or document, including but not limited to incident reports, financial records such as travel, payroll, purchase vouchers, and supporting documents, time and attendance records to include leave requests, overtime, compensatory time, or other leave records.	2	5	3	5	4	5
8	Soliciting or accepting a bribe.	5					
9	Embezzlement or misappropriation of State funds or other funds that come into the employee's possession because of their official position for personal gain.	5					
10	Negligent falsification of financial records, such as travel, payroll, or purchase vouchers, or their supporting documents: a. Not resulting in personal financial gain; b. Resulting in personal financial gain.	1	3	4	5	5	
		3	5	5			
11	Willful falsification of financial records, such as travel, payroll, or purchase vouchers, or their supporting documents: a. Not resulting in personal financial gain; b. Resulting in personal financial gain.	2	5	3	5	5	
		5					

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1st Offense		2nd Offense		Additional	
		Min	Max	Min	Max	Min	Max
12	Negligent falsification of time and attendance records including leave requests, overtime, compensatory time, or any leave record.	1	2	3	4	5	
13	Willful falsification of time and attendance records including leave requests, overtime, compensatory time, or any leave record.	3	5	5			
14	Willful concealment of material facts by omission from records.	2	3	4	5	5	
15	Unauthorized taking or using property belonging to the Federal or State government or fellow employees.	1	3	2	5	5	
16	Making unauthorized departmental transactions for personal profit.	5					
17	Disregard and/or deliberate failure to comply with or enforce statewide, Department, Division or office regulations and policies.	2	5	3	5	4	5
18	Unauthorized removal of secure or personal records, correspondence or documents from department files.	2	5	3	5	4	5
19	Failure to properly account for State or Federal funds where it is a known requirement of the position.	2	5	3	5	5	
20	Theft of property belonging to Federal or State government or fellow employees.	5					
21	Failure to ensure subordinate employees perform the required duties.	1	3	2	3	3	5
22	Misconduct of supervisor because of prejudice, anger or other unjustifiable reason, including the unequal or disparate exercise of authority toward an employee.	1	4	2	5	4	5
23	The suspension, revocation, cancellation or lapsing of any valid license, certificate or permit when the possession of a valid license, certificate, or permit is required as an essential function of the job.	2	5	3	5	5	
24	Failure to maintain a valid driver's license when possession of a valid driver's license is a requirement of the job.	2	5	3	5	5	
25	Failure to notify the appointing authority within 5 days of the suspension, revocation or cancellation of a professional or occupational license or certification when such possession is a job requirement.	1	5	2	5	3	5
26	Failure of an employee, who is designated as a supervisor to fulfill their supervisory responsibilities, including but not limited to ensuring that employees adhere to the policies and procedures of the department and the actions of all personnel comply with all laws and taking corrective disciplinary action where such action is needed, preparing timely reports of performance, and accounting for employees' time and leave.	1	3	2	3	3	5
27	Negligent failure to disclose information related to job duties from official records or from supervisors or other persons having the necessity for the information.	1	3	3	5	5	
28	Willful falsification of any public record that involves the misuse of state or federal funds.	2	5	3	5	5	

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1st Offense		2nd Offense		Additional	
		Min	Max	Min	Max	Min	Max
29	Negligent falsification of any public record, including biweekly timesheets, leave requests, overtime, compensatory time, travel vouchers, and/or information in client or agency files.	2	4	3	5	5	
30	Failure to follow agency positions when representing the Department of failure to identify that an employee's opinion is being expressed and does not represent the position of the agency or the Governor when participating in an advocacy situation related to their job.	1	3	3	5	5	
C. Neglect of, or Inexcusable Absence from the Job							
1	Negligence in performing official duties including failure to follow instructions or regulations.	1	3	2	5	3	5
2	Carelessness, indifference, inattention to duty that results in reduced productivity.	1	5	2	5	3	5
3	Failure to report to work at specified times and in the prescribed manner.	1	3	2	5	3	5
4	Conducting personal business during working hours.	1	3	2	4	3	5
5	Frequent or continual tardiness.	1	3	2	5	3	5
6	Failure to notify the supervisor or designated representative promptly when unable to report for work. Notification must occur for each shift unless otherwise pre-arranged.	1	3	2	5	3	5
7	Leaving a work area or a job without authorization or when specifically instructed to remain in the work area or at the job.	1	4	2	5	4	5
8	Unauthorized absence from duty or abuse of leave privileges.	1	4	2	5	5	
9	Absence from duty without leave after having been denied permission to take such leave.	2	5	5			
10	Failure to report to work or call supervisor for three (3) consecutive workdays without permission or justification.	5					
11	"Loafing" on the job; wasting time; failure to put in a full day's work.	1	3	2	5	3	5
12	Repeated extension of designated lunch periods, or rest periods beyond the prescribed 15 minutes in NAC 284.524 without supervisor approval.	1	3	2	3	3	5
13	Use of sick leave for a reason not authorized by NAC 284.554.	1	4	2	5	5	
14	Absence from duty without permission or without adequate justification.	1	4	2	5	5	
D. Relations with Supervisor, Fellow Employees, and the Public							
1	Insubordination: Refusal to comply with order or instruction from a supervisor (or superior in the employee's chain of command.)	2	5	3	5	5	
2	Discourteous treatment of the public, supervisor or a fellow employee. Using insulting, abusive or profane language to a supervisor, the public or fellow employee.	1	5	2	5	3	5
3	Making statements, false or otherwise, intended to demean or disparage supervisor, fellow employees or the public; or intended to disrupt the work environment.	2	3	3	4	4	5

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1st Offense		2nd Offense		Additional	
		Min	Max	Min	Max	Min	Max
4	A willful or reckless act to a supervisor, co-worker, or the public; abuse or omission to act which causes physical or mental injury including, but not limited to sexual exploitation, hitting or use of excessive force towards a supervisor, co-worker, or the public.	3	5	4	5	5	
5	Failure to work with fellow employees as a team to best reach the goals of the agency and create an environment that promotes group work cohesiveness.	1	2	2	3	5	
6	Threatening, stalking, intimidating, attempting, or doing bodily harm to a supervisor, public, or fellow employee; or using insulting, intimidating or abusive language or conduct to supervisor, public or fellow employee.	2	5	3	5	5	
7	Improper disclosure of protected health information as identified by the Privacy Act of the Health Insurance Portability and Accountability Act (HIPAA).	1	2	3	5	5	
8	Failure to conduct oneself in a professional manner while meeting the responsibilities to the public.	2	3	3	4	4	5
9	Creating an atmosphere not conducive to a professional workplace, including creating discord among employees.	1	4	2	5	5	
E. Use of Alcohol, Controlled Substance or Drugs							
1	Consuming or being under the influence of alcohol, drugs or other controlled substances while on duty, to include lunch and work breaks, unless prescribed by a physician.	3	5	5			
2	Convicted of driving under the influence or any other offense for which driving under the influence is an element of the offense, and the offense occurred while driving a State vehicle or a privately-owned vehicle while on State business.	3	5	4	5	5	
3	Convicted of violating any State or Federal law prohibiting the sale of a controlled substance.	5					
4	Failure to report a conviction of any alcohol or drug-related offense as described in NAC 284.653 to the appointing authority within five (5) working days after it occurs.	5					
5	Refusal to take any drug and/or alcohol test when there is a reasonable belief an employee is under the influence of drugs or alcohol.	5					
6	Refusal to submit to a screening test for any drug and/or alcohol test mandated by Federal or State law.	2	5	3	5	5	
7	Unlawful possession of a controlled substance at work or while on department business.	5					
8	Inability to perform the duties of the position because of being under the influence of alcohol, drugs, or any other controlled substance (includes prescription medication.)	1	5	2	5	3	5
9	Failure to pass any drug and or alcohol test mandated by Federal or State law.	3	5	5			
10	Driving under the influence in violation of NRS 484C.110 or any other offense for which driving under the influence is an element of the offense, and the offense occurred while driving a State vehicle, or a privately-owned vehicle on State business.	3	5	4	5	5	

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		Min	Max	Min	Max	Min	Max
11	Failure to complete any rehabilitation program recommended in the evaluation of an employee who is a mandated referral to an employee assistance program.	5					
12	Convicted of the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance at work or while on state business.	3	5	5			
13	Manufacturing, distribution, selling, giving, or otherwise providing clients or staff with alcohol, drugs or any controlled substances during working hours unless specifically authorized to do so.	3	5	5			
F. Misuse of Department or State Property							
1	Using State, department-owned or leased property without proper authorization following Department or Division policy.	1	3	2	5	5	
2	Operating State vehicle or equipment in an unsafe or negligent manner resulting in injury to a person or damage to the equipment or the property.	1	5	2	5	5	
3	Failure to have State vehicles or equipment properly maintained and/or serviced resulting in damage to equipment or injury to a person.	1	5	2	5	5	
4	Operating State vehicles or equipment without a valid or proper license: a. Without the knowledge that the license is no longer valid. b. With the knowledge that the license is no longer valid.	2	5	5			
5	Removing property, equipment or documents from the workplace unless approved by the appropriate authority.	1	5	2	5	5	
6	Operating State vehicles or equipment without proper authorization or credentials.	2	5	5			
7	Negligently leaving state equipment or machinery, which results in damage to the equipment or other property.	1	5	3	5	5	
8	Releasing a paycheck before the appropriate time.	2	3	3	4	5	
9	Requesting, receiving and cashing a paycheck before the state's designated payday.	2	3	3	5	5	
10	Refusal to undergo a criminal background check when it is required by law, regulation, or agency policy.	5					
11	Failure to disclose an arrest or a criminal conviction when disclosure is required by law, regulation, or agency policy.	3	5	4	5	5	
12	Negligent damage to, destruction, waste or loss of State material, property or equipment.	1	5	2	5	4	5
13	Jeopardizing the security of departmental/GFO property.	1	3	2	5	3	5
14	Failure to report an accident involving State equipment or vehicles assigned to the employee within 24 hours.	2	5	3	5	4	5
G. Misuse of Information Technology							
1	Use that interferes with employee performance or department functions to include the downloading and using entertainment software such as games or other non-work-related materials, or on-line gambling.	1	5	2	5	3	5

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		Min	Max	Min	Max	Min	Max
2	Use for activities that are illegal, inappropriate, or offensive to fellow employees or the public such as harassment or hate speech to include language that discriminates against others based on race, religion, gender, disability, national origin, sexual orientation, genetic information or gender identity and expression, or any other State or Federal anti-discrimination laws.	1	5	2	5	5	
3	Obtaining unauthorized access to another's e-mail or data files or confidential records maintained by the Department.	2	4	3	4	5	
4	Accessing, displaying and/or printing material or images that are sexually explicit and serve to create a hostile environment in the workplace.	1	4	2	5	5	
5	Use that violates copyright laws, software licensing agreements, property rights, the privacy of others, or local, State, or Federal laws.	1	5	3	5	5	
6	Accessing a website that results in a fee being charged to the State.	1	2	3	4	5	
7	Personal use that could slow down, delay, or disrupt computer services such as chain letter, greeting cards, and streaming of radio or TV broadcasts or other audio or video material. Installing or using personal or unauthorized software on state information technology resources without proper authorization and approval.	1	2	3	4	5	
8	Revealing passwords or using another person's user identification or password to access confidential information without authorization.	2	5	3	5	5	
9	Negligent use of information technology that results in the introduction of computer viruses, system monitoring devices or devices that can cause damage or limit access to the equipment, software, or data.	1	5	2	5	4	5
10	Willful sabotage of information technology resources such as the introduction of computer viruses, system monitoring devices, or devices that can cause damage or limit access to the equipment, software, or data.	5					
11	Using state information technology resources, including but not limited to computing and communications equipment, services or facilities for soliciting business, selling products or otherwise engaging in commercial activities.	2	5	3	5	5	
12	Excessive internet usage for personal or non-work-related purposes.	1	3	2	4	3	5
13	Intentionally viewing or distributing pornographic material at the premises of the workplace, including, without limitation, intentionally viewing or distributing pornographic material on any computer owned by the State, unless such viewing or distributing is a requirement of the employee's position.	5					
14	Installing or using personal or unauthorized software on state information technology resources without proper authorization and approval.	2	5	3	5	5	
15	Accessing or communicating data, not about official job duties without authorization.	1	4	2	5	3	5

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		Min	Max	Min	Max	Min	Max
16	Malicious and willful alteration, deletion or other destruction of documents, data, information or other materials stored on any Department information technology system.	5					
H. Other Acts of Misconduct or Incompatibility							
1	Engage in an outside employment activity or enterprise which the appointing authority considers being inconsistent, incompatible or a conflict of interest with employment without authorization.	1	3	2	4	5	
2	Unauthorized or improper disclosure of confidential information.	2	5	3	5	5	
3	Disgraceful personal conduct which impairs job performance.	1	4	3	5	5	
4	Accepting or soliciting gifts, service, favor, employment, engagement or economic opportunity from any individual, firm, or organization doing business with GFO or the State when the employee is responsible for making any recommendations or decisions affecting their business activities.	1	5	2	5	3	5
5	Misrepresentation of official capacity or authority.	2	5	4	5	5	
6	Bringing into State and/or GFO owned, leased or occupied buildings any firearm, or implement considered to be a weapon, unless permitted by law to do so and appointing authority receives prior notification.	3	5	4	5	5	
7	Refusal to undergo a criminal background check when it is a requirement of the job by law, regulation or Division policy.	5					
8	Conviction of any criminal act related to their work activity or conviction of any criminal act involving moral turpitude when it is related to the employee's work.	2	5	3	5	5	
9	Sleeping on duty or failure to remain fully awake while on duty.	1	5	3	5	5	
10	Engaging in unlawful or unauthorized electronic surveillance or recording of conversations or actions of persons in facilities owned or leased by the State.	3	4	4	5	5	
I. Improper Political Activity							
1	Directly or indirectly solicit or be in any manner concerned in soliciting or receiving any assessment, subscription, a monetary, or non-monetary contribution for a political purpose from anyone who is in the same department/GFO and who is a subordinate of the solicitor.	1	5	4	5	5	
2	Engage in political activity during the hours of employment to improve the chance of a political party or individual seeking office.	1	3	2	4	3	5
3	Engage in political activity to secure preference for promotion, transfer or salary advancement.	1	5	2	5	5	
J. Discrimination and Harassment							
1	Engaging in sexual harassment as defined in Federal and State law, the State Executive Branch Sexual Harassment & Discrimination Policy, or GFO policy against an employee, an applicant for employment or any other another person in the workplace.	2	5	4	5	5	
2	Creating or endorsing a hostile work environment.	2	5	3	5	5	

Commented [DW1]: Added language adopted by PC 12/29/20.

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		Min	Max	Min	Max	Min	Max
3	Discrimination based on race, color, religion, sex, sexual orientation, age, disability, national origin, genetic information, gender identity and expression or other violations of Title VII of the Civil Rights Act, or any other State or Federal anti-discrimination laws.	3	5	4	5	5	
4	Failure of a supervisor to report instances of sexual harassment or discrimination as defined and required in Federal and State law, the State Executive Branch Sexual Harassment & Discrimination Policy, or the agency's policy.	1	5	3	5	5	
K. Safety and Health							
1	Willful removal or interference with a safety device or safeguard.	2	3	2	4	3	5
2	Dangerous horseplay or inattention that threatens the life of an individual.	2	5	3	5	5	
3	Workplace violence, the threat of workplace violence, harassment, or intimidation.	2	5	3	5	5	
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**GOVERNOR'S FINANCE OFFICE
PROHIBITIONS AND PENALTIES**

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The Governor's Finance Office's Prohibitions and Penalties document is a guide that intends to clarify existing statutes and regulations but does not cover all infractions and violations that could conceivably occur. It does, however, cover the majority of situations that are important to the Governor's Finance Office management. As a tool, which describes behavior that is subject to discipline, the guide will serve the needs of both supervisory personnel and employees. Additions, deletions or changes to the guide as they are approved by The State Personnel Commission, will be communicated to employees in the same manner as other Governor's Finance Office policies and procedures.

The State Personnel Commission approved this guide; thus, it has the same force and effect as other statutes and regulations covering classified employees.

Once signed, this acknowledgment will be placed in the employee's personnel file.

Acknowledgment of Receipt:

I acknowledge receipt of the Governor's Finance Office Prohibitions and Penalties.

Print Employee Name Employee Signature Employee ID Date

Human Resources Management Representative or
Immediate Supervisor Date

ITEM IV-E

FOR DISCUSSION AND POSSIBLE ACTION

Prohibitions and Penalties

In accordance with NAC 284.742, an agency shall identify specific activities considered inconsistent, incompatible or in conflict with employees' duties and penalties for such. These Prohibitions and Penalties are subject to the approval of the Personnel Commission.

Public Employees' Benefits Program (PEBP) - DHRM Recommendation

PEBP has updated their Prohibitions and Penalties previously approved by the Personnel Commission and in effect since March 16, 2012. Prior to the submitted revised version, department employees and employee associations were requested to submit comments and suggestions.

Prohibition #H-8 on page 11, contains additional language which was adopted by the Commission this last December and is amending the penalty range to be consistent with other agencies proposing this as a new or amended prohibition today. Several prohibitions on pages 7 and 8, have been deleted and noted as incorporated in other prohibitions. Otherwise, the items submitted for approval have been reviewed by the Division and are consistent with those already approved by the Commission. Revisions have been tracked with new matter in blue font and deletions as red strikethroughs. Prohibitions that were relocated from a section to a more appropriate section were not noted since language had already been previously approved by the Commission.

STATE OF NEVADA

PUBLIC EMPLOYEES' BENEFITS PROGRAM



PROHIBITIONS AND PENALTIES

**A GUIDE FOR EMPLOYEES OF THE
PUBLIC EMPLOYEES' BENEFITS PROGRAM**

Approved by the Personnel Commission on

PURPOSE

As an employee of the Public Employees' Benefits Program (PEBP), you are part of a public service agency, which provides services to other State agencies, State employees, State retirees, certain non-State employees, and certain non-State retirees, as well as vendors and members of the public. This guide is to assist you by providing guidance so that you can be confident that your conduct in the workplace reflects the quality of service and level of professionalism these people deserve.

Each member of the PEBP team has the responsibility of understanding and following the rules of proper conduct and performance vital to carrying out the Agency's mission. Even though you will encounter many unfamiliar or unexpected situations requiring you to rely on your own discretion and judgment it is important to have a clear understanding of the rules that govern your actions in performing your duties.

It would be impossible to address every infraction or violation that could conceivably develop. This policy is intended to be sufficiently comprehensive to cover the majority of situations that could arise. It covers a wide range of undesirable actions and behaviors and provides a guide for supervisors and employees on what is expected in the area of proper conduct.

This policy provides reference to State statutes, State regulations, and Agency policies and procedures in the disciplinary process. It is often stated that the best form of discipline is self-discipline; however, in the absence of self-discipline, there are times when discipline must come from another source. When it does, it may come with a disagreeable or negative connotation. There is a tendency to think of discipline entirely in its most limited sense as an action taken against an employee who has committed some violation of proper conduct or a rule infraction. This is sometimes referred to as "corrective action."

It must be remembered that discipline also has a broader and more positive meaning. The word discipline comes from the Latin word *disciplina*, which means "instruction, teaching, and training." Discipline should, therefore, be thought of in terms of instruction and training, rather than punishment. It should be recognized that the conduct of well-disciplined employees is the result of training that motivates employees to accept and work in accordance with established standards. Well-disciplined employees develop and maintain good working habits, which goes far in preventing situations from developing that require "corrective action."

After you have thoroughly reviewed this policy, please sign the Acknowledgement and return it to your supervisor.

FORWARD

This Prohibitions and Penalties document is intended as a guide to clarify existing statutes and regulations. It is meant as a supplement and does not attempt to cover all possible infractions and violations of the existing rules; however, it does cover the majority of situations that are important to the State of Nevada Public Employees' Benefits Program (PEBP) management. All employees of PEBP will be issued a copy of the "Prohibitions and Penalties" guide.

After receipt of this guide, please sign the "Acknowledgement Form," which is the last page of this guide and return it to PEBP Agency HR Services or your Immediate Supervisor.

AUTHORITY

~~The following is a guide for employees of the Public Employees' Benefits Program (PEBP) to help identify those activities which will be considered inconsistent, incompatible, or in conflict with their duties as employees. In compliance with the Nevada Administrative Code (NAC) 284.742, it is meant as a supplement and does not attempt to cover all possible infractions and violations of the existing rules; however, it does cover the majority of situations that could be a source of concern.~~

~~This guide provides reference to personnel rules and administrative procedures in the disciplinary process.~~

The authority for management to prescribe behavior and conduct standards derives from Chapter 284 of the Nevada Revised Statutes (NRS) and the Nevada Administrative Code (NAC). The " Prohibitions and Offenses" section of NAC 284 provide that each appointing authority will determine and describe standards of conduct that are prohibited as inconsistent, incompatible or in conflict with their duties as an employee. These standards are in addition to prohibitions and penalties that are listed in statute and regulation that apply to all State employees. All employees of this agency will be issued a copy of the "Employee's Guide to Prohibitions and Penalties."

This guide has been approved by the Personnel Commission and thus has the same force and effect as other statutes and regulations covering classified employees. The penalties identified for the various infractions are merely guidelines and may be applied to a greater or lesser degree indicated depending on the circumstances.

COACHING

Coaching normally takes place prior to beginning the disciplinary process. The Letter of Instruction, and any other means of coaching are not part of the disciplinary process.

Letter of Instruction. A letter of instruction to the employee is typically written by the supervisor(s) responsible for the employee's activities. The letter is intended to provide the employee with information and instruction or training and establishes documentation that the employee has been made aware of his or her responsibility concerning a particular situation or set of circumstances.

THE PROGRESSIVE DISCIPLINE PROCESS

Progressive discipline normally follows the sequence outlined below. However, accelerated action may be taken when necessary.

1. **Oral Warning.** When instruction and training have not resulted in the change in behavior or performance that is desired, an "oral warning" is usually the first step in the progressive disciplinary process. This level of discipline may be skipped when the seriousness of the employee's behavior and/or performance warrants a higher level of discipline on a first offense and typically comes from the supervisor responsible for the

employee's activities. The oral warning is documented and maintained in the supervisor's file. Oral warnings are not forwarded to the employee's departmental personnel file or the Division of Human Resource Management's Central Records section.

2. Written Reprimand. Typically the second level in the disciplinary process, a written reprimand is used when previous corrective and disciplinary action has not produced the appropriate change in behavior or performance or when the seriousness of a first offense warrants a higher level of discipline such as willful actions and/or threats. A copy of the Written Reprimand (form NPD-52) is maintained in the employee's permanent personnel file held by the Division of Human Resource Management's Central Records section.
3. Suspension. When previous corrective and disciplinary action have not produced the appropriate change in behavior or performance or due to the seriousness of a first offense, a suspension leave without pay may not exceed 30 calendar days. A copy of the Specificity of Charges (form NPD-41) which documents the reasons for the suspension is maintained in the employee's permanent personnel file held by the Division of Human Resource Management's Central Records section. Additionally, an appointing authority may refuse to consider the appointment (promotion, transfer, etc.) of an otherwise eligible employee who has been subject to a suspension as a result of an upheld or uncontested disciplinary action.
4. Demotion. Typically, after other forms of discipline have not produced the appropriate change in behavior or when the employee's behavior is particularly egregious, a demotion to a lower class may be used as a form of discipline. A copy of the Specificity of Charges (form NPD-41) which documents the reasons for the demotion is maintained in the employee's permanent personnel file held by the Division of Human Resource Management's Central Records section. Additionally, an appointing authority may refuse to consider the appointment (promotion, transfer, etc.) of an otherwise eligible employee who has been subject to a demotion as a result of an upheld or uncontested disciplinary action.
5. Dismissal. Typically, after other forms of discipline have not produced the appropriate change in behavior or when the employee's behavior is particularly egregious, dismissal from the State may be warranted. A copy of the Specificity of Charges (form NPD-41) which documents the reasons for the dismissal is maintained in the employee's permanent personnel file held by the Division of Human Resource Management's Central Records section.

NOTE: The Division Administrator of the employee's assigned Division will review pending disciplinary steps and grievances and consult with Agency HR Services, and the Attorney General's Office as necessary, to ensure proper documentation, timely processing of disciplinary steps and grievances, and accuracy of employee files. Agency HR Services must consult with the Attorney General's Office prior to all disciplinary steps involving a recommendation of suspension (3), demotion (4), or dismissal (5) of a permanent employee.

The attached chart shows recommended minimum and maximum penalties for the first, second, and additional offenses for a wide range of prohibited activities. If disciplinary actions 3, 4 or 5,

described at the top of each chart are recommended for a permanent employee, the pre-disciplinary review guidelines found in NAC 284.656 must be followed.

NOTE: Appropriate disciplinary or corrective action may also be taken for any causes listed in Section 284.650 of the Nevada Administrative Code, "Causes for Disciplinary Action"
<http://www.leg.state.nv.us/NAC/NAC-284.html#NAC284Sec650>

~~If an employee should disagree with an action taken by a supervisor, he or she has several administrative review processes available to him or her.~~ Disciplinary steps that result in an oral warning or a written reprimand can be grieved through the formal grievance process. Disciplinary steps resulting in suspension, demotion or dismissal may be appealed before a Hearing Officer provided by the Personnel Commission.

Public Employees' Benefits Program (PEBP) Prohibitions and Penalties

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1st Offense		2nd Offense		Additional	
		Min	Max	Min	Max	Min	Max
A.	Fraud in Securing an Appointment						
1	Falsification of application for employment or other personnel records with respect to a material point relating to education and training or employment history and experience which would have adversely affected selection for appointment.	5					
2	Taking, for another person, or permitting another person to take for you, an examination or a portion thereof.	5					
3	Refusal upon hire to sign the Acknowledgement of Receipt of Prohibitions and Penalties and/or Agency and/or Division policies and procedures.	5					
4	Refusal upon hire, to sign the Acknowledgement of the State Executive Branch Sexual Harassment and Discrimination, the Governor's Alcohol and Drug Free Workplace Policy and/or any other required document.	5					
B.	Performance on the Job						
1	Failure of employee to maintain proper work standards.	1	3	2	4	3	5
2	Failure of employee to maintain proper personal appearance standards.	1	3	2	4	3	5
3	Failure to prepare or maintain prescribed records or reports.	1	5	2	5	4	5
4	Willful concealment of material facts by omission from records.	2	5	4	5	5	
5	Willfully falsifying prescribed records or reports.	2	5	4	5	5	
6	Unauthorized and willful destruction, removal, concealing, stealing, tampering, mutilation and/or alteration of agency records, public records, books, paper reports or documents, including but not limited to incident reports, financial records such as travel, payroll, purchase vouchers and supporting documents, time and attendance records to include leave requests, overtime, compensatory time, or other leave records.	2	5	3	5	5	
7	Failure of a supervisor to create Work Performance Standards, or to evaluate subordinates.	1	2	2	3	3	5
8	Failure of an employee, who is designated as a supervisor and has supervisory authority, to take corrective disciplinary action where such action is needed.	1	2	2	4	4	5
9	Negligent falsification of: a. Financial records, such as travel, payroll, journal vouchers, purchase vouchers; or b. Eligibility and accounting records such as years of service, manual adjustments, payment batches, payment detail batches; or c. The supporting documents of such records through, including but not limited to, actions of omission of pertinent information, inclusion of incorrect information, failure to complete entire transaction/procedure:						

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1st Offense		2nd Offense		Additional	
		Min	Max	Min	Max	Min	Max
	a. Not resulting in personal financial gain. b. Resulting in personal financial gain.	1	3	4	5	5	
10	Willful falsification of: a. Financial records, such as travel, payroll, journal vouchers, purchase vouchers; or b. Eligibility and accounting records such as years of service, manual adjustments, payment batches, payment detail batches; or c. The supporting documents of such records through, including but not limited to, actions of omission of pertinent information, inclusion of incorrect information, failure to complete entire transaction/procedure: a. Not resulting in personal financial gain. b. Resulting in personal financial gain.	3	5	5			
11	Unauthorized removal of secure or personal records, protected health information (HIPAA), protected identifying information (PII), correspondence or documents from agency files: a. Not resulting in personal financial gain; b. Resulting in personal financial gain.	2	5	3	5	5	
12	Making unauthorized agency transactions for personal profit.	5					
13	Withholding information regarding the job from supervisors or other persons having the necessity for such information.	2	5	3 4	5	5	
14	Failure to cooperate in work related projects with other employees and/or supervisors.	1	3	2	4 5	3 5	5
15	Negligent falsification of time and attendance records including leave requests, overtime, compensatory time, or any leave record.	1	2	2	3	3	5
16	Willful falsification of time and attendance records including leave requests, overtime, compensatory time, or any leave record.	3	5	5			
17	Disregarding and/or deliberately failing to comply with or enforce statewide, agency or office regulations and policies.	2	5	3	5	4	5
18	Embezzlement or misappropriation of agency funds or other funds which come into the employee's possession by reason of their official position for personal gain.	5					
C. Neglect of, or Inexcusable Absence from the Job							
1	Negligence in performing official duties including failure to follow instructions or regulations.	1	3	2	5	3	5
2	Carelessness, indifference, laziness and/or inattention to duty.	1	5	2	5	3	5
3	Failure to report to work at specified times and in the prescribed manner.	1	3	2	5 4	3	5
4	Frequent or continual tardiness.	1	3	2	4	3	
5	Failure to notify supervisor or designated representative promptly when unable to report for work. Notification	1	2	3	5	5	

Commented [DW1]: Incorporated in #C3.

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1st Offense		2nd Offense		Additional	
		Min	Max	Min	Max	Min	Max
	must occur within 15 minutes of the start of the workday unless otherwise pre-arranged.						
6	Leaving a work area or a job without authorization or when specifically instructed to remain in work area or at the job.	2	4	3	5	5	
7	Unauthorized absence from duty or abuse of leave privileges.	2	3 5	3	5	5	
8	Absence from duty without leave after having been denied permission to take such leave.	3	5	5			
9	Failure to report to work or call supervisor for three (3) consecutive workdays without permission or justification.	5					
10	"Loafing" on the job; wasting time; failure to put in a full day's work. (*Consistent failure to demonstrate work productivity.)	1	3	2	4	3	5
11	Conducting personal business during working hours on State-owned equipment or on personal equipment.	1	3	2	4	3	5
12	Failure to maintain telephone or other method of delivering messages at residence.	1	3	2	4	3	5
13	Repeated extension of designated lunch periods, or of rest periods beyond the prescribed 15 minutes in NAC 284.524 without supervisor approval.	1	3	2	4	3	5
14	Use of sick leave for a reason not authorized by NAC 284.554.	2	4	3	5	5	
D.	Relations with Supervisor, Fellow Employees, Clients, and the Public, including discrimination and harassment						
1	Insubordination: Refusal to comply with order or instruction from a supervisor (or superior in employee's chain of command).	2	5	3	5	5	
2	Causing discord among employees to the detriment of morale.	1	3	2	5	5	
6 3	Discourteous treatment of the public, supervisor or a fellow employee, and/or using insulting, abusive or profane language to a supervisor, the public or fellow employee.	2	5	3	5	5	
7 4	Deliberately making false statements to or about supervisor or employee, or knowingly providing misleading statements to supervisor at any time.	2	5	3	5	5	
8 5	Any act or threat of bodily harm or workplace violence, including threatening , stalking, intimidation, assault, battery or harassment, in the course of duties towards a supervisor, the public or a fellow employee.	3 2	5	5			
9 6	Making statements, false or otherwise, intended to demean or disparage supervisor, fellow employees or the public; or intended to disrupt the work environment.	2	5	3	5	5	
10	Using insulting, abusive or profane language to a supervisor, the public or fellow employee.	2	5	3	5	5	Commented [DW2]: Incorporated in #D3
7	Improper disclosure of protected health information as identified by the Privacy Act of the Health	2	5	3	5	5	

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1st Offense		2nd Offense		Additional	
		Min	Max	Min	Max	Min	Max
	Insurance Portability and Accountability Act (HIPAA).						
E.	Use of Alcohol, Controlled Substance or Drugs						
1	Consuming or being under the influence of alcohol, drugs or other controlled substances while on duty, to include work breaks, unless prescribed by a medical provider at the prescribed dosage levels.	3	5	5			
2	Convicted of driving under the influence or any other offense for which driving under the influence is an element of the offense, and the offense occurred while driving a State vehicle or a privately-owned vehicle while on State business.	3	5	5			
3	Failure to complete any rehabilitation program recommended in the evaluation of an employee who is a mandated referral to an employee assistance program.	5					
4	Convicted of violating any State or Federal law prohibiting the sale of a controlled substance.	5					
5	Failure to report a conviction of any alcohol or drug related offense to the appointing authority within five (5) working days after it occurs.	5					
6	Refusal to take any drug and/or alcohol test to include when there is reasonable belief an employee is under the influence of drugs or alcohol, or when the drug and/or alcohol test is mandated by Federal or State law.	5					
7	Unlawful manufacture, distribution, dispensing, or possession of a controlled substance on the premises of the workplace or while on agency business.	5					
F.	Misuse of Agency or State Property						
1	Using Agency-owned or leased property without proper authorization.	1	3	3	5	5	
2	Waste or loss of State material, property or equipment.	1	3	2	5	4	5
3	Jeopardizing the security of agency property.	1	3	2	5	4	5
4	Negligent destruction of or damage to State property.	1	5	2	5	5	
5	Willful destruction of or damage to State property.	3	5	5			
6	Unauthorized taking or using property belonging to the Federal or State government or fellow employees: a. \$0-\$25; b. Over \$25.	2	3	3	5	5	
		2	5	4	5	5	
7	Operating State vehicle or equipment in an unsafe or negligent manner resulting in the damage to the equipment or to the property or injury to a person.	1	5	2	5	5	
8	Failure to have State vehicles or equipment properly maintained and/or serviced resulting in damage to equipment or injury to a person.	1	4	2	5	5	
9	Operating State vehicles or equipment without: a. A valid or proper license without knowledge the license is no longer valid; b. A valid or proper license with knowledge the license is no longer valid; c. A valid or proper defensive driver certification.	2	5	5			
		4	5	5			
		1	2	2	3	3	5

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1st Offense		2nd Offense		Additional	
		Min	Max	Min	Max	Min	Max
10	Charging personal long-distance phone calls via telephone or fax to PEBP without compensating the Agency: a. \$0-25; b. Over \$25.	2	3	3	5	5	
		2	5	4	5	5	
11	Removing property, equipment, or documents from the workplace unless approved by the appropriate appointing authority.	1	5	2	5	5	
12	Failure to report an accident involving State equipment or vehicles assigned to the employee to the Appointing Authority within 24 hours.	2	5	3	5	5	
G.	Misuse of Information Technology						
1	Internet usage for personal or non-work-related purposes.	1	2	2	3	4	5
2	Personal use that could slow down, delay or disrupt computer services such as chain letter, greeting cards, and streaming of radio or TV broadcasts or other audio or video material.	1	2	3	4	4	5
3	Use that interferes with employee performance or agency functions to include the downloading and using entertainment software such as games or other non-work-related materials, or online gambling.	1	5	2	5	5	
4	Use that violates copyright laws; software licensing agreements; property rights; the privacy of others; or local, State or Federal laws.	1	5	2	5	5	
5	Use for activities that are illegal, inappropriate, or offensive to fellow employees or the public such as harassment or hate speech to include language that discriminates against others on the basis of race, religion, gender, disability, national origin or sexual orientation.	2	5	5			
6	Negligent use of information technology that results in introduction of computer viruses, system monitoring devices or devices that can cause damage or limit access to the equipment, software or data.	1	5	3	5	5	
7	Obtaining unauthorized access to another's email or data files or to confidential records maintained by the Agency.	2	5	3	5	5	
8	Revealing passwords or using another person's user identification or password to access confidential information without authorization.	2	5	3	5	5	
9	Accessing, displaying and/or printing material or images that are sexually explicit and serve to create a hostile environment in the workplace.	2	5	5			
10	Accessing a website that results in a fee being charged to the State: a. For work-related purposes without prior approval of Executive Staff; b. For non-work-related purposes with an amount of \$0-\$25;	1	2	2	3	3	5
		2	3	3	5	5	

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1st Offense		2nd Offense		Additional	
		Min	Max	Min	Max	Min	Max
	c. For non-work-related purposes with an amount over \$25.	2 3	5	4	5	5	
11	Willful sabotage of information technology resources such as the introduction of computer viruses, system monitoring devices, or any device that can cause damage or limit access to the equipment, software or data.	5					
H. Other Acts of Misconduct or Incompatibility							
1	Conducting personal business during working hours or making personal phone calls or other personal communications or social networking: a. On State-owned equipment; b. On personal equipment.	2 1	3 3	3 2	4 4	5 3	5
2	Engaging in outside employment activity or enterprise which the appointing authority considers to be inconsistent, incompatible, or a conflict of interest with PEBP employment without authorization.	1	3	3	5	5	
3	Disgraceful personal conduct which impairs job performance.	1	4	3	5	5	
4	Unauthorized or improper disclosure of confidential information.	2	5	5			
5	The acceptance of gifts, service, favor, employment, engagement or economic opportunity from any individual, firm or organization doing business with PEBP or the State when the employee is responsible for making any recommendations or decisions affecting their business activities. a. \$0-\$25; b. Over \$25.	3 4	5 5	4 5	5	5	
6	Soliciting or accepting a bribe or otherwise personally profiting from activities related to the employee's state employment.	5					
7	Misrepresentation of official capacity or authority.	3	5	5			
8	Bringing onto PEBP property or buildings any firearm or implement considered to be a weapon unless authorized to do so <u>and with prior notification to appointing authority.</u>	3	5	5 4	5	5	
I. Improper Political Activity							
1	Directly or indirectly solicit or be in any manner concerned in soliciting or receiving any assessment, subscription, monetary or non-monetary contribution for a political purpose from anyone who is in the same agency and who is a subordinate of the solicitor.	2	5	4	5	5	
2	Engaging in political activity during the hours of employment for the purpose of improving the chance of a political party or individual seeking office.	1	3	2	4	3	5
3	Engaging in political activity for the purpose of securing preference for promotion, transfer or salary advancement.	2	5	3	5	5	

Commented [DW3]: Added language adopted by PC 12/29/20.

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		Min	Max	Min	Max	Min	Max
J.	Safety and Health						
1	Willful removal or interference with a safety device or safeguard.	1	3	2	4	3	5
2	Dangerous horseplay or inattention that threatens the safety of an individual.	1	5	3	5	5	
K.	Discrimination and Harassment						
1	Discrimination on the basis of race, color, religion, sex, sexual orientation, age, disability or national origin, or other violations of Title VII of the Civil Rights Act or any other state or federal law.	2	5	5			
2	Engaging in sexual harassment as defined in NAC 284, the State Executive Branch Sexual Harassment & Discrimination Policy, or PEBP policy against another employee, an applicant for employment, or any other person in the workplace.	2	5	5			
3	Creating or endorsing a hostile work environment.	2	5	3	5	5	

ACKNOWLEDGMENT FORM
PUBLIC EMPLOYEES' BENEFITS PROGRAM
PROHIBITIONS AND PENALTIES

The authority for management to prescribe behavior and conduct standards derives from Chapter 284 of the Nevada Revised Statutes and the *Disciplinary Procedures, Adjustment of Grievances, and Prohibitions and Offenses* sections of the State of Nevada Rules for State Personnel Administration. These regulations provide that each appointing authority shall determine and describe in writing activities that are inconsistent, incompatible, or in conflict with the duties and responsibilities of the State of Nevada Public Employees' Benefits Program (PEBP) employees.

The PEBP Prohibitions and Penalties document is a guide that intends to clarify existing statutes and regulations but does not cover all infractions and violations that could conceivably occur. It does, however, cover the majority of situations that are important to PEBP management. As a tool, which describes behavior that is subject to discipline, the guide will serve the needs of both supervisory personnel and employees. Additions, deletions or changes to the guide as they are approved by The State Personnel Commission, will be communicated to employees in the same manner as other PEBP policies and procedures.

The State Personnel Commission approved this guide; thus, it has the same force and effect as other statutes and regulations covering classified employees.

Once signed, this acknowledgment will be placed in the employee's personnel file.

Acknowledgment of Receipt:

I acknowledge receipt of the Public Employees' Benefits Program Prohibitions and Penalties.

Print Employee Name Employee Signature Employee ID Date

Human Resources Management Representative or
Immediate Supervisor Date

ITEM V

Personnel Commission Meeting
March 19, 2021

FOR INFORMATION ONLY

Attached are the minutes of the January 20, 2021, regulation workshop, and the Small Business Impact Statement, as they are related to the furlough regulation, which is proposed for temporary adoption. Also included is copy of the replacement page for the furlough leave regulation that was filed with the Secretary of State's Office on January 12, 2021.



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

REGULATIONS WORKSHOP

DATE: January 20, 2021

TIME: 9:00 a.m.

LOCATION: Teleconference

Workshop Minutes

Staff present in Carson City:

Michelle Garton, Deputy Administrator, Division of Human Resource Management

1. Call to Order

Deputy Administrator Michelle Garton called the workshop to order at approximately 9:05 a.m. She stated the workshop was being held to solicit comments from interested persons regarding a proposed temporary regulation amendment related to furlough leave. Based on the feedback received today, proposed language may be changed or deleted, and a group of regulations may be affected. If the regulation is submitted to the Personnel Commission for adoption, the minutes from this workshop and any other comments received will be provided to the Commission when the regulation is presented for their consideration. Participants may submit written comments via email at mgarton@admin.nv.gov.

2. Review of proposed changes to NAC 284:

Ms. Garton began: LCB File E001-21 was initially filed with the Secretary of State's office and became effective on January 7th of this year. A replacement page was filed by LCB with the Secretary of State's office on January 12th and that replacement page made two small changes that are not considered substantive. Because we posted the workshop notice prior to the filing of the replacement page, the current language reads a little differently.

Ms. Garton read the changes: Changed *work week* to *pay week*. In subsection #7- The first portion of this section, "Unless approved in advance by the Administrator" was removed. The rest of the regulation reads; "An appointing authority shall not require or allow an employee to work

additional time during the same pay week in which the employee takes furlough leave if the additional time would be; A: Overtime for which the employee would be entitled to be compensated OR added regular time for work as a part-time employee.” Ms. Garton continued: Now we added a question which is that little arrow that you may see in regulations here and there, “Unless any position, positions or class codes that are specifically exempted by the Governor’s Office or the Governor’s Finance Office or in the case of the Nevada System of Higher Education (NSHE) the Chief Financial Officer.”

For clarification, Ms. Garton stated: So, it’s changing who would be the approver from the Administrator or the Director of Administration to the Governor’s Office or Governor’s Finance Office or NSHE in that case.

Ms. Garton asked for any questions on those changes. None received.

Ms. Garton asked for any general comments on the regulation itself. None received.

Ms. Garton stated: I know most of you are probably aware we publish the rules for State Personnel Administration, so we are currently updating the rules for the furlough regulation to reflect this new language, but it can be found on the Legislative Counsel Bureau register regulation, it is currently in there as above.

Since no comments were received, Ms. Garton closed the workshop.

3. Adjournment

Ms. Garton thanked them for participating and adjourned the workshop at approximately 9:10 a.m.



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

Regulation Small Business Impact Statement

Section 15 of Article 15 of the Nevada Constitution requires the Legislature to provide for a State merit system governing the employment of employees in the Executive Branch of State government and in 1969 the Legislature provided for such in NRS 284. Additionally, NRS 284.013 provides limitations to which employees of the Executive Branch are covered by NRS 284. NRS 284.065 authorizes the Personnel Commission to adopt regulations to carry out the provisions of this chapter.

Due to the limitations of the Nevada State Constitution and NRS 284, the Division of Human Resource Management staff has determined that the adoption of this proposed regulation does not affect small businesses, impose a significant economic burden on small businesses, nor will it restrict the formation, operation or expansion of small business. These regulations only impact employees moving into the nonclassified, classified, or unclassified service of the Executive Branch.

I certify that to the best of my knowledge or belief, a concerted effort was made to determine the impact of the proposed regulation on small business and that the information contained in this statement was prepared properly and is accurate.

Peter Long

Peter Long, Administrator

12/14/2020

Date

LCB File No. E001-21

NEW Furlough leave.

1. An appointing authority may establish a policy that defines the minimum increment of furlough leave required to be taken at any one time by an employee of the appointing authority if the appointing authority determines that the minimum increment is necessary based on business necessity. The policy may provide different increments for employees in different divisions, locations or work groups based on business necessity. The appointing authority shall disseminate the policy to each employee under its authority who is required to take furlough leave.

2. The total number of hours of furlough leave required to be taken in a fiscal year by an employee who is initially appointed to state service after January 1, 2021 is:

(a) For a full-time employee, the equivalent of 8 hours of furlough leave for each full month remaining in the fiscal year.

(b) For a part-time employee, the equivalent of the portion of 8 hours of furlough leave for each full month remaining in the fiscal year that is proportional to the average number of hours worked by the part-time employee.

➔ If such an employee is appointed to state service on a day other than the first day of a month, the month in which the employee is appointed is not included in the calculation set forth in this subsection.

3. To the extent practicable, an employee who is required to take furlough leave and his or her supervisor shall jointly determine in advance a schedule pursuant to which the employee will take furlough leave. If, because of business necessity, such a schedule cannot be mutually agreed upon, a supervisor may direct an employee to take furlough leave on a specific day or at a specific time, or both.

4. Movement of an employee from one position to another position must not alter the amount of furlough leave required to be taken by the employee.

5. The amount of furlough leave that an employee is required to take must not be offset by any savings realized as a result of a delay in filling the position that the employee holds.

6. An appointing authority shall not require or allow an employee to take more than 12 hours of furlough leave in a ~~{workweek}~~ **pay week**.

7. ~~{Unless approved in advance by the Administrator of the Division of Human Resource Management and the Director of the Department of Administration or their designated representatives or, in the case of employees of the Nevada System of Higher Education, by the chief financial officer of the applicable institution, an}~~ **An** appointing authority shall not require or allow an employee to work additional time during the same ~~{workweek}~~ **pay week** in which the employee takes furlough leave if the additional time would be:

(a) Overtime for which the employee would be entitled to be compensated; or

(b) Added regular time for work as a part-time employee.

➔ ***Unless any position, positions or class codes are specifically exempted by the Governor's Office or Governor's Finance Office or, in the case of the Nevada System of Higher Education, the Chief Financial Officer.***

8. An employee who leaves state service will not be reimbursed for any furlough leave taken.

9. Any furlough leave taken by an employee must be considered time worked for the purpose of calculating the employee's eligibility to take leave under the federal Family and Medical Leave Act. Any furlough leave that is taken during the time in which an employee takes leave that qualifies under the Family and Medical Leave Act will not be counted against the amount of leave which an employee is entitled to take under the Family and Medical Leave Act.

10. As used in this section, "furlough leave" means the unpaid leave required to be taken pursuant to the provisions of chapter 5, Statutes of Nevada 2020, at page 94.



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MEMORANDUM

January 11, 2021

TO: Angela Hartzler, Deputy Administrator Legal Division
Legislative Counsel Bureau

FROM: Michelle Garton, Deputy Administrator 
Division of Human Resource Management

SUBJECT: LCB File No. E001-21

A regulation to bring Chapter 284 of the Nevada Administrative Code into alignment with A.B. 3 of the 31st Special Session of the Nevada Legislature related to furlough leave was adopted by the Personnel Commission on December 4th as an emergency regulation and was filed with the Secretary of State, effective on January 7, 2021. The changes indicated on the attached document are intended to correct agency information in subsection 7, as well as to provide clarifying requirements.

If you have any questions regarding this matter, please contact Michelle Garton at (775) 684-0136 or mgarton@admin.nv.gov.

Attachment

ITEM V-A

FOR DISCUSSION AND POSSIBLE ACTION

The following regulation has been proposed for temporary adoption. A brief explanation precedes the regulation and summarizes the intent of the regulation change. **NOTE:** Language in *italics* is new, and language in brackets ~~omitted material~~ is to be omitted.

The following summarizes the recommended action of the Personnel Commission and identifies if there has been support or opposition to the proposed action.

LCB File No. E001-21

The Division of Human Resource Management recommends the adoption of this temporary regulation to allow for the administration of the requirement that most employees take 48 hours of furlough leave during the period of January 1, 2021 – June 30, 2021.

After the Personnel Commission adopted an emergency furlough leave regulation on December 4, 2020, the regulation was assigned as LCB File E001-21 and filed with the Secretary of State's Office on January 7, 2021. At the request of the Division, the Legislative Counsel Bureau filed a replacement page with the Secretary of State's Office on January 12, 2021. The replacement page made two changes that are not considered substantive. The changes were made as follows:

- “*Workweek*” was changed to “*pay week*” throughout.
- In subsection 7, the approving entity of this exception was changed from the Administrator of the Division of Human Resource Management and the Director of Administration to the Governor's Office or Governor's Finance Office, or the Chief Financial Officer in the case of the Nevada System of Higher Education.

No comments were made in support or opposition of the language contained in the replacement page nor regarding the proposed temporary regulation language at the regulation workshop.

Explanation of Proposed Change: A regulation to bring Chapter 284 of the Nevada Administrative Code into alignment with A.B. 3 of the 31st Special Session of the Nevada Legislature related to furlough leave was adopted by the Personnel Commission on December 4th as an emergency regulation and was filed with the Secretary of State, effective on January 7, 2021. The regulation requires each employee to take 48 hours of unpaid furlough leave beginning January 2, 2021 and ending June 30, 2021. The emergency regulation will expire prior to the ending date of June 30, 2021. Therefore the regulation is submitted as a temporary regulation to ensure its effectiveness through June 30, 2021. The changes indicated on the attached document (LCB File #E001-21) are intended to correct agency information in subsection 7, as well as to provide clarifying requirements.

NEW Furlough leave.

1. An appointing authority may establish a policy that defines the minimum increment of furlough leave required to be taken at any one time by an employee of the appointing authority if the appointing authority determines that the minimum increment is necessary based on business necessity. The policy may provide different increments for employees in different divisions, locations or work groups based on business necessity. The appointing authority shall disseminate the policy to each employee under its authority who is required to take furlough leave.

2. The total number of hours of furlough leave required to be taken in a fiscal year by an employee who is initially appointed to state service after January 1, 2021 is:

(a) For a full-time employee, the equivalent of 8 hours of furlough leave for each full month remaining in the fiscal year.

(b) For a part-time employee, the equivalent of the portion of 8 hours of furlough leave for each full month remaining in the fiscal year that is proportional to the average number of hours worked by the part-time employee.

↪ If such an employee is appointed to state service on a day other than the first day of a month, the month in which the employee is appointed is not included in the calculation set forth in this subsection.

3. To the extent practicable, an employee who is required to take furlough leave and his or her supervisor shall jointly determine in advance a schedule pursuant to which the employee will take furlough leave. If, because of business necessity, such a schedule cannot be mutually agreed upon, a supervisor may direct an employee to take furlough leave on a specific day or at a specific time, or both.

4. Movement of an employee from one position to another position must not alter the amount of furlough leave required to be taken by the employee.

5. The amount of furlough leave that an employee is required to take must not be offset by any savings realized as a result of a delay in filling the position that the employee holds.

6. An appointing authority shall not require or allow an employee to take more than 12 hours of furlough leave in pay week.

7. An appointing authority shall not require or allow an employee to work additional time during the same pay week in which the employee takes furlough leave if the additional time would be:

(a) Overtime for which the employee would be entitled to be compensated; or

(b) Added regular time for work as a part-time employee.

↳ Unless any position, positions or class codes are specifically exempted by the Governor's Office or Governor's Finance Office or, in the case of the Nevada System of Higher Education, the Chief Financial Officer.

8. An employee who leaves state service will not be reimbursed for any furlough leave taken.

9. Any furlough leave taken by an employee must be considered time worked for the purpose of calculating the employee's eligibility to take leave under the federal Family and Medical Leave Act. Any furlough leave that is taken during the time in which an employee takes leave that qualifies

under the Family and Medical Leave Act will not be counted against the amount of leave which an employee is entitled to take under the Family and Medical Leave Act.

10. As used in this section, "furlough leave" means the unpaid leave required to be taken pursuant to the provisions of chapter 5, Statutes of Nevada 2020, at page 94.

ITEM VI

Personnel Commission Meeting
March 19, 2021

FOR INFORMATION ONLY

Attached is a list of classes and positions which have previously been approved for pre-employment testing. This list has been provided for you to use as a reference when determining which classes and/or positions the Commission may wish to approve at this meeting.

STATE OF NEVADA

POSITIONS/CLASSES APPROVED FOR PRE-EMPLOYMENT CONTROLLED SUBSTANCE TESTING CHANGES EFFECTIVE DECEMBER 4, 2020

(All positions in each class have been approved for pre-employment controlled substance testing, unless otherwise noted (*) for a specific agency(s) and/or position(s). Classes in *bold/italics* are new to the list.)

<u>CLASS/TITLE CODE</u>	<u>TITLE</u>	<u>*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.</u>
1.401	WEIGHTS AND MEASURES INSPECTOR IV	
1.404	WEIGHTS AND MEASURES INSPECTOR III	
1.407	WEIGHTS AND MEASURES INSPECTOR II	
1.410	WEIGHTS AND MEASURES INSPECTOR I	
1.413	WEIGHTS AND MEASURES ASSISTANT (SEASONAL)	
1.608	FIELD ASSISTANT II (PARC)	
1.737	BIOLOGIST I*	AGR - PCN 4600-0025
1.770	WILDLIFE AREA SUPERVISOR II	
1.771	WILDLIFE AREA SUPERVISOR I	
1.772	FISH HATCHERY SUPERVISOR II	
1.774	FISH HATCHERY SUPERVISOR I	
1.776	FISH HATCHERY TECHNICIAN III	
1.778	FISH HATCHERY TECHNICIAN II	
1.780	FISH HATCHERY TECHNICIAN I	
1.785	WILDLIFE AREA TECHNICIAN III	
1.786	WILDLIFE AREA TECHNICIAN II	
1.787	WILDLIFE AREA TECHNICIAN I	
1.811	FORESTER III	
1.812	FIRE MANAGEMENT OFFICER II	
1.813	FORESTER II	
1.814	FIRE MANAGEMENT OFFICER I	
1.816	BATTALION CHIEF	
1.817	CONSERVATION CREW SUPERVISOR III	
1.818	FORESTER I	
1.819	FIREFIGHTER II	
1.820	CONSERVATION CREW SUPERVISOR II	
1.822	FIRE CONTROL DISPATCHER III	
1.823	SEASONAL FIRE CONTROL DISPATCHER II*	DCNR-FORESTRY DIVISION - ALL PCNS
1.824	SEASONAL FIRE CONTROL DISPATCHER I*	DCNR-FORESTRY DIVISION - ALL PCNS
1.825	CONSERVATION CREW SUPERVISOR I	
1.826	FIRE CONTROL DISPATCHER II	
1.827	FIRE CONTROL DISPATCHER I	
1.828	SEASONAL FIREFIGHTER III*	DCNR-FORESTRY DIVISION - ALL PCNS

1.829	SEASONAL FIREFIGHTER II*	DCNR-FORESTRY DIVISION - ALL PCNS
1.831	SEASONAL FIREFIGHTER I*	DCNR-FORESTRY DIVISION - ALL PCNS
1.835	HELITACK SUPERVISOR	
1.850	FIRE CAPTAIN	
1.852	FIREFIGHTER I	
1.907	PARKS REGIONAL MANAGER (NON-COMMISSIONED)	
1.912	PARK INTERPRETER	
1.918	LIFEGUARD II	
1.919	LIFEGUARD I	
1.921	PARK RANGER III (NON-COMMISSIONED)	
1.922	PARK RANGER II (NON-COMMISSIONED)	
1.923	PARK RANGER I (NON-COMMISSIONED)	
1.967	PARK SUPERVISOR III (NON-COMMISSIONED)	
1.968	PARK SUPERVISOR II (NON-COMMISSIONED)	
1.969	PARK SUPERVISOR I (NON-COMMISSIONED)	
2.124	MAIL SERVICE SUPERVISOR*	BCN - ALL PCNS
2.126	MAIL SERVICE TECHNICIAN*	BCN - ALL PCNS
2.127	MAIL SERVICE CLERK I*	BCN - ALL PCNS
2.129	MAIL SERVICE CLERK II*	BCN - ALL PCNS
2.153	LEGAL SECRETARY II*	TAXI - PCN 0038
2.210	ADMINISTRATIVE ASSISTANT IV*	DPS - PCNS 3743-0106, 3743-33, 3743-1111, 3743-1112, 4701-0106, 4701-0155, 4701-0706, 4701-0805, 4701-0870, 4709-42, 4709-70, 4709-71, 4709-72, 4709-73, 4709-206, 4709-625, 4709-645, 4709-665, 4709-1004, 4709-1006, 4709-1007, 4709-1009, 4709-8004, 4709-8018, 4709-8031, 4709-8038, 4709-8039, 4709-8040, 4709-8041, 4709-8042, 4709-8043, 4709-8049, 4709-8050, 4709-9013, 4709-9018, 4709-9019, 4713-0706, 4713-155, 4713-805; MIL – PCN 4006 ; TAXI - PCN 0023
2.211	ADMINISTRATIVE ASSISTANT III*	DMV - PCNS RE7015, WF7047; DPS - PCNS 3740-1412, 3743-0028, 3743-5, 3743-15, 3743-17, 3743-32, 3743-34, 3743-60, 3743-61, 3743-62, 3743-64, 3743-65, 3743-1011, 3743-1014, 3743-1017, 3743-1020, 3743-1100, 3743-1101, 3743-1102, 3743-1103, 3743-1104, 3743-1105, 3743-1106, 3743-1107, 3743-1108, 3743-1109, 3744-10, 3744-13, 3744-16, 3744-19, 4702-51, 4702-147, 4702-315, 4702-328, 4702-648, 4702-705, 4702-871, 4702-11033, 4702-11034, 4709-36, 4709-37, 4709-58, 4709-620, 4709-630, 4709-8005, 4709-8007, 4709-8010, 4709-8011, 4709-8016, 4709-8017, 4709-8019, 4709-8020, 4709-8021, 4709-9001, 4709-9002, 4709-9011, 4709-9012, 4709-

		9016, 4709-9017; MIL – PCNS 4007, 4008, 4010, 4011, 4012, 4013, 4014, 4015, 4030 ; TAXI - PCNS 0011, 0061
2.212	ADMINISTRATIVE ASSISTANT II*	DPS - PCNS 3743-1021, 4702-32, 4709-2, 4709-8044, 4709-8045, 4709-8046, 4709-8048, 4709-9003, 4709-9004, 4709-9005, 4709-9006, 4709-9007, 4709-9008, 4709-9009, 4709-9010, 4709-16, 4709-17, 4709-18, 4709-25, 4709-26, 4709-34, 4709-57, 4709-62, 4709-204, 4709-205, 4709-605, 4709-660, 4709-8006, 4709-8008, 4709-8009, 4713-0870; MIL – PCN 4003 ; TAXI - PCNS 0003, 0013, 0020, 0043, 0046, 0066, 0074, 0075, 0092, 0095
2.301	ACCOUNTING ASSISTANT III*	DPS - PCNS 3743-16, 4709-38, 4709-8022
2.303	ACCOUNTING ASSISTANT II*	DPS - PCN 4709-15
2.819	SUPPLY TECHNICIAN III*	PURCHASING - PCN 0027
2.824	SUPPLY TECHNICIAN II*	PURCHASING - PCN 0029; BCN - ALL PCNS
2.827	SUPPLY ASSISTANT*	BCN - ALL PCNS
2.836	SUPPLY TECHNICIAN I*	BCN - ALL PCNS; MIL – PCN 4029
3.203	FOOD SERVICE COOK/SUPERVISOR II*	BCN - ALL PCNS
3.206	FOOD SERVICE COOK/SUPERVISOR I*	BCN - ALL PCNS; MIL – PCNS 4025, 4026, 4027, 4028
3.213	FOOD SERVICE WORKER II*	BCN - ALL PCNS
3.218	FOOD SERVICE WORKER I*	BCN - ALL PCNS
3.504	DRIVER – SHUTTLE BUS II*	BCN – ALL PCNS
3.505	DRIVER - SHUTTLE BUS I	
3.506	DRIVER - VAN/AUTOMOBILE	
3.520	FAMILY SUPPORT WORKER III*	BCN - ALL PCNS
3.521	FAMILY SUPPORT WORKER II*	BCN - ALL PCNS
3.524	FAMILY SUPPORT WORKER I*	BCN - ALL PCNS
3.530	TRANSPORTATION AND SAFETY ATTENDANT III*	NDVS – ALL PCNS
3.535	TRANSPORTATION AND SAFETY ATTENDANT II*	NDVS – ALL PCNS
3.540	TRANSPORTATION AND SAFETY ATTENDANT I*	NDVS – ALL PCNS
5.103	PRINCIPAL	
5.104	VICE PRINCIPAL	
5.106	ACADEMIC TEACHER	
5.112	VOCATIONAL EDUCATION INSTRUCTOR	
5.174	CHILD CARE WORKER II*	BCN - ALL PCNS
5.175	CHILD CARE WORKER I*	BCN - ALL PCNS
6.209	SUPERVISOR III, ASSOCIATE ENGINEER*	NDOT - PCNS 017009, 017046, 018-037, ALL PCNS BEGINNING W/ 930
6.211	SUPERVISOR II, ASSOCIATE ENGINEER*	NDOT - PCNS 027006, 028006, 255001, ALL PCNS BEGINNING W/ 930
6.215	SUPERVISOR I, ASSOCIATE ENGINEER*	NDOT -PCNS 017021, 017034, 017048, 028008, ALL PCNS BEGINNING W/ 930
6.223	ADMINISTRATOR I, PROFESSIONAL ENGINEER*	NDOT - PCN 301012

6.224	MANAGER I, PROFESSIONAL ENGINEER*	NDOT - ALL PCNS BEGINNING W/ 930
6.228	STAFF II, ASSOCIATE ENGINEER*	NDOT - PCNS 018024, 018025, 018036, 018037, 018046, 018047
6.229	STAFF I, ASSOCIATE ENGINEER*	NDOT - PCNS 020014, 034001, 255002, 080001, 080002, 080005, 080006, 080007, 080010
6.305	ENGINEERING TECHNICIAN V*	NDOT - PCN 028015
6.308	ENGINEER TECHNICIAN IV*	NDOT - PCN 027023, ALL PCNS BEGINNING W/ 930
6.313	ENGINEERING TECHNICIAN III*	NDOT - PCNS 017037, 017038, 017039, 017040, 017041, 017042, 017050, 017051, 017052, 027019, 027022, 028010, 028011, 028013, 028016, 028021, 028022, 028030, 101342, 255003, ALL PCNS BEGINNING W/ 930
6.355	ARCHITECTURAL DRAFTER IV*	BCN - ALL PCNS
6.358	ARCHITECTURAL DRAFTER III*	BCN - ALL PCNS
6.750	CONSTRUCTION PROJECT COORDINATOR III*	BCN - ALL PCNS
6.751	PROJECT MANAGER III*	BCN - ALL PCNS
6.754	BUILDING CONSTRUCTION INSPECTOR III*	BCN - ALL PCNS; D of A - ALL PCNS
6.755	BUILDING CONSTRUCTION INSPECTOR IV*	D of A - ALL PCNS
6.758	CONSTRUCTION PROJECT COORDINATOR II*	BCN - ALL PCNS
6.762	PROJECT MANAGER II*	BCN - ALL PCNS
6.763	PROJECT MANAGER I*	BCN - ALL PCNS
6.966	DEVELOPMENT TECHNICIAN IV*	BCN - ALL PCNS
6.978	DEVELOPMENT TECHNICIAN III*	BCN - ALL PCNS
6.979	DEVELOPMENT TECHNICIAN II*	BCN - ALL PCNS
6.980	DEVELOPMENT TECHNICIAN I*	BCN - ALL PCNS
6.981	ELECTRONICS TECHNICIAN II*	BCN, NDOC - ALL PCNS
6.987	ELECTRONICS TECHNICIAN III*	BCN, NDOC - ALL PCNS
6.988	ELECTRONICS TECHNICIAN I*	BCN, NDOC - ALL PCNS
7.141	ACCOUNTANT TECHNICIAN II*	DPS - PCNS 0030, 4709-1010
7.143	ACCOUNTANT TECHNICIAN I*	DPS - PCN 4702-30
7.154	AUDITOR II*	DHHS PBH - PCNS 0031, 0033, 0041
7.216	ADMINISTRATIVE SERVICES OFFICER III*	DPS - PCN 4709-0023
7.217	ADMINISTRATIVE SERVICES OFFICER II*	DPS - PCN 4709-23
7.218	ADMINISTRATIVE SERVICES OFFICER I*	DPS - PCN 3743-6
7.519	TRAINING OFFICER I*	NDOT - ALL PCNS
7.524	TRAINING OFFICER II*	DPS - NHP - HAZARDOUS MATERIALS - PCN 5
7.624	MANAGEMENT ANALYST III*	DPS - PCNS 4709-3, 4709-200, 4709- 9015
7.625	MANAGEMENT ANALYST II*	DPS - PCN 4709-39; TAXI - PCNS 0002, 0078
7.637	MANAGEMENT ANALYST I*	DPS - PCNS 3743-9, 3743-79, 4709-40
7.643	PROGRAM OFFICER III*	DHHS PBH - PCN 0038; DPS - PCN 4702-0086; MIL - PCN 4016
7.647	PROGRAM OFFICER II*	BCN - PCN P0000505; DPS- PCNS 3743-1022, 4701-0950, 4709-19, 4709- 24, 4709-35, 4709-8003, 4709-8012; MIL - PCNS 4005, 4009, 4017

7.649	PROGRAM OFFICER I*	DPS - PCN 3744-82, 4702-322, 4709-8030, 4709-8036, 4709-8037, 4709-8052, 4709-9020, 4709-9021; FIRE MARSHAL - PCNS 4, 106; NDOC - PCNS 3710-0064, 3710-0202; BCN - PCNS P0002816, P0000588
7.653	PUBLIC SERVICE INTERN II*	NDOT - ALL PCNS BEGINNING W/ 940
7.655	BUSINESS PROCESS ANALYST III*	DPS - PCN 4709-7005, 4709-7014, 4709-8023
7.656	BUSINESS PROCESS ANALYST II*	DPS - PCNS 4702-0046, 4709-7013, 4709-8024, 4709-8025
7.657	BUSINESS PROCESS ANALYST I*	DPS - PCNS 4709-7010, 4709-7011, 4709-7012, 4709-7015
7.665	PUBLIC SERVICE INTERN I*	MIN - PCNS 09015, 09016, 09017, 09018, 09019, 09020, 09022, 09023
7.713	TRANSPORTATION TECHNICIAN III*	NDOT - ALL PCNS BEGINNING W/ 805 & 813
7.714	TRANSPORTATION TECHNICIAN IV*	NDOT - ALL PCNS BEGINNING W/ 805 & 813
7.715	TRANSPORTATION TECHNICIAN II*	NDOT - ALL PCNS BEGINNING W/ 805 & 813
7.722	TRAFFIC CENTER TECHNICIAN SUPERVISOR	
7.724	TRAFFIC CENTER TECHNICIAN II	
7.725	TRAFFIC CENTER TECHNICIAN I	
7.726	TRAFFIC CENTER TECHNICIAN TRAINEE	
7.745	STATISTICIAN II*	DPS - PCN 4709-21
7.901	CHIEF IT MANAGER*	NDOT - PCN 016060
7.902	IT MANAGER III*	DPS - PCN 4709-0207
7.904	IT MANAGER I*	NDOT - PCN 016065; BCN UNR - PCN P0005682
7.921	IT PROFESSIONAL IV*	DPS - PCN 4709-8032; NDOT - PCNS 016061, 016063
7.925	IT PROFESSIONAL III*	DPS - PCNS 4709-0150, 4709-8033; NDOT - PCNS 016062, 016064, 91001, 92001, 93002; BCN UNR - ALL FACILITIES SERVICES PCNS
7.926	IT PROFESSIONAL II*	NDOT - PCNS 91005, 92002, 93001, 93003, 95001, 96001, 92003, 93005, 94003; BCN UNR - ALL FACILITIES SERVICES PCNS
7.929	IT PROFESSIONAL I*	BCN UNR - ALL FACILITIES SERVICES PCNS
7.951	IT PROFESSIONAL TRAINEE*	BCN UNR - ALL FACILITIES SERVICES PCNS
9.103	HIGHWAY MAINTENANCE MANAGER	
9.106	HIGHWAY MAINTENANCE SUPERVISOR II	
9.115	HIGHWAY MAINTENANCE SUPERVISOR I	
9.117	HIGHWAY MAINTENANCE WORKER IV	
9.120	HIGHWAY MAINTENANCE WORKER III	
9.127	HIGHWAY MAINTENANCE WORKER II	
9.130	HIGHWAY MAINTENANCE WORKER I	
9.137	HIGHWAY CONSTRUCTION AID	
9.200	SPECIAL EQUIPMENT OPERATOR III	
9.201	EQUIPMENT OPERATION INSTRUCTOR	

9.203	SPECIAL EQUIPMENT OPERATOR II	
9.204	GROUNDS EQUIPMENT OPERATOR I*	BCN - ALL PCNS
9.205	SEASONAL FORESTRY EQUIPMENT OPERATOR	
9.208	DRIVER WAREHOUSE WORKER TRAINEE*	NDOC - ALL PCNS
9.209	GROUNDS EQUIPMENT OPERATOR II*	BCN - ALL PCNS
9.210	DRIVER WAREHOUSE WORKER I	
9.211	DRIVER WAREHOUSE WORKER II	
9.212	DRIVER WAREHOUSE SUPERVISOR	
9.315	HIGHWAY EQUIPMENT MECHANIC SPVR I	
9.317	HIGHWAY EQUIPMENT MECHANIC III	
9.318	HIGHWAY EQUIPMENT MECHANIC II	
9.321	HIGHWAY EQUIPMENT MECHANIC I	
9.322	EQUIPMENT MECHANIC IV*	BCN, DCNR-FORESTRY DIVISION - ALL PCNS
9.323	EQUIPMENT MECHANIC III*	BCN, DCNR-FORESTRY DIVISION, NDOC, NDOW - ALL PCNS
9.326	EQUIPMENT MECHANIC-IN-TRAINING IV*	BCN, NDOT - ALL PCNS
9.327	AUTO BODY WORKER*	NDOT - ALL PCNS
9.328	EQUIPMENT MECHANIC-IN-TRAINING III*	BCN, NDOT - ALL PCNS
9.330	EQUIPMENT MECHANIC-IN-TRAINING II*	BCN, NDOT - ALL PCNS
9.331	EQUIPMENT MECHANIC II*	BCN, DCNR-FORESTRY DIVISION, NDOC, NDOT, NDOW - ALL PCNS
9.332	EQUIPMENT MECHANIC-IN-TRAINING I*	BCN, NDOT - ALL PCNS
9.333	EQUIPMENT MECHANIC I*	BCN, DCNR-FORESTRY DIVISION, NDOC, NDOT, NDOW - ALL PCNS
9.334	FLEET SERVICE WORKER IV*	BCN, NDOT - ALL PCNS
9.335	FLEET SERVICE WORKER III*	BCN, NDOT - ALL PCNS
9.336	FLEET SERVICE WORKER II*	BCN, NDOT - ALL PCNS
9.337	FLEET SERVICE WORKER I*	BCN, NDOT - ALL PCNS
9.353	AVIATION SERVICES OFFICER	
9.354	CHIEF PILOT	
9.355	PILOT II	
9.356	PILOT III	
9.357	AIRCRAFT MAINTENANCE SPECIALIST	
9.359	PILOT I	
9.404	HVACR SPECIALIST IV*	BCN - ALL PCNS
9.408	HVACR SPECIALIST II*	BCN, NDOC - ALL PCNS
9.413	HVACR SPECIALIST III*	BCN, NDOC - ALL PCNS
9.417	WELDER I*	BCN, NDOC, NDOT - ALL PCNS
9.418	LOCKSMITH I*	BCN, NDOC - ALL PCNS
9.420	HEAT PLANT SPECIALIST II*	BCN, NDOC - ALL PCNS
9.421	HVACR SPECIALIST I*	BCN, NDOC, NDOT - ALL PCNS
9.422	HEAT PLANT SPECIALIST IV*	BCN, NDOC - ALL PCNS
9.423	CARPENTER I*	BCN, NDOC, NDOT - ALL PCNS
9.424	CARPENTER II*	BCN, NDOC - ALL PCNS
9.425	HEAT PLANT SPECIALIST III*	BCN, NDOC - ALL PCNS
9.426	ELECTRICIAN I*	BCN, NDOC, NDOT - ALL PCNS
9.428	HEAT PLANT SPECIALIST I*	BCN, NDOC - ALL PCNS
9.429	PAINTER I*	BCN - ALL PCNS
9.430	WELDER II*	BCN, NDOC, NDOT - ALL PCNS
9.431	LOCKSMITH II*	BCN, NDOC - ALL PCNS
9.432	PLUMBER I*	BCN, NDOC - ALL PCNS
9.434	EVENTS CENTER TECHNICIAN II*	BCN - ALL LAWLOR EVENTS CENTER PCNS

9.437	EVENTS CENTER TECHNICIAN I*	BCN - ALL LAWLOR EVENTS CENTER PCNS
9.439	CARPENTER III*	BCN - ALL PCNS
9.441	MAINTENANCE REPAIR SPECIALIST I*	BCN, NDOC, NDOT, NDOW, NDVS - ALL PCNS
9.445	MAINTENANCE REPAIR SPECIALIST II*	BCN, NDOC, NDOW - ALL PCNS
9.447	ELECTRICIAN II*	BCN, NDOC, NDOT - ALL PCNS
9.448	ELECTRICIAN III*	BCN, NDOC, NDOT - ALL PCNS
9.459	PAINTER II*	BCN - ALL PCNS
9.460	PAINTER III*	BCN - ALL PCNS
9.462	PLUMBER II*	BCN, NDOC - ALL PCNS
9.463	PLUMBER III*	BCN - ALL PCNS
9.465	CRAFT WORKER-IN-TRAINING IV*	BCN - ALL PCNS
9.466	CRAFT WORKER-IN-TRAINING III*	BCN - ALL PCNS
9.467	CRAFT WORKER-IN-TRAINING II*	BCN - ALL PCNS
9.468	CRAFT WORKER-IN-TRAINING I*	BCN - ALL PCNS
9.470	THEATER TECHNICIAN I*	BCN - ALL PCNS
9.471	THEATER TECHNICIAN II*	BCN - ALL PCNS
9.481	MAINTENANCE REPAIR AID IV*	BCN - ALL PCNS
9.482	MAINTENANCE REPAIR AID III*	BCN - ALL PCNS
9.483	MAINTENANCE REPAIR AID II*	BCN - ALL PCNS
9.484	MAINTENANCE REPAIR AID I*	BCN - ALL PCNS
9.485	MAINTENANCE REPAIR WORKER IV*	BCN, NDOC - ALL PCNS
9.486	MAINTENANCE REPAIR WORKER III*	BCN, NDOC - ALL PCNS
9.487	MAINTENANCE REPAIR WORKER II*	BCN, NDOC, NDVS - ALL PCNS
9.488	MAINTENANCE REPAIR WORKER I*	BCN, NDOC, NDVS - ALL PCNS
9.496	WASTEWATER TREATMENT OPERATOR II*	NDOC - ALL PCNS
9.497	WASTEWATER TREATMENT OPERATOR I*	NDOC - ALL PCNS
9.501	NATIONAL GUARD RANGE SPECIALIST	MIL - PCN 103
9.514	RANCH MANAGER*	BCN UNR - PCN P0001268
9.545	MEAT PLANT TECHNICIAN TRAINEE	BCN - ALL PCNS
9.546	MEAT PLANT TECHNICIAN I	BCN - ALL PCNS
9.547	MEAT PLANT TECHNICIAN II	BCN - ALL PCNS
9.548	MEAT PLANT SUPERVISOR	BCN - ALL PCNS
9.549	MEAT PLANT MANAGER	BCN - ALL PCNS
9.603	FACILITY MANAGER*	BCN, NDOC - ALL PCNS
9.606	FACILITY SUPERVISOR III*	BCN, NDOC - ALL PCNS
9.609	FACILITY SUPERVISOR II*	BCN, NDOC - ALL PCNS, NDOT - PCN 302001
9.610	GROUNDS SUPERVISOR III*	BCN - ALL PCNS
9.612	FACILITY SUPERVISOR I*	BCN, NDOC - ALL PCNS
9.616	CUSTODIAL SUPERVISOR IV*	BCN - ALL PCNS
9.617	CUSTODIAL SUPERVISOR III*	BCN - ALL PCNS
9.620	GROUNDS SUPERVISOR II*	BCN - ALL PCNS
9.623	CUSTODIAL SUPERVISOR II*	BCN - ALL PCNS
9.625	CUSTODIAL SUPERVISOR I*	BCN - ALL PCNS
9.627	GROUNDS SUPERVISOR I*	BCN - ALL PCNS
9.630	GROUNDS MAINTENANCE WORKER V*	BCN - ALL PCNS
9.631	CUSTODIAL WORKER II*	BCN - ALL PCNS
9.633	GROUNDS MAINTENANCE WORKER IV*	BCN - ALL PCNS
9.634	CUSTODIAL WORKER I*	BCN - ALL PCNS
9.635	GROUNDS MAINTENANCE WORKER III*	BCN - ALL PCNS
9.637	FACILITY ATTENDANT*	BCN - ALL PCNS
9.639	GROUNDS MAINTENANCE WORKER II*	BCN - ALL PCNS

9.641	GROUNDS MAINTENANCE WORKER I*	BCN - ALL PCNS
10.124	PSYCHOLOGIST IV*	NDOC - ALL PCNS
10.126	PSYCHOLOGIST III*	NDOC - ALL PCNS
10.132	PSYCHOLOGIST II*	NDOC - ALL PCNS
10.139	MENTAL HEALTH COUNSELOR II*	NDOC - ALL PCNS
10.141	MENTAL HEALTH COUNSELOR I*	NDOC - ALL PCNS
10.143	PSYCHOLOGIST I*	NDOC - ALL PCNS
10.144	CLINICAL SOCIAL WORKER II*	NDOC - ALL PCNS
10.146	TREATMENT HOME SUPERVISOR	
10.148	TREATMENT HOME PROVIDER	
10.150	CLINICAL SOCIAL WORKER I*	NDOC - ALL PCNS
10.151	CLINICAL SOCIAL WORKER III*	NDOC - ALL PCNS
10.179	PSYCHOMETRIST *	NDOC - ALL PCNS
10.217	HEALTH PROGRAM MANAGER II*	DHHS PBH - PCN 0037
10.229	MID-LEVEL MEDICAL PRACTITIONER*	DHHS, NDOC - ALL PCNS
10.244	QUALITY ASSURANCE SPECIALIST I*	NDVS - ALL PCNS
10.260	DENTAL CLINIC SUPERVISOR*	UNLV - ALL PCNS
10.262	DENTAL ASSISTANT III*	NDOC, UNLV - ALL PCNS
10.263	DENTAL ASSISTANT II*	NDOC, UNLV - ALL PCNS
10.264	DENTAL ASSISTANT I*	NDOC, UNLV - ALL PCNS
10.300	DIRECTOR, NURSING SERVICES II*	DHHS, NDOC - ALL PCNS, NDVS - ALL PCNS
10.301	DIRECTOR, NURSING SERVICES I*	DHHS, NDOC - ALL PCNS
10.305	PSYCHIATRIC NURSE III*	DHHS, NDOC - ALL PCNS
10.306	PSYCHIATRIC NURSE IV*	DHHS, NDOC - ALL PCNS
10.307	PSYCHIATRIC NURSE II*	DHHS, NDOC - ALL PCNS
10.309	PSYCHIATRIC NURSE I*	DHHS, NDOC - ALL PCNS
10.310	CHIEF OF NURSING SERVICES*	NDOC - ALL PCNS
10.316	CORRECTIONAL NURSE III*	NDOC - ALL PCNS
10.318	CORRECTIONAL NURSE II*	DHHS, NDOC - ALL PCNS
10.319	CORRECTIONAL NURSE I*	DHHS, NDOC - ALL PCNS
10.338	MENTAL HEALTH TECHNICIAN IV*	DHHS - ALL PCNS
10.339	DEVELOPMENTAL SUPPORT TECH IV*	DHHS - ALL PCNS
10.346	MENTAL HEALTH TECHNICIAN III*	DHHS - ALL PCNS
10.347	DEVELOPMENTAL SUPPORT TECH III*	DHHS - ALL PCNS
10.352	REGISTERED NURSE V*	NDVS - ALL PCNS
10.354	REGISTERED NURSE IV*	NDVS - ALL PCNS
10.356	MENTAL HEALTH TECHNICIAN II*	DHHS - ALL PCNS
10.357	DEVELOPMENTAL SUPPORT TECH II*	DHHS - ALL PCNS
10.358	NURSE I*	DHHS, NDOC, NDVS - ALL PCNS
10.359	REGISTERED NURSE II*	NDVS - ALL PCNS
10.360	LICENSED PRACTICAL NURSE II*	DHHS, NDOC, NDVS - ALL PCNS
10.364	LICENSED PRACTICAL NURSE III*	DHHS, NDOC - ALL PCNS, NDVS - ALL PCNS
10.365	LICENSED PRACTICAL NURSE I*	DHHS, NDOC - ALL PCNS, NDVS - ALL PCNS
10.366	MENTAL HEALTH TECHNICIAN I*	DHHS - ALL PCNS
10.367	DEVELOPMENTAL SUPPORT TECH I*	DHHS - ALL PCNS
10.368	CERTIFIED NURSING ASSISTANT III*	NDVS - ALL PCNS
10.369	CERTIFIED NURSING ASSISTANT II*	NDOC, NDVS - ALL PCNS
10.370	NURSING ASSISTANT TRAINEE*	NDVS - ALL PCNS
10.371	CERTIFIED NURSING ASSISTANT I*	NDVS - ALL PCNS
10.375	COMMUNITY HEALTH NURSE IV*	DHHS - ALL PCNS
10.376	COMMUNITY HEALTH NURSE III*	DHHS - ALL PCNS

10.377	COMMUNITY HEALTH NURSE II*	DHHS - ALL PCNS
10.378	COMMUNITY HEALTH NURSE I*	DHHS - ALL PCNS
10.536	ENVIRONMENTAL SCIENTIST II*	NDOT - PCNS 018012, 018013
10.540	MARIJUANA PROGRAM SUPERVISOR	
10.541	MARIJUANA PROGRAM INSPECTOR II	
10.542	MARIJUANA PROGRAM INSPECTOR I	
10.545	ENVIRONMENTAL SCIENTIST IV*	NDOT - PCN 018011
10.707	CHEMIST V*	BCN - ALL PCNS
10.708	CHEMIST IV*	BCN - ALL PCNS
10.710	MICROBIOLOGIST V*	BCN - ALL PCNS
10.711	MICROBIOLOGIST IV*	BCN - ALL PCNS
10.712	CHEMIST III*	BCN - ALL PCNS
10.713	CHEMIST II*	BCN - ALL PCNS
10.715	MICROBIOLOGIST III*	BCN - ALL PCNS
10.717	MICROBIOLOGIST II*	BCN - ALL PCNS
10.721	MICROBIOLOGIST I*	BCN - ALL PCNS
10.724	CHEMIST I*	BCN - ALL PCNS
10.723	PHARMACY TECHNICIAN II*	DHHS, NDOC - ALL PCNS
10.726	LABORATORY TECHNICIAN II*	BCN - ALL PCNS
10.728	PHARMACY TECHNICIAN I*	DHHS, NDOC - ALL PCNS
10.729	LABORATORY ASSISTANT II*	BCN - ALL PCNS
10.733	LABORATORY TECHNICIAN I*	BCN - ALL PCNS
10.736	LABORATORY ASSISTANT I*	BCN - ALL PCNS
10.769	STAFF RESEARCH ASSOCIATE IV*	BCN - ALL PCNS
10.770	STAFF RESEARCH ASSOCIATE III*	BCN - ALL PCNS
10.771	STAFF RESEARCH ASSOCIATE II*	BCN - ALL PCNS
10.772	STAFF RESEARCH ASSOCIATE I*	BCN - ALL PCNS
11.117	PUBLIC SAFETY DISPATCHER VI	
11.118	PUBLIC SAFETY DISPATCHER V	
11.120	PUBLIC SAFETY DISPATCHER IV	
11.122	PUBLIC SAFETY DISPATCHER III	
11.124	PUBLIC SAFETY DISPATCHER II	
11.126	PUBLIC SAFETY DISPATCHER I	
11.128	N.C.J.I.S. PROGRAM SPECIALIST SUPERVISOR*	DPS - PCNS 4709-13, 4709-14
11.129	N.C.J.I.S. PROGRAM SPECIALIST*	DPS - PCNS 4709-41, 4709-63, 4709-74, 4709-600, 4709-615, 4709-650, 4709-680, 4709-1005
11.130	N.C.J.I.S. PROGRAM SPECIALIST TRAINEE	
11.132	MANAGER, CRIMINAL JUSTICE RECORDS*	DPS - ALL PCNS
11.133	FINGERPRINT/RECORDS EXAMINER III*	DPS - PCNS 4709-201, 4709-8015
11.134	FINGERPRINT/RECORDS EXAMINER II*	DPS - PCNS 4709-6, 4709-7, 4709-33, 4709-59, 4709-61, 4709-202, 4709-590, 4709-8014, 4709-8051
11.135	FINGERPRINT/RECORDS EXAMINER I	
11.144	FINGERPRINT/RECORDS SUPERVISOR*	DPS - PCNS 4709-4, 4709-5
11.239	MILITARY SECURITY OFFICER V	
11.240	MILITARY SECURITY OFFICER IV	
11.241	MILITARY SECURITY OFFICER III	
11.242	MILITARY SECURITY OFFICER II	
11.243	MILITARY SECURITY OFFICER I	
11.260	SECURITY OFFICER SUPERVISOR*	BCN
11.263	SECURITY OFFICER*	BCN, MILITARY

11.363	COMPLIANCE/AUDIT INVESTIGATOR III*	B&I-INSURANCE DIV - PCN 0072; SOS - PCNS 0030, 0031, 0035, 0062, 0063, 0066
11.365	COMPLIANCE/AUDIT INVESTIGATOR II*	B&I-INSURANCE DIV - ALL PCNS; SOS - PCNS 0022, 0028, 0068
11.424	DMV SERVICES TECHNICIAN III*	DMV - PCNS RE5324, RE5328
11.506	FIRE & LIFE SAFETY INSPECTOR I	
11.510	FIRE & LIFE SAFETY INSPECTOR II	
11.513	SAFETY REPRESENTATIVE, RAILWAY	
11.515	SAFETY SPECIALIST, RAILWAY	
11.550	TAXICAB VEHICLE INSPECTOR I	
11.552	TAXICAB VEHICLE INSPECTOR II	
11.560	MANUFACTURED HOUSING INSPECTOR II	
11.561	MANUFACTURED HOUSING INSPECTOR I	
11.565	AGENCY LOSS CONTROL COORDINATOR*	NDOT - PCN 078002
12.466	SUBSTANCE ABUSE COUNSELOR III	
12.469	SUBSTANCE ABUSE COUNSELOR II	
12.470	SUBSTANCE ABUSE COUNSELOR I	
12.501	WARDEN	
12.510	CORRECTIONAL MANAGER	
12.517	CORRECTIONAL ASSISTANT*	NDOC - ALL PCNS
12.523	ASSISTANT SUPERINTENDENT, YOUTH FACILITY	
12.532	HEAD GROUP SUPERVISOR	
12.534	ASSISTANT HEAD GROUP SUPERVISOR	
12.535	GROUP SUPERVISOR IV	
12.537	GROUP SUPERVISOR III	
12.538	GROUP SUPERVISOR II	
12.541	GROUP SUPERVISOR I	
12.553	ASSOCIATE WARDEN	
12.556	CORRECTIONAL CASEWORK SPECIALIST III	
12.559	CORRECTIONAL CASEWORK SPECIALIST II	
12.565	CORRECTIONAL CASEWORK SPECIALIST I	
12.571	CORRECTIONAL CASEWORK SPECIALIST TR	
12.616	PAROLE & PROBATION SPECIALIST III*	DPS - PCNS 3740-0564, 3740-1251, 3740-1439, 3740-1440, 3740-1441, 3740-1442
13.101	AGRICULTURE ENFORCEMENT OFFICER III	
13.102	AGRICULTURE ENFORCEMENT OFFICER II	
13.103	AGRICULTURE ENFORCEMENT OFFICER I	
13.111	DEPUTY BRAND INSPECTOR (COMMISSIONED)	
13.115	STAFF GAME WARDEN	
13.121	GAME WARDEN IV	
13.122	GAME WARDEN III	
13.123	GAME WARDEN II	
13.124	GAME WARDEN I	
13.131	PARKS REGIONAL MANAGER (COMMISSIONED)	
13.135	PARK SUPERVISOR III (COMMISSIONED)	
13.136	PARK SUPERVISOR II (COMMISSIONED)	
13.137	PARK SUPERVISOR I (COMMISSIONED)	
13.141	PARK RANGER III (COMMISSIONED)	
13.142	PARK RANGER II (COMMISSIONED)	
13.143	PARK RANGER I (COMMISSIONED)	

13.202	DPS MAJOR	
13.203	DPS CAPTAIN	
13.204	DPS LIEUTENANT	
13.205	DPS SERGEANT	
13.206	DPS OFFICER II	
13.207	DPS OFFICER I	
13.215	UNIVERSITY POLICE LIEUTENANT	
13.217	UNIVERSITY POLICE DETECTIVE	
13.221	UNIVERSITY POLICE SERGEANT	
13.222	UNIVERSITY POLICE OFFICER II	
13.223	UNIVERSITY POLICE OFFICER I	
13.234	SENIOR LAW ENFORCEMENT SPECIALIST	
13.237	AG CYBERCRIME INVESTIGATOR II	
13.238	AG CYBERCRIME INVESTIGATOR I	
13.241	SUPERVISORY CRIMINAL INVESTIGATOR II	
13.242	SUPERVISORY CRIMINAL INVESTIGATOR I	
13.243	CRIMINAL INVESTIGATOR III	
13.244	CRIMINAL INVESTIGATOR II	
13.245	CRIMINAL INVESTIGATOR I	
13.246	AG DEPUTY CHIEF INVESTIGATOR*	AG - ALL PCNS
13.247	AG CRIMINAL INVESTIGATOR, SUPERVISOR*	AG - ALL PCNS
13.248	AG CRIMINAL INVESTIGATOR II*	AG - ALL PCNS
13.249	AG CRIMINAL INVESTIGATOR I*	AG - ALL PCNS
13.251	CHIEF INVESTIGATOR, COMPLIANCE/ ENFORCEMENT	
13.255	SUPERVISORY COMPLIANCE/ENFORCEMENT INVESTIGATOR	
13.256	COMPLIANCE/ENFORCEMENT INVESTIGATOR III	
13.257	COMPLIANCE/ENFORCEMENT INVESTIGATOR II	
13.258	COMPLIANCE/ENFORCEMENT INVESTIGATOR I	
13.263	UNIT MANAGER, YOUTH PAROLE BUREAU	
13.265	YOUTH PAROLE COUNSELOR III	
13.266	YOUTH PAROLE COUNSELOR II	
13.267	YOUTH PAROLE COUNSELOR I	
13.301	INSPECTOR GENERAL	
13.309	CORRECTIONAL CAPTAIN	
13.310	CORRECTIONAL LIEUTENANT	
13.311	CORRECTIONAL SERGEANT	
13.312	SENIOR CORRECTIONAL OFFICER	
13.313	CORRECTIONAL OFFICER	
13.314	CORRECTIONAL OFFICER TRAINEE	
13.321	FORENSIC SPECIALIST IV	
13.322	FORENSIC SPECIALIST III	
13.323	FORENSIC SPECIALIST II	
13.324	FORENSIC SPECIALIST I	
U3720	DIVISION ADMINISTRATOR, RECORDS & TECHNOLOGY*	DPS - PCN 4709-1
U3916	PROGRAM MANAGER, OIL/GAS/GEOTHERMAL	MIN - PCN 0002
U3918	DEPUTY ADMINISTRATOR, MINERALS	MIN - PCN 0006
U3919	CHIEF FOR DANGEROUS MINES	MIN - PCN 0007
U3930	CHIEF FOR MINE REGULATION	MIN - PCN 0009
U3932	FIELD SPECIALIST, MINERALS	MIN - PCNS 0011, 0021, 0031

U4102	BUREAU CHIEF, YOUTH PAROLE	
U4103	DIVISION ADMINISTRATOR, TAXICAB AUTHORITY	
U4141	DEPUTY DIVISION ADMINISTRATOR, TAXICAB AUTHORITY	
U4706	ADMINISTRATOR, MINERALS	MIN - PCN 0001
U9005	DEPUTY ADMINISTRATOR, COMPLIANCE ENFORCEMENT DIVISION*	DMV – PCNS RE2013, WF2014
U9010	CHIEF, NEVADA HIGHWAY PATROL	
U9021	DIVISION ADMINISTRATOR, COMPLIANCE ENFORCEMENT DIVISION	
U9033	DEPUTY DIRECTOR, INDUSTRIAL PROGRAMS	
U9034	DEPUTY DIRECTOR, OPERATIONS SOUTH	
U9041	CHIEF GAME WARDEN	
U9068	DEPUTY ADMINISTRATOR, NV YOUTH CHALLENGE PROGRAM	MIL – PCN 4002
U9074	PHARMACIST 1*	DHHS, NDOC - ALL PCNS
U9075	PHARMACIST 2*	DHHS - ALL EXCEPT PCN 3243-0014; NDOC - ALL PCNS
U9076	PHARMACIST 3*	DHHS, NDOC - ALL PCNS
U9085	SENIOR INSTITUTIONAL DENTIST (RANGE A)*	NDOC - ALL PCNS
U9086	SENIOR INSTITUTIONAL DENTIST (RANGE B)*	NDOC - ALL PCNS
U9087	SENIOR PHYSICIAN (RANGE C)*	DHHS, NDOC - ALL PCNS
U9088	SENIOR PSYCHIATRIST (RANGE C)*	DHHS, NDOC - ALL PCNS

ACRONYMS

Acronym	Agency
AG	Office of the Attorney General
AGR	Department of Agriculture
BCN	(Nevada System of Higher Education) Business Center North
BCN UNR	(Nevada System of Higher Education) Business Center North, University of Nevada Reno
B&I	Department of Business & Industry
DCNR	Department of Conservation & Natural Resources
DHHS	Department of Health & Human Services
DHHS PBH	Department of Health & Human Services, Division of Public & Behavioral Health
DMV	Department of Motor Vehicles
D of A	Department of Administration
DPS	Department of Public Safety
ESD	Department of Employment, Training & Rehabilitation, Employment Security Division
MIL	Office of the Military
MIN	Commission on Mineral Resources, Division of Minerals
NHP	Department of Public Safety, Nevada Highway Patrol
NDOC	Department of Corrections
NDOT	Department of Transportation
NDOW	Department of Wildlife
NDVS	Nevada Department of Veterans Services
SOS	Secretary of State

TAXI	Department of Business & Industry, Nevada Taxicab Authority
UNLV	(Nevada System of Higher Education) University of Nevada Las Vegas

ITEM VI-A



STATE OF NEVADA OFFICE OF THE MILITARY

Office of the Adjutant General
2460 Fairview Drive
Carson City, Nevada 89701-6807



Steve Sisolak
Governor

ONDRA BERRY
*Major General
The Adjutant General*

Date: February 2, 2021
To: Michelle Garton, Deputy Administrator
Division of Human Resource Management
Through: Carrie P. Hughes, Personnel Analyst III
Division of Human Resource Management
From: Major General Ondra Berry, Director
The Adjutant General, Office of the Military
Subject: Pre-Employment Staff Drug Testing

The Office of the Military – Nevada Youth ChalleNGe Program (NYCP) respectfully requests the ability to conduct pre-employment drug tests for all NYCP employees. Every staff member of NYCP comes in contact with Stakeholders, Applicant families, Candidates and/or Cadets on a daily basis. Creating and maintaining a professional and trustworthy reputation will be paramount for recruiting and retaining the proper applicant pool.

All Staff members will have access to and will be expected to drive State vehicles, frequently to transport the minor Cadets in our care and custody. The At Risk Youth that we serve are committed to being drug free while participating in the program, our staff are responsible for role modeling appropriate behavior, authorization to conduct drug testing will reinforce this healthy lifestyle.

Pre-employment drug testing of all NYCP staff will mitigate concerns regarding the safety and security of our Cadets and resources.

The following classes and position numbers are being requested for pre-employment drug tests:

- Cadre Team Supervisors pcn 4018 - 4021
- Cadre Team Leader pcn 4031 – 4052
- Registered Nurse, BBYCA pcn 4022
- Licensed Practical Nurse pcn 4023

Please contact Lauren Schulman, Program Administrator of NYCP, at lschulman@govmail.state.nv.us if you have any questions. Thank you.

ITEM VI-A-1-a

FOR DISCUSSION AND POSSIBLE ACTION

“Each appointing authority shall, subject to the approval of the Commission, determine whether each of its positions of employment affects the public safety. The appointing authority shall not hire an applicant for such a position unless the applicant submits to a screening test to detect the general presence of a controlled substance.” (NRS 284.4066(1))

The State of Nevada Office of the Military (Military) has requested the following position be added to the classes/positions approved for pre-employment screening for controlled substances for the provided reason(s):

CLASS/ TITLE CODE	TITLE	POSITION CONTROL NUMBER (PCN)	AGENCY’S BASIS FOR REQUEST
10.365	Licensed Practical Nurse I	4023	Contact with and potentially driving 16 to 18 year old youths at a residential academy

Military is requesting approval of pre-employment screening for controlled substances for their above position, based upon the following: “Every staff member of NYCP (Nevada Youth Challenge Program) comes in contact with Stakeholders, Applicant families, Candidates and/or Cadets on a daily basis. Creating and maintaining a professional and trustworthy reputation will be paramount for recruiting and retaining the proper applicant pool. All Staff members will have access to and will be expected to drive State vehicles, frequently to transport the minor Cadets in our care and custody. The At Risk Youth that we serve are committed to being drug free while participating in the program, our staff are responsible for role modeling appropriate behavior, authorization to conduct drug testing will reinforce this healthy lifestyle.”

A representative of Military has been requested to be available at the meeting to answer Commissioners’ questions.

ITEM VI-A-1-b

FOR DISCUSSION AND POSSIBLE ACTION

“Each appointing authority shall, subject to the approval of the Commission, determine whether each of its positions of employment affects the public safety. The appointing authority shall not hire an applicant for such a position unless the applicant submits to a screening test to detect the general presence of a controlled substance.” (NRS 284.4066(1))

The State of Nevada Office of the Military (Military) has requested the following position be added to the classes/positions approved for pre-employment screening for controlled substances for the provided reason(s):

CLASS/ TITLE CODE	TITLE	POSITION CONTROL NUMBER (PCN)	AGENCY’S BASIS FOR REQUEST
10.379	Registered Nurse, BBYCA	4022	Contact with and potentially driving 16 to 18 year old youths at a residential academy

Military is requesting approval of pre-employment screening for controlled substances for their above position, based upon the following: “Every staff member of NYCP (Nevada Youth ChalleNGe Program) comes in contact with Stakeholders, Applicant families, Candidates and/or Cadets on a daily basis. Creating and maintaining a professional and trustworthy reputation will be paramount for recruiting and retaining the proper applicant pool. All Staff members will have access to and will be expected to drive State vehicles, frequently to transport the minor Cadets in our care and custody. The At Risk Youth that we serve are committed to being drug free while participating in the program, our staff are responsible for role modeling appropriate behavior, authorization to conduct drug testing will reinforce this healthy lifestyle.”

If the above position in class code Registered Nurse, BBYCA (10.379) is approved for pre-employment screening for controlled substances, the class specification for this class series will need to be revised to reflect the addition of the requirement for pre-employment screening for controlled substances.

A representative of Military has been requested to be available at the meeting to answer Commissioners’ questions.

ITEM VI-A-1-c

FOR DISCUSSION AND POSSIBLE ACTION

“Each appointing authority shall, subject to the approval of the Commission, determine whether each of its positions of employment affects the public safety. The appointing authority shall not hire an applicant for such a position unless the applicant submits to a screening test to detect the general presence of a controlled substance.” (NRS 284.4066(1))

The State of Nevada Office of the Military (Military) has requested the following positions be added to the classes/positions approved for pre-employment screening for controlled substances for the provided reason(s):

CLASS/ TITLE CODE	TITLE	POSITION CONTROL NUMBER (PCN)	AGENCY’S BASIS FOR REQUEST
12.380	Cadre Team Leader	4031, 4032, 4033, 4034, 4035, 4036, 4037, 4038, 4039, 4040, 4041, 4042, 4043, 4044, 4045, 4046, 4047, 4048, 4049, 4050, 4051, 4052	Contact with and potentially driving 16 to 18 year old youths at a residential academy
12.382	Cadre Team Supervisor	4018, 4019, 4020, 4021	Contact with and potentially driving 16 to 18 year old youths at a residential academy

Military is requesting approval of pre-employment screening for controlled substances for their above positions, based upon the following: “Every staff member of NYCP (Nevada Youth ChalleNGe Program) comes in contact with Stakeholders, Applicant families, Candidates and/or Cadets on a daily basis. Creating and maintaining a professional and trustworthy reputation will be paramount for recruiting and retaining the proper applicant pool. All Staff members will have access to and will be expected to drive State vehicles, frequently to transport the minor Cadets in our care and custody. The At Risk Youth that we serve are committed to being drug free while participating in the program, our staff are responsible for role modeling appropriate behavior, authorization to conduct drug testing will reinforce this healthy lifestyle.”

If the above positions in class codes Cadre Team Leader (12.380) and Cadre Team Supervisor (12.382) are approved for pre-employment screening for controlled substances, the class specification for this class series will need to be revised to reflect the addition of the requirement for pre-employment screening for controlled substances.

A representative of Military has been requested to be available at the meeting to answer

Commissioners' questions.

ITEM VI-B-1



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
REGISTERED NURSE, BBYCA	35	B	10.379

SERIES CONCEPT

A Registered Nurse, Battle Born Youth ChalleNge Academy (BBYCA), within the Office of the Military, Nevada Army National Guard, provides general professional nursing care in accordance with the authorized scope of practice specified in the Nurse Practice Act in a 24/7 voluntary residential facility for 16 to 18-year-olds in a quasi-military environment.

Coordinate health services and treatment; collaborate with staff to ensure optimum care; carry out procedures which provide for the emotional and physical comfort of cadets; identify cadet's health care needs utilizing professional nursing assessment skills; make comprehensive clinical observations and evaluations of health needs including subtle abnormalities and changes in condition; record and report indicative signs and symptoms of physical and mental condition.

Administer medications subcutaneously, intramuscularly, topically and orally as prescribed by a physician; ensure correct time, dosage and route of administration; count controlled medications to ensure security; monitor cadets for medication side effects and/or allergic reaction; observe cadets to determine if medication is effective for prescribed treatment and document; if necessary, notify appropriate staff of action taken.

Obtain urine samples for laboratory tests as ordered by a physician; perform assigned laboratory tests; take timely, effective and proper measures to provide and maintain hygienic environments.

Provide emergency medical treatments required to stabilize the patient's condition and prevent more serious complications pursuant to established policy, such as cardiopulmonary resuscitation (CPR) and first aid.

Document nurse progress notes in medical charts including cadet's health status, changes in condition, and medications administered; review charts for changes in orders and transcribe; prepare written reports, records, and summaries; perform quality improvement activities such as auditing charts and compiling statistics; ensure applicable regulatory standards are met including documentation of the care delivery process.

Provide education to cadets related to good health and personal hygiene habits, prescribed treatment, and medication; coordinate with the health department for sex education training; and provide health related education and training to staff.

Prepare and maintain medical treatment rooms, ensuring supplies are available and ready for use; order and stock medical and related supplies and equipment as needed.

Perform food hygienic service checks; inform appropriate staff of food allergies.

Schedule medical appointments for medication refills, ailments, injuries, etc.; provide or arrange for transportation; conduct screening tests; prepare cadets for tests, therapy or treatments; communicate arrangements and screening tests with appropriate staff and parents or guardians.

Supervise technical staff to include performance evaluations, work performance standards, scheduling, work assignment and review, training, and discipline, and may supervise other administrative, paraprofessional or professional staff as assigned.

SERIES CONCEPT (cont'd)

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Positions require CPR certification as a condition of continuing employment.
- * Positions require a valid driver's license at the time of appointment and as a condition of continuing employment.
- * Positions are subject to call-back, overtime, stand-by status, and various work hours and/or shifts, evenings, weekends, and/or holidays as a condition of appointment and continuing employment.
- * *Pursuant to NRS 284.4066, positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.*

INFORMATIONAL NOTES:

- * A Bachelor's degree in nursing is equivalent to a diploma or Associate's degree in nursing and one year of experience.
- * Out of state applicants must have a temporary license issued by the Nevada State Board of Nursing at the time of appointment.
- * Occasional off-site work may be required.

EDUCATION AND EXPERIENCE: Current license to practice as a Registered Nurse and one year of professional nursing experience. (*See Special Requirements and Informational Notes*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: current nursing practices, principles, methods, and procedures; application of the nursing process including assessment, diagnosis, planning, intervention, and evaluation; universal precautions and infection control techniques and procedures; medical terminology sufficient to understand doctor's orders; documentation process; uses and effects of medications used in nursing; operation and use of medical equipment in the practice setting; nutrition and personal hygiene as applied to patient care; human growth and development; routine laboratory tests and diagnostic procedures; State personnel rules and regulations.

Ability to: interview patients to elicit a health history, symptoms and/or complaints; clinically assess the basic health status of a patient; develop, implement, and evaluate a nursing care plan; prepare and maintain medical records, charts, and reports; follow detailed oral and written instructions; provide health education to individuals and families; provide emergency medical treatment as required; communicate both in writing and verbally with appropriate staff and parents or guardians; establish and maintain cooperative working relationships with supervisors, staff, cadets, and families; delegate appropriate assignments to subordinate staff; recruit, train and supervise technical and support staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: agency regulations, policies, and procedures related to patient care; documentation process.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

10.379

ESTABLISHED: 01/25/21UC
REVISED: 3/19/21PC

ITEM VI-B-2



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CADRE TEAM SUPERVISOR	29	E	12.382
CADRE TEAM LEADER	27	E	12.380

SERIES CONCEPT

Cadre Team Supervisors and Leaders, within the Office of the Military, Nevada Army National Guard, educate, train and mentor at-risk 16 to 18-year-old youth in a 24-hour/7-days-a-week setting who have not completed high school, are high school credit deficient, and demonstrate a desire to improve their potential for success and lead productive lives.

Participate in screening and interviewing applicants of the Battle Born Youth ChalleNGe Program (BBYCP); assist in selecting students who have the best chance of success in meeting individual and program goals.

Provide input in the development and revision of training plans; contribute to long-term strategic planning; ensure responsible and efficient use of program resources; participate in and lead professional development activities (e.g., workshops, meetings and classes) with the goal of ensuring program quality, compliance with program requirements and the integration of new ideas, methods, and technologies.

Lead and execute the Cadet Corps daily and weekly training plans and programs; ensure all academic, physical training and personal development activities are completed and documented; rate cadet performance; ensure program goals are met; collect individual cadet and program performance data for entry into the National Guard Bureau databases and reporting systems.

Direct and/or review minor disciplinary actions involving cadets; respond immediately and effectively to any cadet conflict and administer appropriate corrective/disciplinary intervention within authorized scope and authority and with consideration of a cadet's rights; establish clear expectations and set and enforce consequences for disruptive behavior; attend cadet disciplinary boards.

Facilitate and/or provide oversight of cadet movements to and from all destinations while adhering to military drill and ceremony standards; call cadence and march cadets; participate in running and physical fitness training with cadets; ensure the safety and welfare of cadets at all times.

Prepare the campus and ensure supplies and equipment are available; ensure effective and efficient receipt and in-process of each new class; conduct daily program activities to include cadet personal and living area inspections, campus inspections, fire safety inspections and Platoon/Company formations; ensure plan for building maintenance and cleaning schedule is completed and the facility is cleaned daily; notify or make recommendations to leadership regarding maintenance problems or other facility concerns.

Perform related duties as assigned.

CLASS CONCEPTS

Cadre Team Supervisor: Under supervision of the BBYCP Academy Deputy Commandant, perform the full range of duties described in the series concept and serve as a shift supervisor providing leadership and oversight of Cadre Team Leaders responsible for the structure, discipline and training of cadets on a 24-hour/7-days-a-week

CLASS CONCEPTS (cont'd)

Cadre Team Supervisor: (cont'd)

basis; manage priorities and delegate assignments and responsibilities; direct Cadre Team Leaders in conducting student daily and weekly schedules to ensure all academic, physical training, and personal development activities are completed, and program goals are met; advise and provide input to the Commandant regarding budget and/or resource problems and issues.

The Cadre Team Supervisor is responsible for supervising Cadre Team Leaders, to include performance appraisals, work performance standards, work assignment and work review, training, scheduling and discipline, and may be required to fulfill Team Leader duties in the absence of an assigned Team Leader. This is the supervisory level in the series.

Cadre Team Leader: Under general supervision of the Cadre Team Supervisor, perform the full range of duties described in the series concept. This is the journey level in the series.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Candidates must successfully pass a background investigation prior to being considered for appointment.
- * As a condition of appointment and continuing employment, positions are subject to call-back, overtime on short notice, stand-by status, and must work various hours and/or shifts, including evenings, weekends, and/or holidays.
- * *Pursuant to NRS 284.4066, positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.*

INFORMATIONAL NOTES:

- * A valid driver's license or evidence of equivalent mobility is required at the time of appointment and as a condition of continuing employment.
- * CPR and First Aid certification is required for the Cadre Team Supervisor at the time of appointment.
- * CPR and First Aid certification is required for the Cadre Team Leader within 6 months of appointment.
- * Occasional off-site work may be required.
- * Work requires frequent bending, stooping, standing, and lifting heavy objects.
- * Incumbents must pass a physical fitness test and possess the physical and mental abilities to perform the essential functions of the position as a condition of continuing employment.
- * Incumbents must conform to military grooming standards.
- * Work may be performed under adverse weather conditions and include extensive walking under difficult conditions.
- * Incumbents must provide their own footwear upon appointment.

CADRE TEAM SUPERVISOR

EDUCATION AND EXPERIENCE: Associate's degree from an accredited college or university and two years of experience providing leadership, teaching and/or caring for children or adolescents in a residential or community setting which included interpreting laws, regulations, and/or rules and policies; **OR** high school graduation or equivalent education and three years of experience as described above; **OR** one year of experience as a Cadre Team Leader in Nevada State service; **OR** an equivalent combination of education and experience as described above. (See Special Requirements and Informational Notes)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: current learning technologies and various instructional methods. **General**

CADRE TEAM SUPERVISOR
CADRE TEAM LEADER

29 E 12.382
27 E 12.380

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MINIMUM QUALIFICATIONS (cont'd)

CADRE TEAM SUPERVISOR (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)

knowledge of: military structure and procedures; military customs and courtesies, drill and ceremonies, chain of command, and leadership principles; principles and practices of supervision and training; work processes, goals and objectives to plan, develop and implement programs designed to provide life coping skills to youth; health and safety guidelines and regulations; methods and tactics for dealing effectively with “at risk” youth; factors leading to social, economic, emotional or behavioral issues; emergency and security procedures; team building and management. **Ability to:** interpret, apply and explain applicable laws, regulations and policies; work independently and as part of a team in a disciplined environment and perform assignments with minimal direction; learn and implement appropriate verbal, behavioral or physical interventions to control youth displaying aggressive, hostile or violent behavior; manage a team and maintain a military style atmosphere conducive to the development of cadets; establish patterns of communication with cadets and present written and/or oral reports; carry out physical restraint procedures when necessary; oversee and provide guidance and instruction to youth; recognize and defuse volatile situations; enforce disciplinary safety and security measures; *and all knowledge skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: rules, regulations, laws, policies, and procedures regarding residential facilities and BBYCP; coaching, negotiation and mediation; identifying and managing manipulative behavior demonstrated by juveniles; de-escalation techniques. **Ability to:** work independently to provide leadership, direct supervision, and oversight to Cadre Team Leaders; coordinate and train subordinate personnel.

CADRE TEAM LEADER

EDUCATION AND EXPERIENCE: Associate’s degree from an accredited college or university and one year of experience providing leadership, teaching and/or caring for children or adolescents in a residential services or community setting; **OR** graduation from high school or equivalent education and two years of experience as described above; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements and Informational Notes*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at the time of application):

Working knowledge of: group behavior and group supervision; English grammar, punctuation, and spelling. **General knowledge of:** basic military style training; basic first aid, hygiene, and emergency medical care; interviewing techniques. **Ability to:** read, understand and apply rules, regulations, policies and procedures; respond to emergency situations to ensure the safety or security of others; speak and interact with persons of various social, cultural, economic and educational backgrounds; support and encourage individuals in a one-to-one or small group situation; establish rapport and gain the trust of others, especially youths; work within specific agency programs or operations, policies and procedures affecting assigned work; interview juveniles and family members to obtain and clarify information and explain procedures and expectations; assign, guide, coach and train while performing work; communicate effectively both orally and in writing in order to provide and disseminate information and explain situations; analyze and evaluate the progress and development of assigned cadets; use and teach the usage of simple household or hand tools; promote socially acceptable attitudes and behaviors, use tact, and recognize different value systems and treat individuals with respect and consideration; remain calm during stressful situations; remain sensitive to personal issues having significant and long-term impacts on participants; work outdoors and withstand inclement weather; participate in physical fitness activities including calisthenics and competitive sports; use a personal computer including word processing, spreadsheet and database programs to establish, store, maintain and retrieve information.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Cadre Team Supervisor.)

CADRE TEAM SUPERVISOR

29

E

12.382

CADRE TEAM LEADER

27

E

12.380

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This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

12.382

12.380

ESTABLISHED:

1/25/21UC

1/25/21UC

REVISED:

3/19/21PC

3/19/21PC

ITEM VII

ITEM VII-A-1-a

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective: **March 19, 2021**.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
6.361	Cartographic/Graphics Technician IV	34	C	6.361	<i>Cartographic/Graphics Technician IV</i>	34	C
6.364	Cartographic/Graphics Technician III	31	C	6.364	<i>Cartographic/Graphics Technician III</i>	31	C
6.366	Cartographic/Graphics Technician II	28	C	6.366	<i>Cartographic/Graphics Technician II</i>	28	C
6.368	Cartographic/Graphics Technician I	26	C	6.368	<i>Cartographic/Graphics Technician I</i>	26	C

EXPLANATION OF CHANGE

As part of the Biennial Class Specification Maintenance Review process, the Division of Human Resource Management (DHRM) has conducted a review of the Cartographic/Graphics Technician series. Incumbents in this class produce maps and renderings which are geographic representations facilitating a spatial understanding of objects, concepts, conditions, processes, or events in the world; provide illustrations for publications, presentations and reports; produce data-driven graphics and other similar products; and create manual covers, forms, charts, graphs, and other graphic materials.

In consultation with Subject Matter Experts from the Nevada Department of Transportation (NDOT), the Nevada Division of State Parks (NDSP), the University of Nevada, Reno (UNR), and analysts within DHRM, it is recommended that language in the Series Concept be updated to reflect current practices employed by Cartographic/Graphics Technicians. The Class Concepts are consistent with current expectations and required no changes at this time.

Changes to the Minimum Qualifications/Education and Experience are recommended by removing the Associate degree mentioned in the Informational Note and adding it as an optional requirement in each level in the series.

It is also recommended that minor revisions be made to the Minimum Qualifications to maintain consistency with verbiage, formatting, and structure.

Throughout the process management and staff within NDOT, NDSP, UNR, and analysts within DHRM participated by offering suggestions and reviewing changes and they support the recommendation.

Changes to the class specification are noted as follows: additions in blue and deletions in red.



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CARTOGRAPHIC/GRAPHICS TECHNICIAN IV	34	C	6.361
CARTOGRAPHIC/GRAPHICS TECHNICIAN III	31	C	6.364
CARTOGRAPHIC/GRAPHICS TECHNICIAN II	28	C	6.366
CARTOGRAPHIC/GRAPHICS TECHNICIAN I	26	C	6.368

SERIES CONCEPT

Cartographic/Graphics Technicians produce maps *and renderings* which are geographic representations facilitating a spatial understanding of objects, concepts, conditions, processes, or events in the world; provide illustrations for publications, presentations and ~~[grant applications/]~~reports; *produce data-driven graphics and other similar products*; and create manual covers, forms, charts, graphs, and other graphic materials.

The Cartographic/Graphics Technician series is distinguished from the Photogrammetrist/Cartographer series by the types of maps and other products produced. Cartographers in the Photogrammetrist/Cartographer series perform map compilations based on horizontal and vertical positions which use completed field survey files to develop base maps.

Meet with the project requestor to determine the layout, scale, projection, and end use of the requested materials; research data from government agencies and other sources to obtain ~~[hardcopy and/or digital]~~ base maps and feature data to compile information such as road networks, legal subdivision lines, State and county lines, boundaries, township and range data, drainage, and related data; research historical records and related data to ensure historical data is properly placed on the map/publication; plot data on the map in accordance with agency and United States Geological Survey (USGS) mapping standards and recognized methods for display of cartographic information.

Compile/create and edit publications, *maps, graphics*, forms, digital images, *web content*, and other information using desktop publishing, *geographic information systems (GIS)*, illustration software, ~~[and]~~ graphics techniques, and *design principles* ~~[Web-based images]~~; prepare data for final output including writing specifications for ~~[document and photographic duplication]~~ *printing and reproduction*, and coordinating distribution of project materials.

Design and create multimedia displays using related software and equipment for presentations, videos, public information meetings, *educational outreach*, and court and legislative hearings.

Design and produce displays, ~~[and create]~~ illustrations *and other materials* needed to clarify and amplify technical information for publications, *web*, displays, *educational outreach* and ~~[grant applications/]~~reports by computer-aided *design* ~~[drawing]~~, desktop publishing, *GIS*, ~~[hand drafting, pen and ink drawing, painting in various media,]~~ and photography; scan photographs and slides and perform ~~[extensive]~~ digital enhancement and repair of images for use in printed and digital products.

Design and produce ~~[slides for]~~ presentations using ~~[a computer,]~~ various illustrating and ~~[slide-making]~~ *presentation design* software~~[, computer-operated slide-making camera,]~~ and related equipment.

Print, mount and frame laminated static images on rigid substrate for meetings, displays and educational outreach.

CARTOGRAPHIC/GRAPHICS TECHNICIAN IV	34	C	6.361
CARTOGRAPHIC/GRAPHICS TECHNICIAN III	31	C	6.364
CARTOGRAPHIC/GRAPHICS TECHNICIAN II	28	C	6.366
CARTOGRAPHIC/GRAPHICS TECHNICIAN I	26	C	6.368

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SERIES CONCEPT (cont'd)

Research and develop new routines and processes to translate computer files across different platforms; maintain files of projects, publications, and other related digital information; maintain computer and peripheral hardware and software as required.

Perform related duties as assigned.

CLASS CONCEPTS

Cartographic/Graphics Technician IV: Under general direction, incumbents perform the full range of duties in the series concept and serve as a first-line supervisor for lower level technicians including providing work direction and evaluating performance, coordinating projects with other divisions and the requesting party, and tracking project workload and completion dates.

Prepare, justify, implement and monitor the division/section budget and submit recommendations concerning personnel, equipment and supplies needed to ensure services are provided efficiently and effectively; prepare project/product cost estimates and billing statements.

Cartographic/Graphics Technician III: Under direction, incumbents perform the full range of the duties in the series concept at the journey level.

Cartographic/Graphics Technician II: Under general supervision, incumbents continue to receive training and gain experience in performing the duties in the series concept. Incumbents may progress to the journey level *in the series* upon meeting the minimum qualifications, *satisfactory performance*, and with the *[approval]* *recommendation* of the appointing authority.

Cartographic/Graphics Technician I: Under close supervision, incumbents receive training in the performance of all or part of the duties in the series concept. This is the *[entry] trainee* level in the series ~~[-Incumbents may]~~ *and progression* to the next level *in the series may occur* upon meeting the minimum qualifications, *satisfactory performance*, and with the *[approval]* *recommendation* of the appointing authority.

MINIMUM QUALIFICATIONS

[INFORMATIONAL NOTE:]

~~*—An Associate of Applied Science degree in computer graphics, multimedia, geography, geology or closely related field may be substituted for one year of the required experience.]~~

CARTOGRAPHIC/GRAPHICS TECHNICIAN IV

EDUCATION AND EXPERIENCE: *Associate's degree from an accredited college or university in computer graphics, multimedia, geography, geology, or closely related field and four years of cartography and graphic arts experience which included writing specifications for printing and reproduction OR [G]graduation from high school or equivalent education and five years of [progressively responsible cartography and graphic arts] experience as described above [which included writing specifications for document and photographic duplication]; OR one year of experience as a Cartographic/Graphics Technician III in Nevada State service; OR an equivalent combination of education and experience as described above. [(See Informational Note)]*

CARTOGRAPHIC/GRAPHICS TECHNICIAN IV	34	C	6.361
CARTOGRAPHIC/GRAPHICS TECHNICIAN III	31	C	6.364
CARTOGRAPHIC/GRAPHICS TECHNICIAN II	28	C	6.366
CARTOGRAPHIC/GRAPHICS TECHNICIAN I	26	C	6.368

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MINIMUM QUALIFICATIONS (cont'd)

CARTOGRAPHIC/GRAPHICS TECHNICIAN IV (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: principles of graphic ~~[art]~~ *design* and cartographic drafting/*mapping*, including the use of drafting/*mapping* equipment and symbols, nomenclature, and sources of information; desktop publishing systems and computer programs related to the field of graphics, illustration, *mapping*, and drafting.

Ability to: write specifications for offset printing, imaging and reproduction projects; coordinate projects and major assignments; negotiate and exchange ideas, information, and opinions with others to formulate policies and/or arrive jointly at decisions, conclusions, or solutions as part of a team; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: offset printing, imaging, and reproduction methods; State law and agency policies and procedures applicable to personnel management, budget, and the division/section. **Ability to:** organize material, information and resources in a systematic way to optimize efficiency and minimize duplication of effort; train, supervise and evaluate the performance of assigned staff; manage space, equipment and material resources and prepare justifications for acquisitions; refer information to different levels of management as appropriate; analyze production costs to meet budget guidelines; develop and justify division/section budget; establish and maintain cooperative working relationships with agency and division management, vendors, suppliers and others. **Skill in:** making oral group presentations to provide information and training.

CARTOGRAPHIC/GRAPHICS TECHNICIAN III

EDUCATION AND EXPERIENCE: *Associate's degree from an accredited college or university in computer graphics, multimedia, geography, geology, or closely related field and three years of cartography experience which included experience in at least one of the following areas: desktop publishing, graphic design, mapping, and/or drafting; OR [G]raduation from high school or equivalent education and four years of [related] experience as described above [; three of which included performing cartography work and experience in one or more of the following: computer based desktop publishing, graphic [arts] design, mapping or drafting]; [OR an Associate of Applied Science degree in computer graphics, multimedia, geography, geology or closely related field and three years of experience as described above;] OR one year of experience as a Cartographic/Graphics Technician II in Nevada State service; OR an equivalent combination of education and experience as described above. [(See Informational Note)]*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: USGS mapping standards; geodesic principles and how the curvature of the earth affects a flat map; typography and copy fitting units of measure in order to design projects; methods, materials and techniques used in artistic design and graphics; desktop publishing software and techniques. **Ability to:** work independently to create colorful, pleasing and informative displays *and products* using computer equipment and related software; type sufficiently to prepare forms and reports with accuracy; transcribe information into a form which meets the needs of the agency; *produce data-driven graphics and other similar products*; create manual covers, charts, graphs and other graphic materials; conduct research and obtain information needed for projects; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: various printing processes and the best format and medium for reproduction; complete mapping process including various materials to produce full colored maps. **General knowledge of:** sources of information within the organization for needed information. **Ability to:** meet with project requestors regarding the type, scope and timelines for projects and products; determine what information and approach is pertinent to specific requests for graphic and/or cartographic materials; determine areas to be

CARTOGRAPHIC/GRAPHICS TECHNICIAN IV	34	C	6.361
CARTOGRAPHIC/GRAPHICS TECHNICIAN III	31	C	6.364
CARTOGRAPHIC/GRAPHICS TECHNICIAN II	28	C	6.366
CARTOGRAPHIC/GRAPHICS TECHNICIAN I	26	C	6.368

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MINIMUM QUALIFICATIONS (cont'd)

CARTOGRAPHIC/GRAPHICS TECHNICIAN III (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(cont'd)

photographed for projects and the appropriate scale; interpret maps and aerial photographs with sufficient accuracy to correctly identify features; troubleshoot problems within the computer system.

CARTOGRAPHIC/GRAPHICS TECHNICIAN II

EDUCATION AND EXPERIENCE: *Associate's degree from an accredited college or university in computer graphics, multimedia, geography, geology, or closely related field and two years of cartography experience which included experience in at least one of the following areas: desktop publishing, graphic design, mapping, and/or drafting; OR [G]graduation from high school or equivalent education and three years of [related] experience as described above [two of which included performing cartography work and experience in one or more of the following: computer-based desktop publishing, graphic arts, mapping or drafting]; [OR an Associate of Applied Science degree in computer graphics, multimedia, geography, geology or closely related field and two years of experience as described above;] OR one year of experience as a Cartographic/Graphics Technician I in Nevada State service; OR an equivalent combination of education and experience as described above. [(See Informational Note)]*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: principles of graphic arts and cartographic drafting/*mapping*, including the use of drafting/*mapping* equipment, [and] symbols, nomenclature, and sources of information; desktop publishing systems and computer programs related to the field of graphics, illustration, *mapping*, and drafting; metric system and United States customary units of measurement. **General knowledge of:** ability to convert map measurements and plot grids in metric and USGS mapping standards; geodesic principles and how the curvature of the earth affects a flat map. **Ability to:** produce accurate materials suitable for publication; perform tasks and follow through on assignments; perform effectively under conditions of fluctuating workloads to meet established time frames; *and all knowledge, skills and abilities required at the lower level. [(See Informational Note)]*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Cartographic/Graphics Technician III.)

CARTOGRAPHIC/GRAPHICS TECHNICIAN I

EDUCATION AND EXPERIENCE: *Associate's degree from an accredited college or university in computer graphics, multimedia, geography, geology, or closely related field and one year of experience performing desktop publishing, graphic design, mapping, or drafting tasks; OR [G]graduation from high school or equivalent education [one year of experience performing computer-based desktop publishing] and [one] two years of experience as described above [performing graphic arts, mapping or drafting tasks]; [OR an Associate of Applied Science degree in computer graphics, multimedia, geography, geology or closely related field;] OR an equivalent combination of education and experience as described above. [(See Informational Note)]*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: basic math skills; metric system and United States customary units of measurement. **General knowledge of:** [computer-aided drafting;] graphic arts, photography, mapping, [and] desktop publishing, *and computer-aided design*. **Ability to:** perform repetitive work according to established procedures; add, subtract, multiply and divide whole numbers, fractions, and decimals; compute ratios and

CARTOGRAPHIC/GRAPHICS TECHNICIAN IV	34	C	6.361
CARTOGRAPHIC/GRAPHICS TECHNICIAN III	31	C	6.364
CARTOGRAPHIC/GRAPHICS TECHNICIAN II	28	C	6.366
CARTOGRAPHIC/GRAPHICS TECHNICIAN I	26	C	6.368

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MINIMUM QUALIFICATIONS (cont'd)

CARTOGRAPHIC/GRAPHICS TECHNICIAN I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
percentages. **Skill in:** communicating effectively both orally and in writing; establishing and maintaining cooperative working relationships with co-workers and the public.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Cartographic/Graphics Technician II.)

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>6.361</u>	<u>6.364</u>	<u>6.366</u>	<u>6.368</u>
ESTABLISHED:	7/1/93P	7/1/93P	7/1/93P	7/1/93P
	8/31/92PC	8/31/92PC	8/31/92PC	8/31/92PC
REVISED:	10/15/97R	10/15/97R	10/15/97R	10/15/97R
	9/10/99PC	9/10/99PC	9/10/99PC	9/10/99PC
REVISED:	12/19/03PC	12/19/03PC	12/19/03PC	12/19/03PC
REVISED:	3/19/21PC	3/19/21PC	3/19/21PC	3/19/21PC

ITEM VII-A-1-b

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective: **March 19, 2021**.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
6.370	Engineering Drafter III	31	C	<i>6.370</i>	<i>Engineering Drafter III</i>	<i>31</i>	<i>C</i>
6.371	Engineering Drafter II	28	C	<i>6.371</i>	<i>Engineering Drafter II</i>	<i>28</i>	<i>C</i>
6.377	Engineering Drafter I	25	C	<i>6.377</i>	<i>Engineering Drafter I</i>	<i>25</i>	<i>C</i>

EXPLANATION OF CHANGE

As part of the Biennial Class Specification Maintenance Review process, the Division of Human Resource Management (DHRM) has conducted a review of the Engineering Drafter series. Incumbents in this class develop preliminary and final working drawings from engineering sketches and design notes or from verbal direction received from design engineers, utilizing Computer Aided Design (CAD) software and accepted drafting techniques to create plans used by engineers and contractors in highway construction projects.

In consultation with Subject Matter Experts from the Nevada Department of Transportation (NDOT) and analysts within DHRM, it was determined that the Series Concept is consistent with current expectations and required only one minor change to verbiage. Minor changes were also made to the Class Concepts for the Engineering Drafter II and I to better define those trainee levels.

It is also recommended that an Associate’s degree option be added to Education and Experience at both the Engineering Drafter III and II levels in order to enhance recruitment efforts.

Lastly, it is recommended that minor revisions be made to the Minimum Qualifications to maintain consistency with verbiage, formatting and structure.

Throughout the process management and staff within NDOT and analysts within DHRM participated by offering suggestions and reviewing changes and they support the recommendation.

Changes to the class specification are noted as follows: additions in blue and deletions in red.



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CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
ENGINEERING DRAFTER III	31	C	6.370
ENGINEERING DRAFTER II	28	C	6.371
ENGINEERING DRAFTER I	25	C	6.377

SERIES CONCEPT

Engineering Drafters develop preliminary and final working drawings from engineering sketches and design notes or from verbal direction received from design engineers, utilizing [e]Computer [a]Aided [~~drafting-d~~]Design (CAD[~~D~~]) software and accepted drafting techniques to create plans used by engineers and contractors in highway construction projects.

Determine the amount of detail to be shown on the drawing, the need to enlarge sections for clarity, individual components such as dimensions, text, legend, symbology, and placement of components on the drawing; resolve discrepancies such as difference in elevation between roadway and bridge design by meeting with design engineers.

Develop drawings for roadway design to include title sheets and location sketches to show the location of a project with a specified section of a highway route; develop typical sections to show a cross-section of a highway to include elements such as the depth of the base and surfaces, road widths, location of curbs and gutters, and slope of ditches; plan and profile sheets for roadway alignment to show centerline and stations, edge of road, drainage pipes, guardrail, curb, gutter, and utilities.

Develop drawings for drainage features to include drainage plans, drainage profiles, erosion control plans, and special details; show relationship of drainage features such as storm drain systems, roadway and flat bottom ditches, drop inlets, culverts and appurtenances; coordinate the details with engineers from both roadway design and hydraulics to ensure adequate detail and compatibility with the design.

Develop drawings for bridge design to include cover sheets to lay out the limits of the bridge and show the type of bridge such as concrete, timber, or steel; develop geometric sheets to lay out the limits and location of the footings; develop abutment, wingwall, pier, deck, approach slab and barrier rail sheets to lay out limits of concrete and the location and size of reinforcement steel; lay out and modify special details for unique situations and bent bar sheets to show location of bends.

Develop drawings for traffic control to include traffic control sheets and construction staging which show traffic control devices and detours to divert traffic from construction work zones, as well as striping plan sheets to show precise location of striping lines for both temporary and permanent conditions.

Perform related duties as assigned.

CLASS CONCEPTS

Engineering Drafter III: Under direction, incumbents perform the full range of duties outlined in the series concept. This is the journey level in the series.

ENGINEERING DRAFTER III	31	C	6.370
ENGINEERING DRAFTER II	28	C	6.371
ENGINEERING DRAFTER I	25	C	6.377

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CLASS CONCEPTS (cont'd)

Engineering Drafter II: Under general supervision, incumbents continue to receive training in the performance of the duties outlined in the series concept. *This is the continuing trainee level in the series* and progression to the next level *in the series* may occur upon meeting the minimum qualifications, *satisfactory performance*, and with the recommendation of the appointing authority.

Engineering Drafter I: Under close supervision, incumbents receive training in the performance of all or part of the duties outlined in the series concept. This is the *[entry] trainee* level in the series and progression to the next level *in the series* may occur upon meeting the minimum qualifications, *satisfactory performance*, and with the recommendation of the appointing authority.

MINIMUM QUALIFICATIONS

[INFORMATIONAL NOTE:]

~~*—Completion of a two-year program in CADD, drafting technology, engineering graphics, drafting or equivalent course work may be substituted for work experience up to a maximum of one year.~~

ENGINEERING DRAFTER III

EDUCATION AND EXPERIENCE: *Associate's degree from an accredited college or university in civil engineering or related field and two years of experience assisting in preparing plans for an engineering, architecture or similar organization; OR [G]graduation from high school or equivalent education and [four] three years of experience as described above [preparing plans for an engineering, architect, or similar organization]; OR [two] one year[s] of experience as an Engineering Drafter II in Nevada State service; OR an equivalent combination of education and experience as described above. [(See Informational Note)]*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Detailed knowledge of: drafting methods, nomenclature, conventional symbols, and equipment; drafting techniques; ~~computer-aided-drafting-design~~ **CAD** software. **Skill in:** identifying problems and reviewing related information to develop and evaluate solutions, conclusions or approaches to problems. **Ability to:** draft special detail sheets; apply various mathematical formulas utilizing the principles of algebra, geometry and trigonometry to make drafting calculations; read, interpret and translate field notes and design notes to legible and accurate drawings; lay out existing alignments; make independent decisions when developing detailed drawings including appropriate scales, line weights, necessary sections, and enhancements needed to clarify drawings; read engineering plans; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: agency policies and procedures. **Ability to:** draft complex special details with multiple components for roadway design; establish and maintain cooperative working relationships with design engineers.

ENGINEERING DRAFTER II

EDUCATION AND EXPERIENCE: *Associate's degree from an accredited college or university in civil engineering or related field and one year of experience assisting in preparing plans for an engineering, architecture or similar organization; OR [G]graduation from high school or equivalent education and two years of experience as described above [preparing plans for an engineering, architect, or similar organization]; OR one year of experience as an Engineering Drafter I in Nevada State service; OR an equivalent combination of education and experience as described above. [(See Informational Note)]*

ENGINEERING DRAFTER III	31	C	6.370
ENGINEERING DRAFTER II	28	C	6.371
ENGINEERING DRAFTER I	25	C	6.377

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MINIMUM QUALIFICATIONS (cont'd)

ENGINEERING DRAFTER II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: drafting methods, nomenclature, conventional symbols, and equipment; policies and procedures related to drafting; drafting techniques and procedures. **General knowledge of:** chart, graph, and table formatting. **Ability to:** prepare drawings according to contract documents; interpret plans, specifications, maps, charts, and diagrams; draft title sheets, location sketches, section of improvements, plan and profile sheets, and geometric sheets; choose the right mathematical methods or formulas to solve a problem. **Skill in:** analyzing needs and product requirements to create a design drawing; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Engineering Drafter III.)

ENGINEERING DRAFTER I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education [~~which must have included course work in geometry, CAD, and mechanical, civil or structural drawing/drafting; and six months of experience preparing plans for an engineering, architect or similar organization; OR~~] **and** one year of experience *assisting in* preparing plans for an engineering, architecture[;] or similar organization; **OR** an equivalent combination of education and experience *as described above.* [~~(See Informational Note)~~]

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

~~[Working knowledge of: algebra, geometry, and trigonometry.]~~ **General knowledge of:** *algebra, geometry, and trigonometry;* drafting methods, nomenclature, conventional symbols, and equipment; drafting techniques and procedures; personal computers and ~~[computer-aided drafting design]~~ **CAD** software. **Ability to:** establish and maintain cooperative working relationships to exchange ideas, information and opinions with co-workers and others to formulate drawings and sketches; prepare drawings using computers and CAD[~~D~~] software; follow oral and written instructions; work with frequent interruptions; perform a variety of tasks often changing from one to another.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Engineering Drafter II.)

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>6.370</u>	<u>6.371</u>	<u>6.377</u>
ESTABLISHED:	7/1/93P	7/1/93P	7/1/93P
	8/31/92PC	8/31/92PC	8/31/92PC
REVISED:	9/19/03PC	9/19/03PC	9/19/03PC
REVISED:	3/19/21PC	3/19/21PC	3/19/21PC

ITEM VII-A-2-a

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective: **March 19, 2021**.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
6.711	Land Use Planner II	36	B	<i>6.711</i>	<i>Land Use Planner II</i>	<i>36</i>	<i>B</i>
6.716	Land Use Planner I	33	B	<i>6.716</i>	<i>Land Use Planner I</i>	<i>33</i>	<i>B</i>

EXPLANATION OF CHANGE

As part of the biennial Class Specification Maintenance Review process, the Division of Human Resource Management (DHRM) conducted a review of the Land Use Planner class. Land Use Planners provide specialized professional land use planning expertise to assist local governments and public entities; develop and revise land use ordinances, master plans and land use planning documents to be adopted by local governments; provide training in land use planning; coordinate interagency planning efforts; mediate controversial land use disputes between public and private entities in order to develop a consensus solution; and develop or recommend legislation regarding land use or land ownership.

In consultation with Subject Matter Experts from the Division of State Lands and analysts from DHRM, it was determined that the Series and Class Concepts met current expectations and no changes were required at this time.

It is recommended; however, that minor changes be made to the Class Concepts and the Minimum Qualifications to maintain consistency with formatting, verbiage and structure. In addition, a minor change was made to the Education & Experience section, of the Minimum Qualifications to include additional bachelor’s degrees.

Throughout the process management and staff within the division, and analysts within DHRM participated by offering suggestions and reviewing changes, and they support the recommendation.

Changes to the class specification are noted as follows: additions in blue and deletions in red.



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CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
LAND USE PLANNER II	36	B	6.711
LAND USE PLANNER I	33	B	6.716

SERIES CONCEPT

Land Use Planners provide specialized professional land use planning expertise to assist local governments and public entities; develop and revise land use ordinances, master plans and land use planning documents to be adopted by local governments; provide training in land use planning; coordinate interagency planning efforts; mediate controversial land use disputes between public and private entities in order to develop a consensus solution; and develop or recommend legislation regarding land use or land ownership.

Represent the agency and the administrator among local, federal, State and private entities in the discussion of controversial land use issues in public hearings and forums; facilitate and lead meetings among various groups and agencies; negotiate and resolve land use conflicts by mediating disputes and achieving consensus on complex and controversial land use issues.

Develop and revise preliminary and final ordinances, master plans, and other land use planning documents; research and analyze land use trends and needs; make policy recommendations to clients by balancing the client's needs with State policies and plans; determine plan boundaries; produce base maps; gather appropriate data; draft goals and objectives; and conduct public workshops and hearings; obtain approval by local planning commissions and submit plan and/or ordinances for adoption by local governments.

Provide training and expertise to local governments and State agencies on a wide variety of land use planning subjects, including federal and State laws and regulations; develop training curriculum; write and produce class materials and syllabi; present training classes, workshops or seminars to local governments and clients with varying levels of planning knowledge and skills; compile and maintain inventories of local government planning information in compliance with the State Land Use Planning Agency requirements.

Review activities of federal agencies related to the use and management of federal land in the State and provide information on such activities to other agencies, groups, or individuals; assist local governments in negotiations with federal land management agencies.

Provide regulatory information and assistance to local governments regarding the use of federal lands that may affect land use planning and potential land ownership changes; update land use plans and policies on federal lands by gathering data, preparing draft documents, holding public hearings and finalizing revised documents as requested by local governments.

Develop legislation related to land use and land ownership by analyzing current laws, patterns of land use and ownership, and the needs of local and State governments; track legislative proposals and develop policy positions on proposed legislation for consideration by agency administration and the Governor's office; facilitate consensus development among local governments, private parties and State agencies, and mediate conflicts relating to proposed and potential legislation.

Review existing land use planning documents to determine value and accuracy; review proposed land status changes and development projects as to potential impact, compatibility or other criteria by investigating appropriate sources and providing advice to federal, State and local agencies.

SERIES CONCEPT (cont'd)

Provide assistance to the State Land Use Planning Advisory Council by coordinating meetings and determining scheduled dates, site location and speakers, and compiling, distributing, and posting agendas, agency reports, informational material, and minutes of the meeting.

Perform related duties as assigned.

CLASS CONCEPTS

Land Use Planner II: Under general direction, incumbents are responsible for managing land use planning projects and perform the full range of duties in the series concept. They represent the division and provide information and testimony to the legislature and subcommittees, regional planning agencies, and the Committee on Public Lands regarding public land and natural resource activities and proposals; track and analyze the impact of Congressional bills and proposals on public land management in Nevada; provide expertise and training to local governments; negotiate consensus among public and private entities on controversial land use issues; and develop land use ordinances and master plans.

Land Use Planner II's are distinguished from the I's by greater independence, development of training curricula, and responsibility for all aspects of land use projects including negotiating collaborative agreements on very sensitive or controversial land use issues. *This is the journey level in the series.*

Land Use Planner I: Under general ~~direction~~ supervision, incumbents *receive training and* gain experience in performing duties described in the series concept. ~~Work is reviewed by the supervisor and~~ *This is the trainee level in the series and* progression to the journey level may occur upon meeting the minimum qualifications, *satisfactory performance*, and with the recommendation of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Positions in this class require frequent travel to rural counties, more than 25% of the time.
- * A valid driver's license is required at time of appointment and as a condition of continuing employment.

LAND USE PLANNER II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university ~~with major course work~~ in land use planning, *urban or regional planning, geography, political science, environmental science, public administration,* or *closely* related field and three years of ~~progressively responsible~~ professional land use planning experience which included developing master plans; coordinating land use planning projects; and/or facilitating conflict resolution between public and community entities and leaders; **OR** two years of experience as a Land Use Planner I in Nevada State service; **OR** an equivalent combination of education above the bachelor's degree level and experience as described above. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: State requirements in the development of master plans and zoning requirements; the purpose and relationship of federal, State and local governmental and advisory bodies in the provision of services and the exercise of regulatory control; the economic, physical, geographical and demographic characteristics of local communities; federal regulations pertaining to the use and management of federal land; *NRS 278 regarding State planning and zoning regulations; NRS 321.640 through 321.770 regarding the State Land Use Planning Agency.* **General knowledge of:** *geographic mapping systems.* **Ability to:** analyze land use planning problems, situations, practices and procedures and formulate logical and objective

MINIMUM QUALIFICATIONS (cont'd)

LAND USE PLANNER II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
conclusions; mediate complex land use conflicts involving commercial, residential, environmental and community land issues and negotiate consensus solutions; develop comprehensive land use plans and policies; write legal documents such as zoning and land ordinances that are internally consistent, fulfill statutory requirements and are adoptable by local governments; recommend changes in land use legislation; coordinate and facilitate conferences and meetings for federal, State, local, and public interest groups relating to land use planning; respond to land use planning issues during public meetings, hearings and workshops; organize work flow, establish objectives and meet scheduled deadlines; discuss a variety of job related topics on short or no notice.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: principles and practices of training; the function and purpose of each section within the Division of State Lands and other State agencies to find needed information. **Ability to:** conduct land use planning research, studies, and projects on a statewide basis; and direct critical land use planning projects involving environmentally sensitive areas.

LAND USE PLANNER I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university [~~with major course work~~] in land use planning, *urban or regional planning, geography, political science, environmental science, public administration, or closely* related field and one year of land use planning experience which included developing or amending land use ordinances or land use planning elements and/or reviewing land use proposals; **OR** an equivalent combination of education above the bachelor's degree level and experience as described above. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: land use planning and zoning principles and practices; development and revision of land use documents and ordinances including master plans; research methods; training techniques; graphic presentation methods and materials; the goals and responsibilities of federal land management agencies and methods utilized to manage federal lands. **General knowledge of:** federal regulations pertaining to the use, acquisition and disposition and management of federal land. **Ability to:** read and interpret technical land use planning information; work independently and follow through on assignments; write concise, logical, grammatically correct correspondence and reports; organize meetings; establish and maintain cooperative working relationships with federal, State, and local officials and representatives; anticipate changes in land use demands, needs and trends; project demographic changes based on current factors, historical trends, available resources and social and physical constraints; read and interpret maps, identify site boundaries and read legal descriptions; make oral presentations to various groups; identify sources of information and compile data pertinent to land use planning; and evaluate land use planning statutes.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
~~[Working knowledge of: the purpose and relationship of federal, State and local governmental and advisory bodies in the provision of services and the exercise of regulatory control; the economic, physical, geographical and demographic characteristics of local communities in Nevada; NRS 278 regarding State planning and zoning regulations; NRS 321.640 through 321.770 regarding the State Land Use Planning Agency. General knowledge of: geographic mapping systems.]~~ (*These are identical to the Entry Level Knowledge, Skills and Abilities for Land Use Planner II.*)

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

LAND USE PLANNER II

36

B

6.711

LAND USE PLANNER I

33

B

6.716

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6.711

6.716

ESTABLISHED:	10/1/74	10/1/74
REVISED:	7/1/93P	7/1/93P
	8/31/92PC	8/31/92PC
REVISED:	7/1/05P	7/1/05P
	6/25/04PC	6/25/04PC
<i>REVISED:</i>	<i>3/19/21PC</i>	<i>3/19/21PC</i>

ITEM VII-A-2-b

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective: **March 19, 2021**.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
6.729	Landscape Architect Supervisor	40	B	<i>6.729</i>	<i>Landscape Architect Supervisor</i>	<i>40</i>	<i>B</i>
6.732	Landscape Architect	38	B	<i>6.732</i>	<i>Landscape Architect</i>	<i>38</i>	<i>B</i>
6.735	Landscape Architect's Assistant II	35	B	<i>6.735</i>	<i>Landscape Architect's Assistant II</i>	<i>35</i>	<i>B</i>
6.738	Landscape Architect's Assistant I	31	B	<i>6.738</i>	<i>Landscape Architect's Assistant I</i>	<i>31</i>	<i>B</i>

EXPLANATION OF CHANGE

As part of the biennial Class Specification Maintenance Review process, the Division of Human Resource Management (DHRM) conducted a review of the Landscape Architect series. Landscape Architects and Supervisors perform professional landscape architecture involving the design, planning and coordination of construction projects, capital improvement projects and major renovations. Positions in this series plan and design landscapes for facilities such as campgrounds, roadside rest areas, boat ramps and docks, picnic areas, group use areas, trails and paths, trail heads, visitor centers, roadside right-of-way beautification, streetscapes, erosion control, site restoration and revegetation, and the restoration and preservation of natural resources and historic buildings.

In consultation with Subject Matter Experts from the Nevada Department of Transportation (NDOT), Nevada State Parks Division (NSP), and analysts from DHRM, it was determined that the Series Concept be amended to clarify and reflect representative duties currently being performed. In addition, the Class Concepts for the Landscape Architect Supervisor, Landscape Architect's Assistant II and Landscape Architect's Assistant I were amended to clarify duties and to maintain consistency with verbiage formatting and structure.

It is further recommended that an Information Note be added to the Minimum Qualifications to reflect that the Landscape Architect Supervisor and Landscape Architect must maintain licensure as a condition of continuing employment.

Also, minor changes were made to the Education & Experience section of the Minimum Qualifications, at every level in the series, to clarify experience requirements and equivalencies

and to maintain consistency with verbiage formatting and structure.

Throughout the process management and staff within NDOT and NSP, and analysts within DHRM participated by offering suggestions and reviewing changes, and they support the recommendation.

Changes to the class specification are noted as follows: additions in blue and deletions in red.



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CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
LANDSCAPE ARCHITECT SUPERVISOR	40	B	6.729
LANDSCAPE ARCHITECT	38	B	6.732
LANDSCAPE ARCHITECT'S ASSISTANT II	35	B	6.735
LANDSCAPE ARCHITECT'S ASSISTANT I	31	B	6.738

SERIES CONCEPT

Landscape Architects *and Supervisors* perform professional landscape architecture involving the design, planning and coordination of *construction projects*, capital improvement projects and major renovations. Positions in this series [~~are typically assigned to the Division of State Parks or Department of Transportation where they~~] plan and design *landscapes for* facilities such as campgrounds, roadside rest areas, boat ramps and docks, picnic areas, group use areas, trails and paths, trail heads, visitor centers, roadside right-of-way beautification, *streetscapes, erosion control, site restoration and revegetation*, and the restoration and preservation of natural resources and historic buildings. [~~Positions may also be assigned to other agencies requiring the services of a licensed Landscape Architect.~~]

Coordinate work programs involving capital improvement projects for proposed facilities; review master plans, consider alternatives and submit recommendations for new construction or renovations of existing facilities with agency representatives as well as federal and other State agencies; develop project parameters and inspect existing site and/or facility, evaluate conditions and obtain necessary data to prioritize agency needs and develop the scope of work; develop descriptions and formal cost estimates for funding, prepare recommendations for funding approval, and complete project directives.

May coordinate project development, design, and construction activities between consultants, contractors, various functional divisions within the department/division, other federal and State agencies, and/or local officials; may resolve safety, environmental, and construction materials requirements associated with landscape architecture on all department/division projects.

Coordinate the use of outside consultants by preparing and submitting project descriptions for review and solicit private architectural and engineering consulting firms for the design and engineering of the construction project; interview and select consultants based on qualifications, scope of work, proposal and time frame for project completion; prepare and submit final contracts.

Oversee topographical, hydrological, and boundary field surveying to obtain data for the preparation of construction plans in the design of earthwork, drainage structures, utilities, *foundations*, and landscaping; *may* obtain soil and water samples, and perform soil testing; determine the layout of proposed improvements and preparation of base plan sheets.

Perform landscape architectural design work involving the generation of a site plan which includes the [~~building~~] *construction* concept and special requirements *including cost range, standards, and material guidelines* outlined in the master plan *and/or associated corridor plans*, the design and layout of facilities including structures, parking, roads, walks, grading, drainage, utilities and irrigation systems in accordance with applicable local, State and federal code and planning requirements; prepare construction estimates and perform detailed calculations regarding quantities of building materials, earthwork and plant materials.

Work with internal staff, representatives from other agencies and consultants to prepare final construction plans and specifications; conduct final plan checks to ensure design requirements, agency needs, and applicable local, federal and State requirements are met; resolve discrepancies and ensure final revisions are completed prior to

LANDSCAPE ARCHITECT SUPERVISOR	40	B	6.729
LANDSCAPE ARCHITECT	38	B	6.732
LANDSCAPE ARCHITECT'S ASSISTANT II	35	B	6.735
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SERIES CONCEPT (cont'd)

the construction phase.

May [€]coordinate the construction bid process by preparing advertisements and project addenda, processing necessary paperwork, notifying contractors, conducting preliminary bid meetings and finalizing the bidding process, including a recommendation for award of contracts.

Participate in the pre-construction and construction process ensuring contractors understand construction plans and specifications; *may* perform construction project layout and staking; conduct on-site inspections of construction projects to ensure requirements of the contract are met and resolve discrepancies; make decisions regarding modifications to the design and construction necessitated by field conditions; *may* perform limited field testing as required.

Work with internal staff, contractors and consultants to resolve problems and/or provide clarification to contract agreements and [building] *construction* requirements; *review material submittals, reply to requests for information and* review requests from contractors for changes to construction contract, specifications and time frames ensuring legal issues are addressed prior to approval of change orders; review and approve pay requests by evaluating the actual work completed and comparing to field notes.

Conduct final inspections of completed projects *in conjunction with assigned Engineers, Project Managers, contractors, and/or other assigned staff* [and] *to* ensure all provisions of the construction contract are met.

Provide input for the preparation of master plans or revisions; prepare or oversee preparation of a variety of technical reports; provide technical assistance for in-house maintenance staff.

Perform related duties as assigned.

CLASS CONCEPTS

Landscape Architect Supervisor: Under direction, incumbents perform the full range of duties in the series concept and in addition, function as a unit manager with responsibility for all landscape architectural functions, and supervise the work of lower level Landscape Architects and unlicensed staff.

Incumbents manage a portion of the agency's planning and development work program and project files; provide direction to landscape architectural staff for the design and development of *landscapes for* new facilities, additions and renovations including construction budgets and projected construction plan; conduct research and make projections regarding work priorities, scope of work, estimated construction costs and management of construction contracts.

Landscape Architect Supervisors are accountable for all phases of assigned projects, through completion. The scope of work includes direction of assigned staff, program administration and budgeting, coordination with agency heads and outside contractors, and work performed by assigned staff including design work, cost estimates, bid and contract negotiations and inspection activities; ensure projects meet professional principles, standards and practices, contract specifications, applicable policies and procedures as well as local, State and federal requirements.

Landscape Architect: Under general direction, incumbents perform the full range of duties in the series concept as fully functioning licensed Landscape Architects. At this level, incumbents have responsibility for major construction projects and improvement programs involving the application of a wide range of landscape architectural, architectural and engineering principles and practices requiring considerable judgment and independent decision-making. Incumbents are accountable for all aspects of the project or program area and

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CLASS CONCEPTS (cont'd)

Landscape Architect: (cont'd)

function independently within the program guidelines. Project responsibility includes determining work priorities, standards, techniques, and guidelines. When standards and techniques are not applicable, judgment and ingenuity must be exercised.

Landscape Architects may act as a first-line supervisor and have functional responsibility for lower level Landscape Architect's Assistants, drafters, inspectors and support staff.

Landscape Architect's Assistant II: Under direct supervision of a licensed Landscape Architect, incumbents either:

- 1) gain additional knowledge and experience required for licensure as a Landscape Architect *and incumbents may progress to the next level in the series upon obtaining Licensure as a Landscape Architect by the Nevada State Board of Landscape Architecture, meeting minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority;* or
- 2) are permanently allocated to this level and perform duties in coordinating, overseeing and performing landscape architectural tasks.

Landscape Architect's Assistant I: Under direct supervision of a licensed Landscape Architect, incumbents receive training in the performance of all or part of the duties [outlined] *described* in the series concept. This is the [entry] *trainee* level in the series and incumbents may progress to the next level *in the series* upon meeting minimum qualifications, *satisfactory performance*, and with the recommendation of the appointing authority.

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTES:

- * For Landscape Architect Supervisor and Landscape Architect positions, any person licensed as a Landscape Architect in another state must become licensed in Nevada within six months following the date of appointment.
- * *The Landscape Architect Supervisor and Landscape Architect must maintain licensure as a condition of continuing employment.*

LANDSCAPE ARCHITECT SUPERVISOR

EDUCATION AND EXPERIENCE: Licensure as a Landscape Architect by the Nevada State Board of Landscape Architecture and two years of post-licensure experience which involved managing landscape architectural projects and the design, planning and coordination of *landscape* construction projects and/or *landscape* capital improvement programs *such as campgrounds, boat ramps and docks, picnic areas, group use areas, trails or paths, trail heads, roadside rest areas, roadside right-of-way beautification, visitor centers, streetscapes, erosion control, site restoration and revegetation, and/or the restoration and preservation of natural or cultural resources;* ~~as described at the Landscape Architect level;~~ **OR** one year of experience as a Landscape Architect in Nevada State service. (See Informational Notes)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: program management techniques; project budget preparation and control. **General knowledge of:** principles of training and providing work direction to others. **Ability to:** formulate and manage budgets; direct and manage a variety of activities involving the design, ~~negation~~ *negotiation*, and implementation of landscape architectural, architectural and engineering work; *and all knowledge, skills and abilities required at the lower levels.*

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MINIMUM QUALIFICATIONS (cont'd)

LANDSCAPE ARCHITECT SUPERVISOR (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: legislative requirements applicable to the development of capital improvement programs; contract administration including cost estimating, laws, ethics, specifications, and landscape architectural practices; agency regulations and guidelines related to landscape architectural projects; project budget preparation and control. **Working knowledge of:** personnel management theories, principles and practices in the hiring, training, evaluation and discipline of subordinate staff; project budget preparation and control. **Ability to:** plan, organize, direct and control the work of lower level Landscape Architects and Landscape Architect's Assistants.

LANDSCAPE ARCHITECT

EDUCATION AND EXPERIENCE: Licensure as a Landscape Architect by the Nevada State Board of Landscape Architecture and one year of post-licensure experience which involved the design, planning and coordination of landscape architectural projects [including] *such as* campgrounds, boat ramps and docks, picnic areas, group use areas, trails or paths, trail heads, roadside rest areas, roadside right-of-way beautification, visitor centers, *streetscapes, erosion control, site restoration and revegetation*, and/or the restoration and preservation of natural or cultural resources. (See Informational Notes)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: principles and practices of site planning. **Working knowledge of:** implementation of design and construction projects; project management techniques. **Ability to:** develop and produce public facility designs, working drawings and detailed specifications; explain and interpret construction project requirements and contract plans and specifications; review and approve landscape architectural plans and designs of consultants; oversee the work of Landscape Architect's Assistants and other staff as assigned; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: grant requirements for project eligibility and compliance. **Working knowledge of:** application of the Uniform Building Code; contract administration including cost estimating, laws, ethics, specifications and landscape architectural practices; legislative requirements in the development of capital improvement programs; policies and procedures of regulatory agencies regarding public facility development and building construction. **Ability to:** assess staff development needs; mediate and resolve differences between the State, other governmental entities and contractors.

LANDSCAPE ARCHITECT'S ASSISTANT II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in landscape architecture and two years of professional landscape architectural experience under the direct supervision of a holder of a certificate of registration [~~The required experience must have~~] *which* included drafting, design, planning and coordination of landscape architectural projects such as campgrounds, roadside rest areas, roadside right-of-way beautification, boat ramps and docks, picnic areas, group use areas, trails or paths, trail heads, visitor centers, *streetscapes, erosion control, site restoration and revegetation*, and/or the restoration and preservation of natural and cultural resources; **OR** a Bachelor's degree from an accredited college or university with a degree in architecture, civil engineering, construction technology or closely related field and three years of *professional* experience as described above; **OR** graduation from high school or equivalent education and five years *of professional* experience as described above; **OR** *two years of experience as a Landscape Architect's Assistant I in Nevada State service*; **OR** an equivalent combination of education and experience *as described above.* (See Information Notes)

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MINIMUM QUALIFICATIONS (cont'd)

LANDSCAPE ARCHITECT'S ASSISTANT II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: drafting methods and practices; conservation principles and practices; landscape architectural design and technology; site planning principles and practices; design techniques, tools, and principles involved in production of technical plans, blueprints, drawings, and models. **General knowledge of:** application of the Uniform Building Code. **Ability to:** establish and maintain effective working relationships with contractors, suppliers, government officials and co-workers; write concise logical, grammatically correct correspondence and reports in developing agreements, explaining policy and procedure and resolving discrepancies; identify site boundary markers, read legal descriptions and interpret maps; inspect construction activities for compliance with design requirements; consider the relative costs and benefits of potential actions to choose the most appropriate one; organize meetings and projects; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: public facility construction; grant requirements for construction project eligibility and compliance; implementation of design and construction projects; building construction practices related to providing construction cost estimates; surveying techniques; cartography; the agency's public facility construction policies and procedures as related to monitoring projects and approval of outside contractor's work; agency regulations and guidelines related to landscape architectural projects; the preparation of public facility construction drawings and specifications. **General knowledge of:** regulatory agency requirements regarding landscape project development. **Ability to:** develop and produce public facility designs, working drawings and detailed specifications; explain and interpret construction project requirements and contract plans and specifications; coordinate a variety of construction activities involving the design, negotiation and implementation of landscape architectural, architectural and engineering work.

LANDSCAPE ARCHITECT'S ASSISTANT I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in landscape architecture, civil engineering, architecture, construction technology, or closely related field; ***OR graduation from high school or equivalent education and two years of paraprofessional or technical experience assisting in drafting, design, planning, and coordination of landscape architectural projects such as campgrounds, roadside rest areas, roadside right-of-way beautification, boat ramps and docks, picnic areas, group use areas, trails or paths, trail heads, visitor centers, streetscapes, erosion control, site restoration and revegetation, and/or the restoration and preservation of natural and cultural resources; OR an equivalent combination of education and experience as described above. (See Informational Notes)***

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: mathematics including trigonometry, algebra and geometry. **General knowledge of:** the preparation of public facility construction drawings and specifications; drafting methods and practices; surveying techniques; cartography; conservation principles and practices; landscape architectural design and technology; site planning principles and practices; ecology, soil science, botany and horticulture; design techniques, tools and principles involved in production of technical plans, blueprints, drawings and models. **Ability to:** visualize finished architectural projects from drawings and blueprints; read and prepare landscape drawings and blueprints; work independently or as part of a team.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Landscape Architect's Assistant II.)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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	<u>6.729</u>	<u>6.732</u>	<u>6.735</u>	<u>6.738</u>
ESTABLISHED:	1/17/72	1/17/72	1/17/72	1/17/72
REVISED:	12/16/76	12/16/76	12/16/76	12/16/76
REVISED:	5/19/77	5/19/77	5/19/77	
REVISED:	7/1/93P	7/1/93P	7/1/93P	7/1/93P
	8/31/92PC	8/31/92PC	8/31/92PC	8/31/92PC
REVISED:	12/19/03PC	12/19/03PC	12/19/03PC	12/19/03PC
REVISED:	3/19/21PC	3/19/21PC	3/19/21PC	3/19/21PC

ITEM VII-B-1-a

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective: **March 19, 2021**.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.209	Grounds Equipment Operator II	25	H	<i>9.209</i>	<i>Grounds Equipment Operator II</i>	<i>25</i>	<i>H</i>
9.204	Grounds Equipment Operator I	23	H	<i>9.204</i>	<i>Grounds Equipment Operator I</i>	<i>23</i>	<i>H</i>

EXPLANATION OF CHANGE

As part of the Biennial Class Specification Maintenance Review process, the Division of Human Resource Management (DHRM) has conducted a review of the Grounds Equipment Operator series. Incumbents in this class operate a variety of gas- and diesel-powered equipment used for grounds maintenance and minor construction activities and are distinguished from Grounds Maintenance Workers based on the amount of time (60% or more) spent operating grounds maintenance and construction equipment.

In consultation with Subject Matter Experts from the University of Nevada, Reno (UNR), the University of Nevada, Las Vegas (UNLV), and the Nevada Department of Veterans Services (NDVS) and analysts within DHRM, it was determined that the Series Concept be amended to clarify duties and update other types of equipment used.

At the Grounds Equipment Operator II level, the “or an equivalent combination of education and experience” statement was removed from the Education and Experience section of the Minimum Qualifications as a determination was made that there were no equivalent levels of education or experience that could be substituted.

Lastly, it is recommended that minor revisions be made to the Minimum Qualifications to maintain consistency with verbiage, formatting and structure.

Throughout the process management and staff within UNR, UNLV, and NDVS and analysts within DHRM participated by offering suggestions and reviewing changes and they support the recommendation.

Changes to the class specification are noted as follows: additions in blue and deletions in red.



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
GROUNDS EQUIPMENT OPERATOR II	25	H	9.209
GROUNDS EQUIPMENT OPERATOR I	23	H	9.204

SERIES CONCEPT

Grounds Equipment Operators operate a variety of gas- and diesel-powered equipment used for grounds maintenance and minor construction activities. Incumbents in this series are distinguished from Grounds Maintenance Workers based on the amount of time (60% or more) spent operating grounds maintenance and construction equipment.

Operate a variety of equipment including tractors with attachments such as a five gang reel mowing attachment, combination backhoe and front end loader, *trash trucks with four yard dumpster lifts*, five ton dump truck, self-propelled and riding lawn mowers, trenchers, street sweepers, *excavators*, air pressure paint sprayer, *trash and recycling compactors, cardboard bailers*, pickup trucks, utility vehicles, trailers, sod cutters, tampers, lifts, cement mixer, welding equipment such as torches and tanks, weed eaters, hedge trimmers, air compressors, and air socket guns to accomplish grounds maintenance and minor construction activities.

Perform routine equipment maintenance such as lubricating equipment, inspecting and changing belts, checking and adding fluids, changing filters, sharpening blades, fixing tires, changing oil and filters, changing hydraulic fluid and filters, and changing batteries; replace water pumps, radiators, starters, brakes, hub assemblies, and drive shafts; work on carburetor systems; replace glow plugs, fuel pumps, and fuel tanks and make adjustments and minor repairs to ensure equipment remains in proper working condition.

Mow turf; apply fertilizers and herbicides; sweep parking lots and sidewalks; plow snow; sand streets and sidewalks; dig utility and irrigation lines; grade roads; haul soil and gravel; trim and plant trees and bushes; remove weeds; haul materials and equipment; *haul trash and recycling*; dig holes and repair asphalt and curbs.

Assist grounds service personnel and craft workers in completing routine maintenance and repairs by installing signs, building frames, pouring cement, striping football fields, and installing parking blocks; place concrete curbing, and paint roadways and curbs; perform minor building repairs *[including] such as* electrical, plumbing, carpentry, air conditioning, welding, masonry, and painting.

Review blueprints and/or meet with a supervisor or skilled craft worker to coordinate construction activities prior to beginning project; provide estimates of the time required for project completion and material requirements to project supervisor to aid in project scheduling and purchasing as requested.

Provide training and work direction to Grounds Maintenance Workers, inmates, and students working at project sites as assigned.

Perform related duties as assigned.

CLASS CONCEPTS

Grounds Equipment Operator II: Under general supervision, incumbents perform the full range of duties described in the series concept. Work is assigned by work orders or through regularly scheduled grounds

CLASS CONCEPTS (cont'd)

Grounds Equipment Operator II: (cont'd)
maintenance activities. This is the journey level in the series.

Grounds Equipment Operator I: Under close supervision, incumbents either:

- 1) learn to operate and maintain grounds equipment and become familiar with grounds maintenance and construction activities. ~~[and] [p]~~ *Progression* to the next level *in the series may occur* upon ~~[successful completion of the probationary period]~~ *meeting the minimum qualifications, satisfactory performance,* and with ~~[approval]~~ *the recommendation* of the appointing authority; or
- 2) perform the most routine duties described in the series concept and are permanently allocated as Grounds Equipment Operator I.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions, must first submit to a pre-employment screening test for controlled substances.
- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.

INFORMATIONAL NOTE:

- * Some positions require a valid Class B commercial driver's license within six months of the date of appointment and as a condition of continuing employment.

GROUNDS EQUIPMENT OPERATOR II

EDUCATION AND EXPERIENCE: One year of grounds maintenance experience which included operating and maintaining a variety of light, medium, and heavy grounds maintenance equipment; **OR** one year of experience as a Grounds Equipment Operator I in Nevada State service; ~~OR an equivalent combination of education and experience~~. (See Special Requirements and Informational Note)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: methods, materials, tools, and equipment used in grounds maintenance and construction; safety requirements and safe operating procedures. *General knowledge of: routine service requirements for equipment used by the agency to which assigned. Skill in: performing routine equipment maintenance; safely operating the range of grounds maintenance equipment used by the agency to which assigned; herbicide and pesticide application. Ability to:* read blueprints and locate underground utilities; select proper equipment to complete assigned projects; work independently and follow through on assignments with minimal direction; estimate time and material requirements; instruct personnel in grounds maintenance procedures and equipment operation; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: work unit policies and procedures pertaining to grounds maintenance and equipment operation. **Skill in:** diagnosing routine mechanical failures and performing minor equipment repairs.

MINIMUM QUALIFICATIONS (cont'd)

GROUNDS EQUIPMENT OPERATOR I

EDUCATION AND EXPERIENCE: One year of *grounds maintenance* [work] experience which included ~~[responsibility for performing semi-skilled grounds maintenance work and]~~ operating light equipment and a variety of gas and diesel powered equipment used for grounds maintenance. *(See Special Requirements and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: methods, materials, tools, and equipment used in grounds maintenance and construction; **Ability to:** understand and carry out oral and written instructions; read and understand service manuals and operator manuals; write sufficient to prepare purchase requisitions and maintenance records; operate light duty vehicles and hand and power tools used in grounds maintenance work; safety requirements and safe operating procedures; establish and maintain cooperative working relationships with co-workers and agency personnel.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

~~[General knowledge of: routine service requirements for equipment used by the agency to which assigned. Skill in: performing routine equipment maintenance; safely operating the range of grounds maintenance equipment used by the agency to which assigned; herbicide and pesticide application.]~~ *(These are identical to the Entry Level Knowledge, Skills and Abilities required for Grounds Equipment Operator II.)*

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>9.209</u>	<u>9.204</u>
ESTABLISHED:	5/11/72	7/1/91P 11/29/90PC
REVISED:	9/30/77	
REVISED:	7/1/91P 11/29/90PC	
REVISED:	12/19/03PC	12/19/03PC
REVISED:	2/10/06PC	2/10/06PC
REVISED:	3/19/21PC	3/19/21PC

ITEM VII-B-2-a

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective: **March 19, 2021**.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.326	Equipment Mechanic-In-Training IV	29	H	9.326	<i>Equipment Mechanic-In-Training IV</i>	29	<i>H</i>
9.328	Equipment Mechanic-In-Training III	28	H	9.328	<i>Equipment Mechanic-In-Training III</i>	28	<i>H</i>
9.330	Equipment Mechanic-In-Training II	27	H	9.330	<i>Equipment Mechanic-In-Training II</i>	27	<i>H</i>
9.332	Equipment Mechanic-In-Training I	25	H	9.332	<i>Equipment Mechanic-In-Training I</i>	25	<i>H</i>

EXPLANATION OF CHANGE

As part of the Biennial Class Specification Maintenance Review process, the Nevada Department of Administration, Division of Human Resource Management (DHRM), conducted a class specification maintenance review for the Equipment Mechanic-In-Training series.

In coordination with Subject Matter Experts from the Nevada System of Higher Education (NSHE), Business Center North (BCN) and the Department of Transportation (NDOT), it was determined that minor changes be made to the class concept for the Equipment Mechanic-in-Training III level to recognize that incumbents also receive practical training in complex computer diagnostics.

Minor revisions were made to the Informational Note, and the Education and Experience section of the Minimum Qualifications, at all levels, to maintain consistency with verbiage, formatting and structure.

Throughout the process, management and staff within BCN and NDOT, and analysts within DHRM participated by offering suggestions and reviewing changes, and they support the recommendation.

Changes to the class specification are noted as follows: additions in blue and deletions in red.



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
EQUIPMENT MECHANIC-IN-TRAINING IV	29	H	9.326
EQUIPMENT MECHANIC-IN-TRAINING III	28	H	9.328
EQUIPMENT MECHANIC-IN-TRAINING II	27	H	9.330
EQUIPMENT MECHANIC-IN-TRAINING I	25	H	9.332

SERIES CONCEPT

Under the supervision of a journey level mechanic, incumbents serve four years in training including seminars and on-the job training. Upon successful completion of the four years of training, incumbents may progress to the journey level.

CLASS CONCEPTS

Equipment Mechanic-In-Training IV: Under direction of a journey level mechanic, incumbents perform repair and maintenance work on light, medium and heavy automotive, construction, and maintenance equipment; serve as an assistant to a journey level mechanic; and complete instructional assignments. They also repair various types of light, medium and/or heavy equipment and receive practical training in the design, systems and components of diesel equipment including hydraulics, brakes, wheels, tires, electronic controls, frames, suspensions, steering, transmissions, drivelines, and air conditioning.

Equipment Mechanic-In-Training III: Under direction of a journey level mechanic, incumbents perform repair and maintenance work on light, medium and/or heavy automotive, construction, and maintenance equipment; serve as an assistant to a journey level mechanic; and complete instructional assignments. They also learn the general principles of diesel mechanics and repair various types of light, medium, and/or heavy equipment, and receive practical training in automotive air conditioning, industrial hydraulics, *and complex computer diagnostic systems.*

Equipment Mechanic-In-Training II: Under supervision of a journey level mechanic, incumbents continue to receive on-the-job training in the more complex maintenance and repair activities of light and medium automotive, construction and maintenance equipment. They receive practical and related training through instructional assignments and by observing, assisting, and performing maintenance and repair of various systems and components of light and medium equipment, including automatic and manual transmissions, power trains, automotive diagnosis and tune-up, emission control, and ignition system diagnosis and repair.

Equipment Mechanic-In-Training I: Under close supervision of a journey level mechanic, incumbents receive on-the-job training in the maintenance and repair of light and medium automotive, construction and maintenance equipment by observing, helping, and performing the prescribed training assignments; completing instructional assignments; and performing related duties as assigned. This is the entry level in the series.

EQUIPMENT MECHANIC-IN-TRAINING IV	29	H	9.326
EQUIPMENT MECHANIC-IN-TRAINING III	28	H	9.328
EQUIPMENT MECHANIC-IN-TRAINING II	27	H	9.330
EQUIPMENT MECHANIC-IN-TRAINING I	25	H	9.332

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MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions[;] must submit to a pre-employment screening for controlled substances.
- * Some positions require a valid Nevada Class A or Class B commercial driver's license at the time of application and for continuing employment.
- * Incumbents are required to furnish their own mechanic's tools.

INFORMATIONAL NOTE:

- * The Equipment Mechanic-In-Training [P]program requires that incumbents [~~spend one year at each level during which they~~] receive specialized training[; and] *within set time frames*. [P]Progression to the next level in the series may only occur upon completion of training and with the recommendation of the appointing authority. Failure to complete the training within the specified time frame will result in termination from the program unless there are extenuating circumstances which will be reviewed by the appointing authority.

EQUIPMENT MECHANIC-IN-TRAINING IV

EDUCATION AND EXPERIENCE: Completion of one year of service as Equipment Mechanic-In-Training III and successful completion of the prescribed instructional assignments [~~in the Equipment Mechanic-In-Training Program~~]; **OR** an equivalent combination of education and experience *as described above*. (See *Special Requirements and Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: automatic and manual transmissions and power trains; automotive emission control; automotive ignition system diagnosis and repair. **General knowledge of:** basic principles of diesel mechanics. **Skill in:** performing maintenance and repair work on air conditioning and hydraulic systems; performing repairs on automatic and manual transmissions and power trains, automotive emission controls, and ignition systems; the use of tools, gauges, and special test equipment used in automotive equipment diagnosis and repair; *and all knowledge, skills and abilities required at the lower levels*.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: equipment systems, components, operating characteristics and design of diesel equipment including hydraulics, brakes, wheels, tires, electronic controls, frames, suspensions, steering, transmissions, drivelines, and air conditioning; methods, materials, tools, and equipment used in the assembly, overhaul, repair and adjustment of automotive and heavy construction and maintenance equipment. **Skill in:** repairing, rebuilding, and modifying components of automotive and highway equipment as a journey level mechanic.

EQUIPMENT MECHANIC-IN-TRAINING III

EDUCATION AND EXPERIENCE: Completion of one year of service as Equipment Mechanic-In-Training II and successful completion of the prescribed instructional assignments [~~in the Equipment Mechanic-In-Training Program~~]; **OR** an equivalent combination of education and experience *as described above*. (See *Special Requirements and Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: automotive fuel, lubricating, and cooling systems; automotive engines, brakes, suspension, and steering; automotive electronics and electrical equipment; small engines. **General knowledge**

MINIMUM QUALIFICATIONS (cont'd)

EQUIPMENT MECHANIC-IN-TRAINING IV	29	H	9.326
EQUIPMENT MECHANIC-IN-TRAINING III	28	H	9.328
EQUIPMENT MECHANIC-IN-TRAINING II	27	H	9.330
EQUIPMENT MECHANIC-IN-TRAINING I	25	H	9.332

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EQUIPMENT MECHANIC-IN-TRAINING III (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
of: automatic and manual transmissions and power trains; automotive emission controls, automotive diagnosis, and tune-up; automotive ignition system diagnosis and repair. **Skill in:** basic arc, mig and acetylene cutting and welding; performing maintenance and repair work on automatic and manual transmissions and power trains; automotive emission control; automotive ignition system; diagnosis and tune-up; performing repairs on automotive fuel, lubricating, and cooling systems, brakes, suspensions, steering, automotive electronics and electrical equipment and small engines; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Equipment Mechanic-In-Training IV.)

EQUIPMENT MECHANIC-IN-TRAINING II

EDUCATION AND EXPERIENCE: Completion of one year of service as Equipment Mechanic-In-Training I and successful completion of the prescribed instructional assignments [~~in the Equipment Mechanic-In-Training Program~~]; **OR** an equivalent combination of education and experience *as described above*. (See *Special Requirements and Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: basic principles of automotive mechanics; safe working procedures and the proper use, storage, and disposal of hazardous materials commonly used in an automotive repair shop. **General knowledge of:** automotive fuel, lubricating, and cooling systems; automotive engines, brakes, suspensions, and steering; automotive electronics and electrical equipment; small engines. **Ability to:** establish and maintain cooperative working relationships with co-workers and agency staff; perform maintenance and basic repair work on engines, automotive brakes, suspensions and steering, automotive electronics and electrical equipment, and small engines; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Equipment Mechanic-In-Training III.)

EQUIPMENT MECHANIC-IN-TRAINING I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of experience in an automotive repair shop or service station; **OR** graduation from high school or equivalent education and completion of a three-credit postsecondary course in vocational automotive mechanics; **OR** an equivalent combination of education and experience *as described above*. (See *Special Requirements and Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Ability to: learn the operating principles and repair techniques of light and medium automotive, construction and maintenance equipment; learn the proper use and care of hand tools and mechanical equipment used in equipment repair; follow oral and written directions; maintain records and reports; write sufficient to prepare repair orders, requisition supplies, and document the condition of equipment; read and understand repair orders, service manuals, operating system manuals and hydraulic and electrical schematics; lift heavy components and equipment in a safe manner; communicate effectively with co-workers.

EQUIPMENT MECHANIC-IN-TRAINING IV	29	H	9.326
EQUIPMENT MECHANIC-IN-TRAINING III	28	H	9.328
EQUIPMENT MECHANIC-IN-TRAINING II	27	H	9.330
EQUIPMENT MECHANIC-IN-TRAINING I	25	H	9.332

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MINIMUM QUALIFICATIONS (cont'd)

EQUIPMENT MECHANIC-IN-TRAINING I (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and abilities required for Equipment Mechanic-In-Training II.)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>9.326</u>	<u>9.328</u>	<u>9.330</u>	<u>9.332</u>
ESTABLISHED:	10/1/74	10/1/74	10/1/74	10/1/74
REVISED:	12/19/85-12	12/19/85-12	12/19/85-12	12/19/85-12
REVISED:	8/6/87-3	8/6/87-3	8/6/87-3	8/6/87-3
REVISED:	7/1/91P	7/1/91P	7/1/91P	7/1/91P
	11/29/90PC	11/29/90PC	11/29/90PC	11/29/90PC
REVISED:	12/19/03PC	12/19/03PC	12/19/03PC	12/19/03PC
REVISED:	2/10/06PC	2/10/06PC	2/10/06PC	2/10/06PC
REVISED:	3/19/21PC	3/19/21PC	3/19/21PC	3/19/21PC

ITEM VII-B-3-a

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective: **March 19, 2021**.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.431	Locksmith II	31	G	<i>9.431</i>	<i>Locksmith II</i>	<i>31</i>	<i>G</i>
9.418	Locksmith I	30	G	<i>9.418</i>	<i>Locksmith I</i>	<i>30</i>	<i>G</i>

EXPLANATION OF CHANGE

The Nevada Department of Administration, Division of Human Resource Management (DHRM), conducted a class specification maintenance review for the Locksmith class specification.

In coordination with Subject Matter Experts from the Department of Corrections (DOC) and Nevada System of Higher Education (NSHE), it is recommended that revisions be made to the Series and Class Concepts and Minimum Qualifications to update occupational language, clarify respective duties, reflect current methods and practices being used, and to maintain consistency with verbiage, formatting, and structure.

Locksmiths are responsible for the maintenance of the entire master key system for a major facility and the installation and maintenance of locking devices and systems including bored cylinder, tumbler, electronic, magnetic, high security, and pushbutton combination locks, door and lock alarm sensors, and panic exit devices.

Throughout the process, management and staff within DOC and NSHE and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support this recommendation.

Changes to the class specification are noted as follows: additions in blue and deletions in red.



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
LOCKSMITH II	31	G	9.431
LOCKSMITH I	30	G	9.418

SERIES CONCEPT

Locksmiths are responsible for the maintenance of the entire master key system for a major facility and the installation and maintenance of locking devices and systems including bored cylinder, tumbler, electronic, magnetic, high security, and pushbutton combination locks, door and lock alarm sensors, and panic exit devices.

Develop and maintain the master key system for the facility to ensure security; meet with agency staff regarding keying requirements; develop a keying schedule manually or through use of a software program; issue and maintain records of keys issued; and update the master key system as offices and buildings are remodeled and locksets are re-pinned.

Install locksets including bored cylinder, electronic, magnetic, and pushbutton combination locks, panic exit devices, cabinet and desk locks, door and lock alarm sensors, and padlocks in order to provide and maintain security.

Maintain and repair locks, door closers, door and alarm sensors, and associated door hardware; inspect, clean, adjust, and lubricate parts and mechanisms and repair or replace worn or damaged devices and door hardware in order to maintain locking systems in proper working order.

Repin locks to maintain security; remove the cylinder; assign an appropriate pin code; repin the cylinder; cut keys; and change the keyway of a building to make former keys inoperable as required.

Develop specifications for construction and remodeling jobs and order required materials that are in compliance with *the* Americans with Disabilities Act, building codes, and other requirements; order replacement locksets and equipment to maintain adequate level of inventory.

Open and repair vaults and money safes; unlock vehicles and file cabinets; originate keys to replace lost ones, and duplicate keys by code or through use of a duplicating machine as requested by agency staff.

May develop, manage, and administer installations, programming, and operations of automated key dispensing systems; work with outside vendors, internal management information system, and agency management and staff.

Perform related duties as assigned.

CLASS CONCEPTS

Locksmith II: Under general supervision, incumbents perform the full range of duties described in the series concept, and in addition, [~~serve as a leadworker and~~] *at the advanced journey level*, provide technical assistance to higher-level staff in determining future needs and requirements *related to the various locking systems within a facility*[~~-In addition they~~] *and* either:

CLASS CONCEPTS (cont'd)

Locksmith II: (cont'd)

- 1) *function as a leadworker for lower-level Locksmiths* in a large and complex environment such as a university~~[-incumbents]~~, *assign and review work*; provide work direction, ~~[for lower level Locksmiths; provide]~~ training, and technical assistance~~[-assign and review work-];~~ and ~~[provide]~~ input to performance evaluations~~[-Incumbents also]~~; design appropriate locking systems that allow access only to authorized personnel to secure research data and findings, hazardous materials, biohazards, radioactive materials, and live specimens located in research laboratories~~[-];~~ medical treatment facilities and pharmacies~~[-];~~ museums containing irreplaceable documents and artifacts~~[-];~~ and vaults and safes containing tuition fees, sales receipts, and other funds; or
- 2) in a correctional environment, function as a leadworker for an inmate crew on a regular and recurring basis ~~[and]~~; document inmate performance through completion of periodic performance reports~~[-They are also responsible for]~~; implement~~[ing]~~ *work safety and security procedures* ~~[which include]~~ *to ensure efficient, secure, and safe operation of the work unit and the security of assigned inmates, staff, buildings, tools, and equipment in accordance with the Department of Corrections requirements and department policy*; secur~~[ing]~~e ~~[the]~~ work areas from unauthorized inmates ~~[and accountability for assigned inmates, staff, tools, and equipment]~~.

T~~[his is t]~~he ~~[advanced journey level and]~~ *Locksmith II* is distinguished from Locksmith I by the leadworker responsibilities; a higher level of judgment and decision-making required; and the independence with which duties are performed.

Locksmith I: Under general supervision, incumbents are responsible for the maintenance of the entire master key system for a major facility and perform the full range of duties described in the series concept. *Incumbents may provide work direction to Maintenance Repair Workers and other lower level staff as assigned.* This is the journey level in the series. ~~[Incumbents may provide work direction to Maintenance Repair Workers and other lower level staff as assigned.]~~

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.

LOCKSMITH II

EDUCATION AND EXPERIENCE: Completion of a recognized locksmith apprenticeship program followed by one year of journey level locksmithing experience; ~~[OR an equivalent combination of education and experience;]~~ **OR** one year of experience as a Locksmith I in Nevada State service; **OR an equivalent combination of education and experience as described above.** (See Special Requirement)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Working knowledge of: *Americans with Disabilities Act; building codes and other requirements;* electronic and automated locking devices and systems; workplace safety rules and regulations. **Ability to:** *determine the locking system best suited to the needs of the agency and intended use of the facility; estimate and order materials required for work unit operations including* replacement locksets and equipment to maintain the proper level of inventory; organize and coordinate the work of others; prepare documentation concerning the performance of assigned personnel; *and all knowledge, skills, and abilities required at the lower level.*

MINIMUM QUALIFICATIONS (cont'd)

LOCKSMITH II (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
Working knowledge of: principles and practices of training and work direction; agency policies and procedures regarding security and key control; *division policies and procedures regarding access to facilities and equipment*. **Ability to:** design and install locking mechanisms and systems in a complex facility [~~enforce safety, security and custodial measures for the supervision of inmates~~]; plan and organize major projects and delegate work to subordinates; *supervise and direct the work of inmates and implement approved security measures in a correctional environment; enforce safety, security, and custodial measures for the supervision of inmates*.

LOCKSMITH I

EDUCATION AND EXPERIENCE: Completion of a recognized locksmith apprenticeship program; **OR** an equivalent combination of education and experience *as described above*. (See *Special Requirement*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Working knowledge of: methods, materials, tools, and machinery used in locksmith work; operation and components of cylinder, tumbler, electronic, magnetic, safe, vehicle, and pushbutton combination locks. *Skill in: installation, alteration, and repair of a wide variety of locks, locking systems, and related door hardware; key identification and duplicating keys by code; use of the tools and machines used in locksmith work; impressing and shimming locks*. **Ability to:** establish and maintain a master key system for a major facility; prepare requisitions for supplies and develop specifications for locks; read and interpret service manuals and code books; work independently and follow through on assignments with minimal supervision; maintain the security of locking systems. [~~Skill in: installation, alteration, and repair of a wide variety of locks, locking systems, and related door hardware; key identification and duplicating keys by code; use of the tools and machines used in locksmith work; impressing and shimming locks.~~] (See *Special Requirement*)

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
[~~Working knowledge of: agency and division rules, policies, and procedures regarding access to facilities and equipment; Americans with Disabilities Act; building codes and other requirements. Ability to: determine the locking system best suited to the needs of the agency and intended use of the facility; estimate and order materials required for work unit operations.~~] (These are identical to the *Entry Level Knowledge, Skills, and Abilities required for Locksmith II*.)

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>9.431</u>	<u>9.418</u>
ESTABLISHED:	7/1/91P 11/29/90PC	8/31/73
REVISED:		7/1/91P 11/29/90PC
REVISED:	9/19/03PC	9/19/03PC
REVISED:	2/10/06PC	2/10/06PC
REVISED:	XX/XX/XXPC	XX/XX/XXPC

ITEM VII-B-3-b

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective: **March 19, 2021**.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.439	Carpenter III	32	G	<i>9.439</i>	<i>Carpenter III</i>	<i>32</i>	<i>G</i>
9.424	Carpenter II	31	G	<i>9.424</i>	<i>Carpenter II</i>	<i>31</i>	<i>G</i>
9.423	Carpenter I	30	G	<i>9.423</i>	<i>Carpenter I</i>	<i>30</i>	<i>G</i>

EXPLANATION OF CHANGE

The Nevada Department of Administration, Division of Human Resource Management (DHRM), conducted a class specification maintenance review for the Carpenter class specification.

In coordination with Subject Matter Experts from the Department of Corrections (DOC), Nevada Department of Transportation (NDOT), and Nevada System of Higher Education (NSHE), it is recommended that revisions be made to the Series and Class concepts and Minimum Qualifications to update occupational language, clarify respective duties, reflect current methods and practices being used, and to maintain consistency with verbiage, formatting, and structure.

Carpenters perform skilled carpentry work to maintain and repair buildings, structures, fixtures, furniture, and equipment.

Throughout the process, management and staff within DOC, NDOT, and NSHE and analysts within DHRM participated by offering recommendations and reviewing changes and they support this recommendation.

Changes to the class specification are noted as follows: additions in blue and deletions in red.



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CARPENTER III	32	G	9.439
CARPENTER II	31	G	9.424
CARPENTER I	30	G	9.423

SERIES CONCEPT

Carpenters perform skilled carpentry work to maintain and repair buildings, structures, fixtures, furniture, and equipment.

Respond to repair orders; establish priority of repairs; estimate cost of jobs; acquire materials *in the most cost-effective manner* to complete a job *and reduce waste* by contacting vendors and/or completing a purchase requisition; make repairs; document time and material costs for billing purposes.

Implement a preventive maintenance schedule and perform preventive maintenance ~~[such as]~~; conduct~~[ing]~~ routine inspections ~~[and]~~; mak~~[ing]~~e adjustments and minor repairs to prolong life of furniture, fixtures, *doors, gates,* and structures~~[-]~~ and maintain a satisfactory appearance.

Build furniture and fixtures such as tables, cabinets, and bookshelves as requested by agency staff; meet with individual requesting the item; design project; select and order appropriate materials; cut and assemble materials; ~~[-and]~~ stain and seal finished project.

Inspect, [R]repair, replace, and maintain doors, jambs, *fencing, gates,* windows, *signages, screens,* ceiling, ~~[roofs,]~~ walls, *drywall surfaces,* stairs, *handrails, guard rails, rain gutters, downspouts, chimneys, various* flooring, concrete, and furniture to ensure structures and furniture are in proper working order or condition; may install and maintain locksets, door closers, and associated door hardware.

Install, repair, replace, and maintain various types of roofs; install and maintain roof components; inspection roofs to ensure adherence to manufacturer specifications and building codes.

Build or remodel rooms in accordance with code requirements; review blueprints; plan and lay out projects; construct forms ~~[and]~~, pour, and finish concrete for slabs and floors; remove doors, windows, electrical outlets, light fixtures, heating ducts, and fans; cut out sheetrock walls; disassemble and remove wood or metal wall framing; ~~[install or replace roofing components;]~~ fabricate and install floor, stair, wall, and ceiling framing members; cut sheetrock and attach it to the framework; install doors, windows, shelves, trim, *various types of* flooring, light fixtures, *ceramic tile,* and ceiling *gridwork and* tiles.

Construct rooms using concrete blocks; make guidelines and lay out work; spread mortar, position block, and shape mortar joints; check horizontal and vertical alignment with a straight-edge and level.

Assist contractors by providing information regarding the existing structure and systems and required work; review bids and work completed by contractors for quality and conformance with specifications and codes.

~~[Serve as leadworker by p]~~ Provid~~[ing]~~e training, *support,* work direction and work review to other *skilled and semi-skilled* maintenance staff ~~[such as Maintenance Repair Workers, students and others as assigned].~~

Perform related duties as assigned.

CARPENTER III
CARPENTER II
CARPENTER I
Page 2 of 4

32 G 9.439
31 G 9.424
30 G 9.423

CLASS CONCEPTS

Carpenter III: Under general supervision, direct and supervise Carpenters and other maintenance staff and perform complex skilled carpentry and woodworking duties.

Schedule and oversee repair and maintenance work; review work requests and/or structures, furniture, and fixtures; determine the complexity of work and establish job priorities; write work orders; coordinate job activities with other trade workers; assign work to agency personnel or arrange for an outside vendor to complete; *obtain quotes, request funding, and oversee contractor work on a routine basis*; lay out major projects; inspect work to ensure timely completion and compliance with specifications and code requirements; *oversee products under warranty and work with manufacturer to make repairs; maintains a budget and project costs; provide recommendations for strategic planning consideration*. Incumbents also, [H]hire, train, and provide technical assistance to staff; assign and review work; initiate disciplinary action; evaluate performance and ensure personnel comply with federal and State [laws]statues and regulations and agency policies and procedures.

Carpenter II: Under general supervision, incumbents perform the full range of duties described in the series concept, and in addition, at the advanced journey level, either:

- 1) function as a leadworker for lower-level Carpenters on a regular basis by providing training and technical assistance, assigning, and reviewing work, and providing input to performance evaluations; or
- 2) in a correctional environment, function as a leadworker for an inmate crew on a regular basis [and]; document inmate performance through completion of periodic performance reports [~~Incumbents are also responsible for~~]; implement[ing] *work safety and security procedures [which include] to ensure efficient, secure, and safe operation of the work unit and the security of assigned inmates, staff, buildings, tools, and equipment in accordance with the Department of Corrections requirements and department policy*; secur[ing]e [the] work areas from unauthorized inmates [~~and accountability for assigned inmates, staff, tools, and equipment.~~].

Carpenter I: Under general supervision, incumbents perform the full range of duties described in the series concept. This is the journey level in the series.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.
- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.

CARPENTER III

EDUCATION AND EXPERIENCE: Completion of a recognized carpentry apprenticeship program followed by two years of journey level carpentry experience; **OR** an equivalent combination of education and experience *as described above*. (See *Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Working knowledge of: State and local building and fire codes relevant to carpentry and construction.
General knowledge of: principles and practices of training and providing work direction to others. *Skill in: cabinetmaking and finish carpentry sufficient to construct exhibit cases, furniture, and room settings;*

CARPENTER III	32	G	9.439
CARPENTER II	31	G	9.424
CARPENTER I	30	G	9.423

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MINIMUM QUALIFICATIONS (cont'd)

CARPENTER III (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)
performing restoration work. **Ability to:** explain and interpret policies and procedures; set priorities based on agency needs and the capacity of the shop; examine structures, furniture, and fixtures^[5]; determine what modifications or repairs are necessary^[-and]; determine the cost, feasibility, cost effectiveness, and design of projects; schedule projects by coordinating with other maintenance staff, agency staff^[5] and outside vendors; estimate material, supply, and equipment requirements for shop operations and major projects; *establish and maintain records and files; prepare reports pertaining to operations, materials, and supplies;* ensure compliance with established safety policies and regulations; *provide technical guidance to staff including training; supervise and direct the work of inmates and implement approved security measures in a correctional environment; enforce safety, security, and custodial measures for the supervision of inmates; and all knowledge, skills, and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
Working knowledge of: State and agency policies and procedures pertaining to purchasing, personnel, and work unit operations; national building ^[codes] and fire codes relevant to carpentry and construction work.
Ability to: supervise staff including hiring, training, assigning and reviewing work, establishing work schedules and priorities, administering discipline, and evaluating performance.

CARPENTER II

EDUCATION AND EXPERIENCE: Completion of a recognized carpentry apprenticeship program followed by one year of journey level carpenter experience; **OR** an equivalent combination of education and experience *as described above.* (See *Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: *proper use, storage, and disposal of hazardous materials.* **General knowledge of:** *cabinet making joints and the construction of cabinets and furniture; agency policies and procedures pertaining to work unit operations;* restoration methods and techniques applicable to historical buildings and antique furniture. **Ability to:** *prepare written work orders and specifications; requisition supplies;* organize and coordinate work activities; set priorities which reflect the relative importance of job assignments; work cooperatively with other trades workers; *and all knowledge, skills, and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
~~[Working knowledge of: State and agency policies and procedures pertaining to work unit operations, personnel and purchasing; State and local building codes and fire codes relevant to carpentry and construction. Ability to: provide technical guidance to staff including training, assigning and reviewing work; establish and maintain records and files and prepare reports pertaining to operations, materials, and supplies. Skill in: cabinetmaking and finish carpentry sufficient to construct exhibit cases, furniture, room settings, and perform restoration work.]~~ *(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Carpenter III.)*

CARPENTER I

EDUCATION AND EXPERIENCE: Completion of a recognized carpentry apprenticeship program; **OR** an equivalent combination of education and experience *as described above.* (See *Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: standard practices, methods, materials, tools, and equipment used in carpentry and woodworking; safety hazards and safe working procedures. **General knowledge of:** State and local building ^[codes] and fire codes relevant to carpentry work. **Skill in:** *safely operating and maintaining various hand*

CARPENTER III	32	G	9.439
CARPENTER II	31	G	9.424
CARPENTER I	30	G	9.423

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MINIMUM QUALIFICATIONS (cont'd)

CARPENTER I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
and power tools used in carpentry and woodworking; performing a variety of skilled journey level carpentry and woodworking processes including foundations and forms, framing and layout work, millwork, finishing, and hardware installation and repair. **Ability to:** read and interpret repair orders ~~[and]~~, building codes, blueprints, and construction drawings in order to determine the type, location, and configuration of carpentry work; plan projects, sketch working drawings, and lay out materials; inspect lumber for grade and quality; estimate the materials and time required to complete projects; add, subtract, multiply, and divide whole numbers, fractions, and decimals to calculate dimensions and material needs and lay out projects; work on ladders and scaffolding and in confined building access areas; work cooperatively with others. ~~[Skill in: safely operating and maintaining various hand and power tools used in carpentry and woodworking; performing a variety of skilled journey level carpentry and woodworking processes including foundations and forms, framing and layout work, millwork, finishing, and hardware installation and repair.]~~

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
~~[Working knowledge of: proper use, storage, and disposal of hazardous materials. General knowledge of: cabinetmaking joints and the construction of cabinets and furniture; agency policies and procedures pertaining to work unit operations. Ability to: prepare written work orders, requisition supplies, and prepare specifications.]~~ *(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Carpenter II.)*

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>9.439</u>	<u>9.424</u>	<u>9.423</u>
ESTABLISHED:	7/1/91P 11/29/90PC	7/1/91P	1/1/61
REVISED:			7/1/91P 11/29/90PC
REVISED:	9/19/03PC	9/19/03PC	9/19/03PC
REVISED:	2/10/06PC	2/10/06PC	2/10/06PC
REVISED:	XXXXXXPC	XXXXXXPC	XXXXXXPC

ITEM VII-B-4-a

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective: **March 19, 2021**.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.481	Maintenance Repair Aid IV	26	H	<i>9.481</i>	<i>Maintenance Repair Aide IV</i>	<i>26</i>	<i>H</i>
9.482	Maintenance Repair Aid III	23	H	<i>9.328</i>	<i>Maintenance Repair Aide III</i>	<i>23</i>	<i>H</i>
9.483	Maintenance Repair Aid II	22	H	<i>9.330</i>	<i>Maintenance Repair Aide II</i>	<i>22</i>	<i>H</i>
9.484	Maintenance Repair Aid I	20	H	<i>9.332</i>	<i>Maintenance Repair Aide I</i>	<i>20</i>	<i>H</i>

EXPLANATION OF CHANGE

As part of the Biennial Class Specification Maintenance Review process, the Nevada Department of Administration, Division of Human Resource Management (DHRM), conducted a class specification maintenance review for the Maintenance Repair Aid series.

It was determined that there are no positions allocated to classes in the series within the State of Nevada.

Minor changes to the class titles were made at all levels to indicate that positions serve as assistants to higher-level classes. Additionally, revisions were made to the class concepts, at all levels, to maintain consistency with verbiage, formatting and structure.

Throughout the process analysts within DHRM participated by offering suggestions and reviewing changes and they support the recommendation.

Changes to the class specification are noted as follows: additions in blue and deletions in red.



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
MAINTENANCE REPAIR AIDE IV	26	H	9.481
MAINTENANCE REPAIR AIDE III	23	H	9.482
MAINTENANCE REPAIR AIDE II	22	H	9.483
MAINTENANCE REPAIR AIDE I	20	H	9.484

SERIES CONCEPT

Maintenance Repair Aides perform manual labor and unskilled work to assist with facility operations and maintenance.

Deliver and move furniture, fixtures, equipment, and exhibit items when offices are relocated or as requested by agency staff; load items manually or by utilizing hand trucks and forklifts; operate delivery vehicles; unload, uncrate and arrange items in accordance with established guidelines and instructions.

Deliver and set up tables, chairs, and equipment for meetings and special events; arrange furniture and equipment in accordance with instructions or a diagram provided by the organizers; take inventory and return items to storage after conclusion of functions.

Perform minor building and equipment maintenance such as changing filters, lubricating motors and fans, inspecting fire extinguishers and alarms for proper operation and replacing lamps; and assist skilled trades workers by performing general labor or simple tasks as directed.

~~[Provide assistance to]~~ *Assist* grounds maintenance personnel by performing activities such as mowing turf, removing snow, and hauling dirt and debris as assigned.

Perform related duties as assigned.

CLASS CONCEPTS

Maintenance Repair Aide IV: Under general supervision, incumbents *perform the full range of duties described in the series concept, and in addition*, have agency-wide responsibility for coordinating and scheduling moves, deliveries, ~~[and the arrangement of]~~ *arranging* furniture for events; ~~and [supervise]~~ *supervising* a crew of lower-level Maintenance Repair Aides and temporary employees ~~[, and perform the duties described in the class concept for Maintenance Repair Aid III]~~ *to include performance appraisals, work performance standards, work assignment and work review, training, scheduling and discipline.*

~~[Positions in this class are distinguished from Maintenance Repair Aid III's by responsibility for coordinating and scheduling moves and deliveries on an agency-wide basis and providing supervision to a regularly assigned crew of Maintenance Repair Aids].~~

This is the supervisory level in the series.

Maintenance Repair Aide III: Under general supervision, incumbents perform the full range of duties described in the series concept, and in addition, assemble furniture and equipment, build bookshelves and assist skilled trades workers by performing basic tasks such as unclogging drains. Incumbents serve as leadworkers to students and lower level Maintenance Repair Aides. This is the advanced journey level in the series.

MAINTENANCE REPAIR AIDE IV	26	H	9.481
MAINTENANCE REPAIR AIDE III	23	H	9.482
MAINTENANCE REPAIR AIDE II	22	H	9.483
MAINTENANCE REPAIR AIDE I	20	H	9.484

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CLASS CONCEPTS (cont'd)

Maintenance Repair Aide II: Under general supervision, incumbents perform the full range of duties described in the series concept. This is the journey level in the series.

Maintenance Repair Aide I: Under close supervision, incumbents receive training in performing various duties described in the series concept. This is the entry level in the series and progression to Maintenance Repair Aide II may occur upon meeting minimum qualifications, *satisfactory performance*, and with approval of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Some positions require a valid driver’s license at the time of appointment and as a condition of continuing employment.
- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must first submit to a pre-employment screening test for controlled substances.

MAINTENANCE REPAIR AIDE IV

EDUCATION AND EXPERIENCE: Two years of experience performing unskilled/semi-skilled work which involved coordinating work and overseeing the work of others; **OR** one year of experience as a Maintenance Repair Aide III in Nevada State service; **OR** an equivalent combination of education and experience *as described above*. (See Special Requirements)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
General knowledge of: agency policies and procedures regarding inter-departmental requests and work unit operations. **Ability to:** coordinate agency-wide deliveries and moves by determining the time, personnel, equipment and materials required; *train and provide work direction to others; assign and review work;* set work unit priorities which reflect the relative importance of agency needs; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
General knowledge of: State personnel policies and procedures. **Ability to:** train and supervise staff including assigning and reviewing work, establishing work schedules and priorities, and completing performance appraisals.

MAINTENANCE REPAIR AIDE III

EDUCATION AND EXPERIENCE: One year of experience performing manual labor and unskilled work; **OR** six months of experience as a Maintenance Repair Aide II in Nevada State service; **OR** an equivalent combination of education and experience *as described above*. (See Special Requirements)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Ability to: maintain records of furniture and equipment; prioritize assignments to complete work in a timely manner; assist skilled trades with basic maintenance tasks. **Skill in:** operating light equipment used for deliveries and grounds maintenance activities; operating basic hand tools and equipment; *and all knowledge, skills and abilities required at the lower levels.*

MAINTENANCE REPAIR AIDE IV	26	H	9.481
MAINTENANCE REPAIR AIDE III	23	H	9.482
MAINTENANCE REPAIR AIDE II	22	H	9.483
MAINTENANCE REPAIR AIDE I	20	H	9.484

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MINIMUM QUALIFICATIONS (cont'd)

MAINTENANCE REPAIR AIDE III (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
~~[Ability to: train and provide work direction to others; assign and review work.]~~ (These are identical to the Entry Level Knowledge, Skills and Abilities required for Maintenance Repair Aide IV.)

MAINTENANCE REPAIR AIDE II

EDUCATION AND EXPERIENCE: Six months of experience performing unskilled labor or maintenance work; **OR** six months of experience as a Maintenance Repair Aide I in Nevada State service; **OR** an equivalent combination of education and experience *as described above*. (See Special Requirements)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
General knowledge of: safety procedures and proper lifting techniques. **Ability to:** safely lift and move heavy objects; and all knowledge, skills and abilities required at the lower level.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
 (These are identical to the Entry Level Knowledge, Skills and Abilities required for Maintenance Repair Aide III.)

MAINTENANCE REPAIR AIDE I

EDUCATION AND EXPERIENCE: Ability to read, write and follow oral and written instructions. (See Special Requirements)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Ability to: read work orders and equipment service and operation manuals; document items that require service or repairs; understand and follow oral and written instructions; add and subtract whole numbers; and perform physical labor.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
 (These are identical to the Entry Level Knowledge, Skills and Abilities required for Maintenance Repair Aide II.)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>9.481</u>	<u>9.482</u>	<u>9.483</u>	<u>9.484</u>
ESTABLISHED:	7/1/91P	7/1/91P	7/1/91P	7/1/91P
REVISED:	11/29/90PC	11/29/90PC	11/29/90PC	11/29/90PC
REVISED:	10/1/04PC	10/1/04PC	10/1/04PC	10/1/04PC
REVISED:	2/10/06PC	2/10/06PC	2/10/06PC	2/10/06PC
REVISED:	3/19/21PC	3/19/21PC	3/19/21PC	3/19/21PC

ITEM VII-B-5-a

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective: **March 19, 2021**.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.610	Grounds Supervisor III	32	H	<i>9.610</i>	<i>Grounds Supervisor III</i>	<i>32</i>	<i>H</i>
9.620	Grounds Supervisor II	30	H	<i>9.620</i>	<i>Grounds Supervisor II</i>	<i>30</i>	<i>H</i>
9.627	Grounds Supervisor I	28	H	<i>9.627</i>	<i>Grounds Supervisor I</i>	<i>28</i>	<i>H</i>

EXPLANATION OF CHANGE

As part of the Biennial Class Specification Maintenance Review process, the Division of Human Resource Management (DHRM) has conducted a review of the Grounds Supervisor series. Incumbents in this class perform and/or plan and schedule a variety of landscape and grounds maintenance activities such as planting, mowing, irrigating, pruning, fertilizing, and keeping grounds clean and free of trash, leaves, snow, and ice; and supervise a crew of semi-skilled workers engaged in grounds maintenance by assigning tasks, reviewing work and providing training, performance evaluations and discipline.

In consultation with Subject Matter Experts from the University of Nevada, Reno (UNR), the University of Nevada, Las Vegas (UNLV) and analysts within DHRM, it is recommended that language in the Series Concept be added to reflect all duties currently being performed by Grounds Supervisors. The Class Concepts are consistent with current expectations and required only minor changes to verbiage at the Grounds Supervisor II level at this time.

Requirement of a valid class C driver’s license at the time of appointment and as a condition of continuing employment was added to the Special Requirements section under Minimum Qualifications.

It is also recommended that minor revisions be made to the Minimum Qualifications at each level in the series to maintain consistency with verbiage, formatting, and structure.

Throughout the process management and staff within UNR, UNLV and analysts within DHRM participated by offering suggestions and reviewing changes and they support the recommendation.

Changes to the class specification are noted as follows: additions in blue and deletions in red.



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
GROUNDS SUPERVISOR III	32	H	9.610
GROUNDS SUPERVISOR II	30	H	9.620
GROUNDS SUPERVISOR I	28	H	9.627

SERIES CONCEPT

Perform and/or plan and schedule a variety of landscape and grounds maintenance activities such as planting, mowing, irrigating, pruning, fertilizing, and keeping grounds clean and free of trash, leaves, snow, and ice; supervise a crew of semi-skilled workers engaged in grounds maintenance by assigning tasks, reviewing work, and providing training, performance evaluations and discipline.

Apply modern methods of horticulture, irrigation, and grounds maintenance to plan and schedule work according to seasonal demands, agency needs and budget restrictions; may design plans for landscape alterations such as sprinkler system expansion and oversee installation.

Calculate applications of sod, seed, herbicides, pesticides, and fertilizers; purchase materials; maintain inventories; evaluate and solve problems related to management of turf, shrubs, flowers, and irrigation systems such as erosion control, soil stabilization, removal of diseased vegetation, subsequent revegetation, and weed abatement; contact a variety of vendors and contractors regarding applicable landscape techniques and materials.

Oversee landscape projects by reviewing plans and blueprints, purchasing materials, organizing staff and equipment, delegating tasks, and inspecting work completed; *work directly with contractors and vendors to ensure services are being provided in accordance with expectations and materials are delivered correctly and on time.*

Plan and oversee the installation and repair of sprinkler and drip irrigation systems; may perform some of the more complex maintenance on irrigation systems such as repairing or replacing timing devices and automatic valves; may contact vendors or contractors for technical assistance while planning or installing new irrigation systems.

Oversee and coordinate the setup and removal of equipment, fixtures and furniture used for special events such as exhibits, ceremonies and sporting events.

Establish preventive maintenance schedules for grounds service equipment such as pickup trucks, tractors, and mowers in order to validate warranties and prolong the life of the equipment.

Ensure that stock materials in the warehouse and in the lay-down yard are replenished and available for use.

Perform related duties as assigned.

CLASS CONCEPTS

Grounds Supervisor III: Under general supervision, incumbents direct a major grounds maintenance program such as one located on a main university campus. Incumbents direct all or part of the duties described in the series concept and provide support to lower-level supervisors by reviewing performance evaluations, making higher-

GROUNDS SUPERVISOR III	32	H	9.610
GROUNDS SUPERVISOR II	30	H	9.620
GROUNDS SUPERVISOR I	28	H	9.627

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CLASS CONCEPTS (cont'd)

Grounds Supervisor III: (cont'd)

level disciplinary decisions and conducting developmental training. They also coordinate facility use by meeting with internal staff and external non-campus representatives in order to make decisions regarding site preparation and landscape modification or construction.

Positions at this level are characterized by directing grounds maintenance at a large facility at which incumbents are responsible for landscape construction and modification, complex irrigation systems and a variety of floral displays and species of trees and shrubs. Positions in this class are distinguished from those at the lower level by the supervisory responsibility for subordinate supervisors; the scope of administrative duties and decision making; and both internal and external contacts that impact a facility having a large, diverse grounds maintenance program.

Grounds Supervisor II: Under general supervision, incumbents perform all or part of the duties in the series concept and perform administrative duties; plan and schedule grounds maintenance activities; provide systematic schedules for seasonal activities; meet with administrative staff to formulate budgets and track expenditures; coordinate support activities from outside entities; make purchases, maintain inventory, and keep records of purchases, scheduled maintenance and personnel activities. Incumbents may regulate a greenhouse environment by controlling temperature, humidity and sunlight and perform specialized work in the greenhouse by propagating plants, testing soils, and developing fertilizing formulas that produce optimum growing conditions. ~~[In addition, positions in this class have both direct and indirect supervisory responsibility for a variety of small work units engaged in semi-skilled grounds maintenance work.]~~

Positions at this level are characterized by responsibility for cultivated acreage that includes complex irrigation systems, a variety of floral displays and species of shrubs and trees and landscape construction projects that occur on a regular basis. Positions in this class are distinguished from those at the lower level in the complexity and variety of work performed~~[, for example,]~~ *such as* designing landscape alterations and irrigation systems and planning and overseeing the installation of a variety of annual and perennial floral displays which require a wider range of landscape applications. In addition, incumbents have supervisory responsibility for a ~~[larger, more]~~ diverse staff of Grounds Maintenance Workers.

Grounds Supervisor I: Under general supervision, incumbents perform all or part of the duties in the series concept. Incumbents are working supervisors at a facility where the majority of the groundskeeping duties pertain to lawn maintenance and do not typically require maintenance or development of complex floral displays or planting and maintenance of extensive trees and shrubs. Positions at this level are generally not required to prepare formal landscape designs or make decisions or recommendations regarding landscape construction or alteration on a regular basis. Incumbents supervise a small single unit of semi-skilled workers.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * *A valid class C driver's license is required at the time of appointment and as a condition of continuing employment.*
- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to pre-employment screening for controlled substances.

GROUNDS SUPERVISOR III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of supervisory experience, one year of which was supervising a variety of work units engaged in ~~[landscape]~~ *the* maintenance, construction and/or alteration *of landscapes; OR graduation from high school or equivalent*

GROUNDS SUPERVISOR III GROUNDS SUPERVISOR II GROUNDS SUPERVISOR I Page 3 of 4	32 30 28	H H H	9.610 9.620 9.627
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MINIMUM QUALIFICATIONS (cont'd)

GROUNDS SUPERVISOR III (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

*education and three years of supervisory experience, one year of which was supervising a variety of work units engaged in the [and/or] operation, maintenance, and repair of irrigation systems; **OR** one year of experience as a Grounds Supervisor II in Nevada State service; **OR** an equivalent combination of education and experience as described above[; ~~**OR** one year of experience as a Grounds Supervisor II in Nevada State service~~]. (See Special Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: landscape construction and modification; operation and maintenance of irrigation systems; proper care of a variety of floral displays and species of trees and shrubs. **Ability to:** respond to both internal and external inquiries regarding the grounds service program; solve problems relative to personnel management and program development within policy guidelines; establish effective working relationship with agency staff, community representatives and the general public; delegate responsibility to lower-level supervisors; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: administrative policies and procedures applicable to personnel management, budgeting and purchasing. **Ability to:** plan, organize, coordinate, and schedule the work of multiple grounds crews; direct and oversee the grounds maintenance program at a facility with floral displays and various species of scrubs and trees.

GROUNDS SUPERVISOR II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of experience [~~performing and~~] supervising a small work unit engaged in general grounds [~~maintenance~~] and turf maintenance; **OR** *one year of experience as a Grounds Supervisor I in Nevada State service; **OR** an equivalent combination of education and experience as described above[; ~~**OR** one year of experience as a Grounds Supervisor I in Nevada State service~~]. (See Special Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: modern methods of propagating, planting, cultivating, and caring for flowers, trees, and shrubs; tools, equipment and vehicles used in grounds work; irrigation system, operation, design, and installation; greenhouse operations. **Ability to:** install and maintain a wide variety of plants, shrubs, trees, and floral displays; identify and resolve grounds maintenance issues; design landscape alteration and construction projects; select appropriate plant and construction material; plan and organize work; care for plants in a greenhouse environment; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Grounds Supervisor III.)

GROUNDS SUPERVISOR I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of experience *supervising* [~~as a first line supervisor of~~] a small work unit performing grounds maintenance, or maintaining, repairing or constructing irrigation systems; **OR** *one year of experience as a Grounds Maintenance Worker V in Nevada State service; **OR** two years of experience as a Grounds Maintenance Worker IV in Nevada State service; **OR** an equivalent combination of education and experience as described above[; ~~**OR** one year of experience as a Grounds Maintenance Worker IV in Nevada State service~~]. (See Special Requirements)*

GROUNDS SUPERVISOR III GROUNDS SUPERVISOR II GROUNDS SUPERVISOR I Page 4 of 4	32 30 28	H H H	9.610 9.620 9.627
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MINIMUM QUALIFICATIONS (cont'd)

GROUNDS SUPERVISOR I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)

Working knowledge of: the practices, techniques, equipment, and materials used in gardening and grounds maintenance; methods, techniques and equipment used in turf maintenance; health and safety regulations and practices applicable to grounds maintenance; principles and practices of training and supervision; plant diseases and appropriate methods of control; pest and weed control; equipment, materials and safety procedures associated with pesticide and herbicide application. **Ability to:** plan, schedule and assign tasks according to seasonal demands, agency needs and available work force; read landscape plans and blueprints including irrigation system layouts *and provide input on irrigation, plant materials, ground covers, and other landscape-related concerns*; establish preventive maintenance schedules for equipment used in grounds maintenance; train, supervise and evaluate the performance of assigned staff; *operate a computer and applicable software programs*. **Skill in:** the use and maintenance of gardening and grounds tools and equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge Skills and Abilities required for Grounds Supervisor II.)

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>9.610</u>	<u>9.620</u>	<u>9.627</u>
ESTABLISHED:	11/18/77	1/1/61	7/1/67
REVISED:		2/15/72	
REVISED:	12/19/85-12	10/25/85-3	10/25/85-3
REVISED:	1/17/86-3		
REVISED:	7/1/91P	7/1/91P	7/1/91P
REVISED:	11/29/90PC	11/29/90PC	11/29/90PC
REVISED:	10/1/04PC	10/1/04PC	10/1/04PC
REVISED:	3/19/21PC	3/19/21PC	3/19/21PC

ITEM VII-B-6-a

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective: **March 19, 2021**.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.630	Grounds Maintenance Worker V	26	H	<i>9.630</i>	<i>Grounds Maintenance Worker V</i>	<i>26</i>	<i>H</i>
9.633	Grounds Maintenance Worker IV	24	H	<i>9.633</i>	<i>Grounds Maintenance Worker IV</i>	<i>24</i>	<i>H</i>
9.635	Grounds Maintenance Worker III	23	H	<i>9.635</i>	<i>Grounds Maintenance Worker III</i>	<i>23</i>	<i>H</i>
9.639	Grounds Maintenance Worker II	22	H	<i>9.639</i>	<i>Grounds Maintenance Worker II</i>	<i>22</i>	<i>H</i>
9.641	Grounds Maintenance Worker I	20	H	<i>9.641</i>	<i>Grounds Maintenance Worker I</i>	<i>20</i>	<i>H</i>

EXPLANATION OF CHANGE

As part of the Biennial Class Specification Maintenance Review process, the Division of Human Resource Management (DHRM) has conducted a review of the Grounds Maintenance Worker series. Incumbents in this series perform a wide variety of landscape, garden and greenhouse duties such as planting, pruning, mowing, trimming, watering, fertilizing, and weeding; operate hand and power tools and light mechanized equipment such as power mowers, tractor mowers, trenching devices, forklifts, and hoists.

In consultation with Subject Matter Experts from State Public Works Division (SPWD), the Department of Public and Behavioral Health (DPBH), the Nevada Department of Veterans Services (NDVS), the Nevada Division of Museums and History, the Adjutant General & National Guard, the Nevada Department of Transportation (NDOT), the University of Nevada, Las Vegas (UNLV), the University of Nevada, Reno (UNR), Truckee Meadows Community College (TMCC), Western Nevada College (WNC), Great Basin College (GBC), the College of Southern Nevada (CSN), and analysts within DHRM, it was determined that the Class Concept and Minimum Qualifications are consistent with current expectations and required no changes at this time. It is recommended; however, that minor revisions be made to the Class Concepts and Minimum Qualifications to maintain consistency with verbiage, formatting, and structure.

Throughout the process, management and staff within the agencies noted above and analysts within DHRM participated by offering suggestions and reviewing changes; and they support the recommendation.

Changes to the class specification are noted as follows: additions in blue and deletions in red.



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
GROUNDS MAINTENANCE WORKER V	26	H	9.630
OPTION A: IRRIGATION			
OPTION B: GROUNDS SERVICES			
GROUNDS MAINTENANCE WORKER IV	24	H	9.633
GROUNDS MAINTENANCE WORKER III	23	H	9.635
GROUNDS MAINTENANCE WORKER II	22	H	9.639
GROUNDS MAINTENANCE WORKER I	20	H	9.641

SERIES CONCEPT

Grounds Maintenance Workers perform a wide variety of landscape, garden and greenhouse duties such as planting, pruning, mowing, trimming, watering, fertilizing, and weeding; operate hand and power tools, and light mechanized equipment such as power mowers, tractor mowers, trenching devices, forklifts, and hoists.

Maintain grounds areas clean and free of trash, fallen leaves, and snow and ice by sweeping, raking, shoveling, picking up debris, and operating light, medium and heavy equipment such as pickup trucks, dump trucks, trash compactors, and loaders.

Prepare new landscape sites by reviewing plans with supervisor, purchasing necessary supplies [5] and installing sprinklers, topsoil, decorative material, and appropriate plantings according to instructions and/or landscape design plans.

Perform periodic maintenance and make minor repairs on tools, equipment, and vehicles in order to maximize efficiency and life span.

Operate, repair, and install sprinkler systems and drip systems including pipes, valves, sprinklers, and timing devices in order to provide effective and economic watering cycles.

Identify plant diseases, undesirable pests and noxious weeds associated with landscaping and apply corrective measures to eradicate them through the use of hand and power tools and application of appropriate chemicals.

Perform specialized horticulture tasks such as plant propagation, transplanting, climate control, and irrigation in a greenhouse on a university campus.

Perform related duties as assigned.

CLASS CONCEPTS

Grounds Maintenance Worker V: Under general supervision, incumbents either perform specialized irrigation duties or assist a grounds supervisor at a university or community college campus.

OPTION A - Irrigation: Incumbents prepare designs for new irrigation systems or modifications to existing irrigation systems and serve as leadworkers in the construction, maintenance, and repair of irrigation systems [7]; [D] draw irrigation system plans to scale, calculate flow rates, determine components needed for optimum coverage, prepare estimates for amount and cost of material needed, and oversee and participate in

GROUNDS MAINTENANCE WORKER V: OPTIONS	26	H	9.630
GROUNDS MAINTENANCE WORKER IV	24	H	9.633
GROUNDS MAINTENANCE WORKER III	23	H	9.635
GROUNDS MAINTENANCE WORKER II	22	H	9.639
GROUNDS MAINTENANCE WORKER I	20	H	9.641

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CLASS CONCEPTS (cont'd)

Grounds Maintenance Worker V: (cont'd)

OPTION A - Irrigation: (cont'd)

project implementation; research product publications and attend seminars to keep current on irrigation system design and maintenance.

Perform or oversee the more technical repairs to irrigation systems including repairs to controllers, remote valves, pumps, and vacuum breakers; determine when irrigation system components should be repaired or replaced, what types of components and materials are best suited for the job and when a project requires the services of an outside contractor.

Positions in this class are distinguished from those at the lower level by the knowledge, skills and abilities required to design, construct and repair irrigation systems and determine appropriate system components.

OPTION B - Grounds Service: Incumbents [~~provide assistance to~~] *assist* Grounds Supervisors at a large facility such as a community college or main college campus by performing the higher-level duties described in the series concept. Incumbents prioritize and schedule grounds maintenance functions, purchase supplies, maintain inventory and may direct the work of contractors. They also supervise a small subordinate staff including work assignment, work review, performance evaluation and training. Positions in this class are distinguished from those at the lower level by the knowledge, skills and abilities required and responsibility for a specified aspect of grounds maintenance program such as maintaining turf and planting and caring for trees.

Grounds Maintenance Worker IV: Under general supervision, incumbents [~~provide assistance~~] *assist* in a specialized phase of grounds service to a Grounds Supervisor at a large facility such as a main college campus. They plan and schedule some routine activities and oversee a small permanent subordinate staff including work assignment, work review, and training, or under general supervision of a Grounds Supervisor, perform technical work on facility irrigation systems on a full-time basis including assisting higher level Grounds Maintenance Workers in laying out new construction or modifications to existing systems; inspect system for proper function and diagnose malfunctions; and schedule irrigation according to campus events, seasonal demands and adverse weather conditions. In addition, incumbents may perform preventive maintenance and make repairs by maintaining and cleaning wells and storage tanks and repairing controllers, valves lines, sprinklers, and backflow preventors.

Positions in this class are distinguished from those at the lower level by responsibility for other permanent staff to include the timely and accurate completion of tasks assigned to the work unit; or by the technical knowledge required to construct, maintain, and repair a complex network of irrigation systems that have a greater impact on the grounds service budget and the overall landscape program. Some positions may be required to have specialized training and experience in horticulture, tree care, or greenhouse gardening.

Grounds Maintenance Worker III: Under general supervision, incumbents perform all or part of the duties in the series concept and perform a wide variety of landscape, gardening, and greenhouse duties such as planting, pruning, mowing, trimming, watering, fertilizing, pesticide and herbicide application, weeding, operating hand and power tools and light mechanized equipment such as power mowers, tractor mowers, trenching devices, forklifts, and hoists. Incumbents are distinguished from those at the lower levels by the variety of duties and the equipment used.

Grounds Maintenance Worker II: Under general supervision, incumbents perform all or part of the duties in the series concept to include gardening and landscaping. This class is distinguished from the lower-level class by the variety and complexity of duties performed; the variety of tools, equipment and techniques used; and the

GROUNDS MAINTENANCE WORKER V: OPTIONS	26	H	9.630
GROUNDS MAINTENANCE WORKER IV	24	H	9.633
GROUNDS MAINTENANCE WORKER III	23	H	9.635
GROUNDS MAINTENANCE WORKER II	22	H	9.639
GROUNDS MAINTENANCE WORKER I	20	H	9.641

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CLASS CONCEPTS (cont'd)

Grounds Maintenance Worker II: (cont'd)

supervision received which allows incumbents to identify and perform routine tasks, prioritize daily assignments, and select methods, materials, and equipment to perform assignments.

Grounds Maintenance Worker I: Under close supervision, incumbents perform the most routine duties described in the series concept such as weed and trash removal, sweeping sidewalks, debris, and snow removal, and perform general labor in maintaining grounds using hand tools such as rakes and shovels.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to pre-employment screening for controlled substances.

GROUNDS MAINTENANCE WORKER V

OPTION A - Irrigation:

EDUCATION AND EXPERIENCE: Three years of grounds maintenance experience, one year [of] which [was] *included* installing, maintaining, and repairing irrigation systems and related equipment; *OR one year of experience as a Grounds Maintenance Worker IV in Nevada State service*; *OR* an equivalent combination of education and experience *as described above*; ~~*OR one year of experience as a Grounds Maintenance Worker IV in Nevada State service*~~. (See Special Requirement)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: principles, methods and materials used in irrigation system installation, maintenance, and repair. **Ability to:** prepare sprinkler system drawings to scale, calculate flow rates, and determine compatible components; perform technical repairs on irrigation system controllers, valves, and vacuum breakers; prepare written estimates of materials and costs; read technical publications related to irrigation system installation, maintenance, and repair.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: the facility irrigation systems including the location of the irrigation network of controllers, valves, lines, and heads; the publications available that provide technical assistance in the design, installation, and repair of irrigation systems. **General knowledge of:** area vendors that supply irrigation system components. **Ability to:** prepare a scale sprinkler system drawing, calculate flow rates and determine compatible components; perform technical repairs on irrigation system controllers, valves, and vacuum breakers; prepare written estimates of materials and costs; read technical publications related to irrigation system installation, maintenance, and repair.

OPTION B - Grounds Services:

EDUCATION AND EXPERIENCE: Three years of experience providing grounds maintenance service including landscape, garden, or greenhouse maintenance; *OR one year of experience as a Grounds Maintenance Worker IV in Nevada State service*; *OR* an equivalent combination of education and experience *as described above*; ~~*OR one year of experience as a Grounds Maintenance Worker IV in Nevada State service*~~. (See Special requirement)

GROUNDS MAINTENANCE WORKER V: OPTIONS	26	H	9.630
GROUNDS MAINTENANCE WORKER IV	24	H	9.633
GROUNDS MAINTENANCE WORKER III	23	H	9.635
GROUNDS MAINTENANCE WORKER II	22	H	9.639
GROUNDS MAINTENANCE WORKER I	20	H	9.641

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MINIMUM QUALIFICATIONS (cont'd)

GROUNDS MAINTENANCE WORKER V (cont'd)

OPTION B - Grounds Services: (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (required at the time of application):

Ability to: independently prioritize and schedule agency-wide grounds maintenance activities; communicate orally and in writing with varying levels of agency staff and outside vendors; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: agency purchasing policies and procedures. **General knowledge of:** area vendors that supply grounds maintenance products and equipment. **Ability to:** maintain adequate inventories of frequently used grounds maintenance supplies.

GROUNDS MAINTENANCE WORKER IV

EDUCATION AND EXPERIENCE: Two years of experience performing grounds maintenance work using a variety of tools and techniques; *OR one year of experience as a Grounds Maintenance Worker III in Nevada State service; OR* an equivalent combination of education and experience *as described above*; ~~*OR one year of experience as a Grounds Maintenance Worker III in Nevada State service*~~. (See *Special Requirement*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: efficient irrigation methods; landscape methods, materials, equipment, and techniques; automatic irrigation systems and related equipment; sprinkler systems and related equipment. **General knowledge of:** the principles and practices of supervision. **Ability to:** supervise and direct the work of subordinate staff; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Grounds Maintenance Worker V.)

GROUNDS MAINTENANCE WORKER III

EDUCATION AND EXPERIENCE: One year of experience performing grounds maintenance work using a variety of tools, equipment, and techniques; *OR six months of experience as a Grounds Maintenance Worker II in Nevada State service; OR* an equivalent combination of education and experience *as described above*; ~~*OR six months of experience as a Grounds Maintenance Worker II in Nevada State service*~~. (See *Special Requirement*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (required at time of application):

Working knowledge of: gardening and landscape methods, techniques, material, and equipment; irrigation methods and practices; methods, materials and tools used in grounds service work; identification and eradication of common weeds, pests and plant diseases associated with gardening; health and safety practices applicable to grounds maintenance work. **Ability to:** plan and schedule routine grounds service activities; safely and properly operate a wide variety of grounds maintenance tools and equipment; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Grounds Maintenance Worker III.)

GROUNDS MAINTENANCE WORKER V: OPTIONS	26	H	9.630
GROUNDS MAINTENANCE WORKER IV	24	H	9.633
GROUNDS MAINTENANCE WORKER III	23	H	9.635
GROUNDS MAINTENANCE WORKER II	22	H	9.639
GROUNDS MAINTENANCE WORKER I	20	H	9.641

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MINIMUM QUALIFICATIONS (cont'd)

GROUNDS MAINTENANCE WORKER II

EDUCATION AND EXPERIENCE: Six months of experience performing basic grounds maintenance work; ***OR six months of experience as a Grounds Maintenance Worker I in Nevada State service; OR*** an equivalent combination of education and experience ***as described above***; ~~***OR six months of experience as a Grounds Maintenance Worker I in Nevada State service***~~. (See Special Requirement)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
General knowledge of: gardening and landscape methods, techniques, material, and equipment; irrigation methods and practices; methods, materials and tools used in grounds service work; identification and eradication of common weeds, pests and plant diseases associated with gardening; health and safety practices applicable to grounds maintenance work. **Ability to:** operate and perform preventive maintenance on equipment used in grounds service work; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Grounds Maintenance Worker III.)

GROUNDS MAINTENANCE WORKER I

EDUCATION AND EXPERIENCE: Six months of experience as a general laborer that included the operation of tools and small equipment; ***OR*** an equivalent combination of education and experience ***as described above***. (See Special Requirement)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (required at time of application):
Ability to: follow oral and written instructions; perform heavy physical labor; use common hand tools such as rakes and shovels.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Grounds Maintenance Worker II.)

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>9.630</u>	<u>9.633</u>	<u>9.635</u>	<u>9.639</u>	<u>9.641</u>
ESTABLISHED:	7/1/91P 11/29/90PC	7/1/91P 11/29/90PC	7/1/91P 11/29/90PC	7/1/91P 7/1/91P	11/16/72 7/1/91P
REVISED:	REVISIED: 2/15/91-3	7/1/91P 2/15/91-3	7/1/91P 2/15/91-3	7/1/91P	11/29/90PC
REVISED:	10/1/04PC	10/1/04PC	10/1/04PC	10/1/04PC	10/1/04PC
<i>REVISED:</i>	<i>3/19/21PC</i>	<i>3/19/21PC</i>	<i>3/19/21PC</i>	<i>3/19/21PC</i>	<i>3/19/21PC</i>

ITEM VIII

REPORT OF CLASSIFICATION CHANGES NOT REQUIRING PERSONNEL COMMISSION APPROVAL

Attached is a report of changes made to the classification plan pursuant to NRS 284.160, sections 4 through 6 which reads as follows:

- “4. The classification plan and changes therein are subject to approval by the Commission, except that the Administrator may make a change in the classification plan without the prior approval of the Commission if:
- (a) The Administrator deems it necessary for the efficiency of the public service;
 - (b) The change is not proposed in conjunction with an occupational study; and
 - (c) The Administrator, at least 20 working days before acting upon the proposed change:
 - (1) Provides written notice of the proposal to each member of the Commission, to all departments and to any head of an employees' organization who requests notice of such proposals; and
 - (2) Posts a written notice of the proposal in each of the principal offices of the Division.
- Any occupational study conducted by the Division in connection with the preparation, maintenance or revision of the classification plan must be approved by the Commission.
5. If no written objection to the proposed change to the classification plan is received by the Administrator before the date it is scheduled to be acted upon, the Administrator may affect the change. The Administrator shall report to the Commission any change in the classification plan made without its approval at the Commission's next succeeding regular meeting.
6. If a written objection is received before the date the proposed change is scheduled to be acted upon, the Administrator shall place the matter on the agenda of the Commission for consideration at its next succeeding regular meeting.”

The conditions set forth in these statutes have been met. A copy of the justifications and revised class specifications are on file in the office of the Administrator of the Division of Human Resource Management.

The following changes have been affected:

REPORT OF CLASSIFICATION CHANGES

POSTING#: 02-21
Effective: 1/25/21

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
	<i>New</i>			<i>12.382</i>	<i>Cadre Team Supervisor</i>	<i>29</i>	<i>E</i>
	<i>New</i>			<i>12.380</i>	<i>Cadre Team Leader</i>	<i>27</i>	<i>E</i>

BASIS FOR RECOMMENDATION

As a result of an Individual Classification Study (NPD-19), and in partnership with subject matter experts from the Office of the Military, Adjutant General and Army National Guard, it has been determined that a new series should be established to meet the needs of the new Battle Born Youth Challenge Program (BBYCP).

Cadre Team Leaders and Supervisors, within the Office of the Military, Nevada Army National Guard, educate, train and mentor at-risk 16 to 18-year-old youth in a 24-hour/7-days-a-week setting who have not completed high school, are high school credit deficient, and demonstrate a desire to improve their potential for success and lead productive lives. Incumbents participate in the screening and interviewing of program applicants; develop and revise training plans; participate in, and lead, professional development activities; lead and execute daily and weekly training plans; review/direct minor disciplinary actions involving cadets; and attend cadet disciplinary boards. Additionally, they facilitate or provide oversight of cadet movements from all destinations; call cadence and march cadets; and prepare the campus, ensure supplies and equipment are available, and ensure effective and efficient receipt and in-process of each new class.

In addition to performing the full range of duties described in the series concept, the Cadre Team Supervisor serves as a shift supervisor providing leadership and oversight of Cadre Team Leaders responsible for the structure, discipline and training of cadets on a 24 hour/7-days-a-week basis; manage priorities and delegate assignments and responsibilities; direct Cadre Team Leaders in conducting student daily and weekly schedules to ensure all academic, physical training, and personal development activities are completed and program goals are met; advise and provide input to the Commandant regarding budget and/or resource problems and issues. They are responsible for supervising Cadre Team Leaders, to include performance appraisals, work performance standards, work assignment and work review, training, scheduling and discipline, and may be required to fulfill Team Leader duties in the absence of an assigned Team Leader.

Comparisons were made to the Group Supervisor series, 12.541; Developmental Support Technician series, 10.339; Community Based Instructor series, 5.168; and Administrative Assistant series, 2.210. It is recommended that the Cadre Team Supervisor be allocated at a grade 29 and the Cadre Team Leader be allocated at a grade 27. A two-grade differential between supervisor and subordinate is supported by other class specifications and is typical within State service.

It is further recommended that the series be placed in the 12.000 Social Services & Rehabilitation Occupational Group; Sub-group B: Social Services. The Division of Human Resource Management (DHRM) EEO Officer has assigned EEO-4 job code “E – Paraprofessionals” to both classes due to the similarity of duties performed by a Community Based Instructor and/or Developmental Support Technician.

Throughout the process management and staff within the Office of the Military and analysts within DHRM participated by offering suggestions and reviewing changes, and they support the recommendation.

POSTING#: 03-21

Effective: 1/25/21

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.526	Environmental Health Specialist IV	38	B		<i>No Change</i>		
10.529	Environmental Health Specialist III	36	B		<i>No Change</i>		
10.532	Environmental Health Specialist II	34	B	<i>10.532</i>	<i>Environmental Health Specialist II</i>	<i>34</i>	<i>B</i>
10.535	Environmental Health Specialist I	32	B	<i>10.535</i>	<i>Environmental Health Specialist I</i>	<i>32</i>	<i>B</i>

BASIS FOR RECOMMENDATION

During the 80th Legislative Session (2019), Assembly Bill 175 amended Nevada Revised Statutes (NRS) Chapter 625A (Environmental Health Specialists). NRS 625A.115(1) was amended to reflect a change from 90 days to 30 days for when an individual must file with the Board an application for provisional registration as an Environmental Health Specialist Trainee after the date on which the person initially becomes employed in a position in which he or she receives training in environmental health. As such, the Informational Note, of the Minimum Qualifications, was amended to reflect this change in statute.

POSTING#: 04-21

Effective: 1/25/21

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
	New			<i>10.379</i>	<i>Registered Nurse, BBYCA</i>	<i>35</i>	<i>B</i>

BASIS FOR RECOMMENDATION

At the request of the Office of the Military, Battle Born Youth Challenge Academy (BBYCA), the Division of Human Resource Management (DHRM) developed a new class specification.

As a result of an Individual Classification Study (NPD-19), and in conjunction with subject matter experts from BBYCA, it is recommended that a new class specification be established with series and class concepts and minimum qualifications similar in verbiage, formatting and structure as the Nurse I class (10.358) of the Register Nurse (10.352) series. The new class specification, Registered Nurse, BBYCA, reflects the specialized work of the Office of the Military, BBYCA nursing staff. These nurses will not be required to go through two years as a trainee; will not be reporting to a higher level medical professional; will not make medical diagnoses, only triaging and referring to cadet parents and medical professionals; will oversee the voluntary residential care services of the BBYCA program; and will be administering medications, including type II medications.

A Registered Nurse, Battle Born Youth Challenge Academy (BBYCA), within the Office of the Military, Nevada Army National Guard, provides general professional nursing care in accordance with the authorized scope of practice specified in the Nurse Practice Act in a 24/7 voluntary residential facility for 16 to 18-year-olds in a quasi-military environment.

In reviewing the job duties, it was determined the class aligns with the 10.000 Medical, Health and Related Services; Nursing Services Sub-Group F; and the EEO-4 job code B-Professionals. The grade comparison determined that the duties align with the Nurse I, 10.358, grade 35 (31+4), Health Program Specialist I, 10.238, grade 35, and Health Information Director, 10.231, grade 35.

As this position will not perform the full scope of responsibilities described in the existing Registered Nurse series, the agency feels that the new class specification meets their special need for a registered nurse outside of a typical institution, not reporting to a higher-level medical professional.

Throughout the development of the new class specification, management and staff within BYCA and analysts within DHRM participated by offering recommendations and reviewing as the process progressed and they support the new class specification.