



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
209 E. Musser Street, Suite 101 | Carson City, Nevada 89701
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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
Participant Code: 4277490#

Notice: The Personnel Commission may address agenda items out of sequence to accommodate persons appearing before the Commission or to aid the efficiency or effectiveness of the meeting at the Chair's discretion. The Commission may combine two or more agenda items for consideration, and the Commission may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. Comments will be limited to three minutes per person and persons making comment will be asked to begin by stating their name for the record and to spell their last name. The Commission Chair may elect to allow public comment on a specific agenda item when the item is being considered.

Agenda

- I. Call to Order, Welcome, Roll Call, Announcements.

- 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>
Division of Human Resource Management: www.hr.nv.gov