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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management

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PERSONNEL COMMISSION

Meeting Notice

DATE: Friday, June 25, 2021

TIME: 9:00 a.m.

LOCATION:	State Library and Archives	Grant Sawyer Building
	100 N. Stewart Street	555 E. Washington Avenue
	Room 110	Room 1400
	Carson City, Nevada 89701	Las Vegas, NV 89101

Effective June 1, 2021, the Governor’s Emergency Directive expired, and Open Meeting Law procedures were reinstated.

The sites will be connected by videoconference. The public is invited to attend at either location. As video conferencing gives the Commission, staff and others flexibility to attend meetings in either Northern or Southern Nevada, handouts to the Commission on the day of the meeting might not be transmitted to the distant locations.

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

Agenda

- I. Call to Order, Welcome, Roll Call, Announcements.**
- II. Public Comment:** No vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken (NRS 241.020).
- FOR POSSIBLE ACTION III. Approval of Minutes of Previous Meeting Dated March 19, 2021.....4-14**
- 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.....15-60

- A. Department of Taxation
- B. Silver State Health Insurance Exchange
- C. State Public Charter School Authority

FOR POSSIBLE ACTION V. Discussion and Approval of Addition of Classes or Positions for Pre-Employment Screening for Controlled Substances.....61-76

- A. The Department of Administration, State Public Works Division 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. 09.612 Facility Supervisor I, PCN 0119
 - 09.609 Facility Supervisor II, PCN 0202

FOR POSSIBLE ACTION VI. Discussion and Approval of Proposed Class Specification Maintenance Review of Classes Recommended for Revisions and Abolishment.....77-93

- A. Mechanical & Construction Trade
 - 1. Subgroup: Equipment Operations
 - a. 9.212 Driver Warehouse Supervisor/Worker Series
 - 2. Subgroup: Skilled Trades & Allied
 - a. 9.465 Craft Worker-In-Training Series

INFORMATIONAL ITEM VII. 2021 Legislation Affecting State Employees and DHRM Budget

VIII. Discussion and Announcement of Dates for Upcoming Meetings. Next Meeting Scheduled for September 17, 2021.

IX. Commission Comments

X. Public Comment: No vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken (NRS 241.020).

XI. Adjournment

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:

Carson City

Blasdel Building, 209 East Musser Street

Nevada State Library, Archives and Public Records, 100 North Stewart Street

Nevada State Capitol Building, 101 North Carson Street

Las Vegas

Grant Sawyer Building, 555 East Washington Avenue

Online

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

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