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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
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HUMAN RESOURCES COMMISSION

Meeting Notice

DATE: Friday, September 27, 2024

TIME: 9:00 a.m.

LOCATION:

State Library and Archives Building	Eureka Building
100 N. Stewart Street	7251 Amigo Street
Room 110	Room 120
Carson City, Nevada 89701	Las Vegas, Nevada 89119

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 may not be transmitted to distant locations.

Notice: The Human Resources 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 additional 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.
- FOR POSSIBLE ACTION**
- III. Approval of Minutes of Previous Meetings:**
- A. April 5, 2024
 - B. June 28, 2024

FOR POSSIBLE ACTION

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

A. Office of the Chief Information Officer

FOR POSSIBLE ACTION

V. Discussion and Approval or Denial of Proposed Permanent Regulation Changes to Nevada Administrative Code, Chapter 284

A. LCB File No. R165-24

- Sec. 1. NEW “Sexual assault” defined.
- Sec. 2. NAC 284.2508 Compensatory time: Use.
- Sec. 3. NAC 284.539 Annual leave: Written request; approval or denial; authorized use.
- Sec. 4. NAC 284.554 Sick leave: Authorized use.
- Sec. 5. NAC 284.578 Leave of absence without pay; Conditions for approval; restrictions on use; revocation.
- Sec. 6. NAC 284.5811 Family and medical leave: Maximum amount in 12-month period; use.
- Sec. 7. NAC 284.599 Requirements.

B. LCB File No. R168-24

- Sec. 1. NAC 284.172 Rate of pay: Effect of promotion.
- Sec. 2. NAC 284.254 Compensatory time: Payment upon transfer.
- Sec. 3. NAC 284.444 Application of probationary or trial period.
- Sec. 4. NAC 284.576 Catastrophic leave: Use and administration; appeal of denial.
- Sec. 5. NAC 284.179 Rate of pay: Minimum step for continuous employees hired before 1975.

C. LCB File No. R171-24

- Sec. 1. NAC 284.114 Affirmative action program and equal employment opportunity.
- Sec. 2. NAC 284.204 Adjustment of steps within same grade: Conditions for approval; request; effective date; revocation.
- Sec. 3. NAC 284.206 Special adjustments to pay: Conditions for approval; request; effective date; revocation.
- Sec. 4. NAC 284.480 Letters of instruction: Authorized use as coaching or performance management tool; contents; discussion; retention in working file of supervisor.
- Sec. 5. NAC 284.638 Warnings and written reprimands.
- Sec. 6. NAC 284.662 Providing assistance or representation to employee; discrimination prohibited relating to seeking or filling request for review of grievance or complaint or testifying or providing assistance or representation to another employee; available resources for assistance.
- Sec. 7. NAC 284.696 Unlawful discrimination.
- Sec. 8. NAC 284.710 Order of processing personnel documents.

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| FOR POSSIBLE ACTION | VI. Review and Possible Adoption of Language Access Plan to Address Barriers to Individuals with Limited English Proficiency Pursuant to NRS 232.0081 |
| INFORMATIONAL ITEM | VII. Report of Succession Plan Data |
| INFORMATIONAL ITEM | VIII. Report of Uncontested Classification Changes Not Requiring Human Resources Commission Approval per NRS 284.160

Posting: #31-24
07.411 Deputy Administrator, Forestry
Posting: #32-24
11.150 Intelligence Analyst Series
Posting: #33-24
06.976 Communications Systems Specialist Series |
| | IX. Discussion of Dates for Upcoming Meetings |
| | 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. |
| | XII. Adjournment |

Supporting material for this meeting is available at the Division of Human Resource Management at 515 E. Musser Street, Suite 101, Carson City, Nevada, 89701; 7251 Amigo Street, Suite 120, Las Vegas, NV, 89119; or on our website:

https://hr.nv.gov/Boards/PersonnelCommission/Human_Resources_Commission_-_Meetings/. To obtain a copy of the supporting material, you may contact Roxanne Hardy at (775) 684-0131 or roxannehardy@admin.nv.gov

Inquiries regarding the items scheduled for this Commission meeting may be made to Roxanne Hardy at (775) 684-0131 or roxannehardy@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 515 E. Musser Street, Suite 101, Carson City, NV, 89701, no less than (5) working days before the meeting.

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Notice of this meeting has been posted at the following locations:

Carson City

- 515 East Musser Street, Suite 101
- Nevada State Library and Archives Building, 100 North Stewart Street
- Nevada State Capitol Building, 101 North Carson Street
- Nevada State Legislature Building, 401 South Carson Street

Las Vegas

- Eureka Building, 7251 Amigo Street

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

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

ITEM III

ITEM III-A

**STATE OF NEVADA
HUMAN RESOURCES
COMMISSION**

Held at the Nevada State Library and Archives Building, 100 N. Carson Street, Room 110, Carson City; and via video conference to the Eureka Building, 7251 Amigo Street, Room 120, Las Vegas.

MEETING MINUTES
April 5, 2024
(Subject to Commission Approval)

COMMISSIONERS PRESENT:

Mr. Mark Olson, Commissioner
Ms. Angela Scurry, Commissioner
Mr. Rick McCann, Commissioner
Mr. Mark Olson, Commissioner
Ms. Christine Santiago, Alternate Commissioner
Mr. Armen Asherian, Alternate Commissioner

STAFF PRESENT:

Ms. Bachera Washington, Administrator, DHRM
Ms. Michelle Garton, Deputy Administrator, DHRM
Mr. Brian O'Callaghan, Deputy Administrator, DHRM
Ms. Keisha Harris, Deputy Administrator, DHRM
Ms. Kim Smith, EEO Administrator DHRM
Ms. Carrie Hughes, Supervisory HR Analyst, DHRM
Ms. Nora Johnson, HR Analyst, DHRM
Ms. Heather Dapice, Supervisory HR Analyst, DHRM

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

Mark Olson: Commissioner Olson called the meeting to order and began roll call and established a quorum.

Michelle Garton: Ms. Garton recognized that Mark Olson had been appointed as Chair of the Committee and Angela Scurry, previously an Alternate Commissioner, had become a Commissioner. Ms. Garton then welcomed Brian O’Callaghan, Keisha Harris, Kimberly Smith, and Bachera Washington to DHRM.

II. PUBLIC COMMENT

Mark Olson: Commissioner Olson opened the floor for public comment, stating that no vote or action may be taken upon a matter related under this item of the agenda until the matter has been specifically included in the agenda as an item upon which action may be taken. Commissioner Spurlock noted that there were no comments in the North or South.

III. APPROVAL OF MINUTES OF PREVIOUS MEETINGS:

A. September 22, 2023

Mark Olson: Commissioner McCann moved to approval of the minutes for the September 22, 2023, meeting. Commissioner asked if there were any comments, changes, updates, corrections, or anything of note to put in the record about these meeting minutes.

The motion passes unanimously.

MOTION: Moved to approve the minutes as written for September 22, 2023.
BY: Commissioner McCann
SECOND: Commissioner Scurry
VOTE: The vote was unanimous in favor of the motion

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

A. Business and Industry

Mark Olson: Commissioner Olson turned the floor to Nora Johnson, Human Resource Analyst for DHRM Consultation, Accountability, and Regulations Unit.

Nora Johnson: Nora Johnson stated that in accordance with NAC 284.742 an agency shall identify specific activities considered inconsistent, incompatible or in conflict with employee's duties and identify the penalties for such activities. Ms. Johnson noted these prohibitions and penalties are subject to the approval of the Human Resources Commission. Ms. Johnson explained that the Department of Business and Industry has updated their prohibitions and penalties previously approved by the Human Resources Commission and in effect since December 7th, 2012. Prior to the submitted revised version, Department employees were requested to submit comments and suggestions. Ms. Johnson noted the items submitted for approval have been reviewed by the Division and are consistent with those already approved by the Commission. Ms. Johnson referenced that the revisions have been tracked with new matter in blue or red underlined font and deletions in blue or red strikethroughs. Ms. Johnson stated that 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. Ms. Johnson informed the Commission that representatives from the agency were present to answer any questions.

Rick McCann: Commissioner McCann asked about the disciplinary step during that employment process noting that if an employee were to appeal suspensions, motions, or dismissals they must go through a hearing officer, stating that other

options may be available that had been negotiated in the collective bargaining agreement.

Nora Johnson: Nora Johnson replied that those particular positions, should they want to appeal, can either choose the processes afforded in the collective bargaining agreement, or they can choose the hearing officer's process. She noted, however, that once that choice has been made, they do have to remain in that path not switching because they are not pleased with the process.

The motion passes unanimously.

MOTION: Moved to accept the information in IV-A.
BY: Commissioner Santiago
SECOND: Commissioner Asherian
VOTE: The vote was unanimous in favor of the motion

V. DISCUSSION AND APPROVAL OR DENIAL OF ADDITION OF PROPOSED PERMANENT REGULATION CHANGES TO NEVADA ADMINISTRATIVE CODE, CHAPTER 284

A. LCB File No. R046-22

- Sec. 1. Amends Chapter 284 to add sections 2 and 3.**
- Sec. 2. NEW Succession plan; appointments.**
- Sec. 3. NEW Certification of employees who prepare succession plans.**
- Sec. 4. NAC 284.058 "Eligible person" defined.**
- Sec. 5. NAC 284.313 Limitation of competition in recruitment; applications.**

B. LCB File No. R134-22

- Sec. 1. NAC 284.126 Creation of new class, reclassification of position or reallocation of existing class.**
- Sec. 2. NAC 284.3745 Refusal to examine applicant or certify eligible person: Review of action; appeal.**

C. LCB File No. R141-22

- Sec. 1. NAC 284.524 Reporting for work; workweeks and workdays; periods for meals and rest.**

Carrie Hughes: Ms. Hughes stated amendments to Chapter 284 in agenda item V-A will allow an agency to submit a request for the approval of the succession plan and approval of a current State employee to a position identified in an approved succession plan by the Division of Human Resource Management's Administrator. Ms. Hughes explained that the intent is to provide an opportunity to develop career progression and support agencies that have identified high achieving, engaged employees that may not qualify for positions at a certain progression in their career with the State. Ms. Hughes noted that the Division of Human Resource Management's Administrator will ensure that succession plans include safeguards to maintain fairness and equity and are not discriminatory, and that the establishment of a succession plan will be a collaborative exercise between an agency and the Division of Human Resource Management. Ms. Hughes also added that new language and amendments providing for the use of succession plans have been previously adopted as emergency and temporary regulations.

Rick McCann: Commissioner McCann thanked HR for putting this together, making some changes wanted, and creating a good succession plan in the State system to allow people to move up the ranks even if they're not entirely qualified on paper, because the State needs people in good places.

Angela Scurry: Commissioner Scurry asked if it would be possible to see some type of ROI from the start of the program up until now.

Bachera Washington: Ms. Washington agreed to provide that at the next meeting.

The motion passes unanimously.

MOTION: Moved to accept item V-A as presented.
BY: Commissioner McCann
SECOND: Commissioner Scurry
VOTE: The vote was unanimous in favor of the motion

Heather Dapice: Heather Dapice began with item V-B, stating section one will amend NAC 284.126 to include verbiage for the reclassification of a position if the incumbent can meet their qualifications of the class within one year of the effective date of the classification decision. Ms. Dapice stated that in addition, this will create subsection 8 of NAC 284.126 and will allow for the reclassification of the position after significant change from the determination of the Division of Human Resource Management if the position is incorrectly classified or the duties and responsibilities assigned to the position are more consistent with those of a different class. Ms. Dapice then moved to section two of LCB file, R134-22, which amends NAC 284.3745 to clarify, identify timeframes to be calendar days rather than working days which will allow for continued consistency throughout regulation.

Rick McCann: Commissioner McCann asked if the Commission had not previously approved the changes on reclassification, clarifying that this would remove that.

Heather Dapice: Ms. Dapice noted that previously if an incumbent did not meet minimum qualifications, the position could not be reclassified, and duties would have to be removed which left the agency in a tough bind because then they wouldn't have a position to do those duties. Ms. Dapice noted that this will allow for the reclassification if that incumbent can meet those MQs within the year, basically giving more time to meet those minimum requirements.

Christine Santiago: Commissioner Santiago asked for clarification between the succession plan and this amendment.

Heather Dapice: Ms. Dapice explained every classification is when a position itself has undergone some type of change where they feel that those duties and responsibilities should be reclassified upwardly/downwardly to a new series whereas a succession plan is a current vacant position where an employee can succession plan into that position and learn the job at that time.

The motion passes unanimously.

MOTION: Moved to accept item V-B as presented.
BY: Commissioner Santiago
SECOND: Commissioner Asherian
VOTE: The vote was unanimous in favor of the motion

Carrie Hughes: Ms. Hughes presented LCB file number R141-22 regarding NAC 284.524. Ms. Hughes noted this previously presented proposed amendment to the regulation is in response to a relatively recent decision out of the first judicial district court of the State of Nevada demanding a decision to the Employee-Management Committee to determine a compensation standard regarding which activities performed before or after a regularly scheduled shift are compensable. Ms. Hughes explained that while the Committee does not have the jurisdiction to create standards for compensation, the administrative regulation making process is appropriate to address this judicial decision, and the amendment establishes that, for purposes of determining whether an employee is reporting for work shift on time, the work shift of an employee who is not working remotely begins when the employee arrives at the entrance to the physical location at which the employee performs his or her duties or responsibilities. Ms. Hughes went on to note that when this amendment was presented at the September 2023 Commission meeting, a concern was raised regarding employees showing up early for their shift and whether that would entitle them to overtime based upon the then proposed language. Ms. Hughes stated that the amendment was pulled from consideration to address this concern, and the amendment language has been revised to address that concern, clarifying that an employee would not be entitled to overtime unless approved by their appointing authority.

The motion passes unanimously.

MOTION: Moved to approve R141-22.
BY: Commissioner Scurry
SECOND: Commissioner Santiago

VOTE: The vote was unanimous in favor of the motion

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

A. Engineering & Allied

1. Subgroup: Engineering

A. 6.417 Chief, Hearings Section

B. Mechanical & Construction

1. Subgroup: Road Construction & Maintenance

A. 9.106 Highway Maintenance Supervisor Series

2. Subgroup: Equipment Management, Maintenance Repair

A. 9.327 Auto Body Worker

Heather Dapice: Engineering & Allied occupational group subgroup Engineering for the Chief, Hearing Section, item VI-A-1-A. As part of the biennial class specification maintenance review process and in coordination with subject matter experts from the Division of Water Resources, Department of Conservation and Natural Resources, it was determined that this class is currently not being utilized and will not be utilized in the future, is therefore recommended that this class be abolished effective this date. Moving on to the recommendation for the Mechanical & Construction Trades Occupational Group, subgroup Road Construction & Maintenance for the Highway Maintenance Supervisor series. This is item VI-B-1-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 and Analysts within the Division of Human Resource Management, it was determined that class concept of having maintenance supervisor series is consistent with current expectations that do not require revisions at this time. The next item on the agenda, the Auto Body Worker series, which is item VI-B-2-A. Again, as part of the class specification maintenance review process, subject matter experts within the Department of Transportation, it was determined that, um, the class concept be updated to reflect duties currently being performed and to update the tools and methods used for auto body repair. Additionally, references to a Class B license and incumbents having to furnish their own tools were moved under a new section called informational notes within the minimum qualifications. The special requirement for a Class C driver's license was amended to state this is required at the time of application and as a condition of continuing employment. Additional modifications were made to maintain consistency with verbiage, formatting the structure.

The motion passes unanimously.

MOTION: Moved to approve item VI-A and VI-B as submitted.
BY: Commissioner McCann
SECOND: Commissioner Asherian
VOTE: The vote was unanimous in favor of the motion

VII. REPORT OF UNCONTESTED CLASSIFICATION CHANGES NOT REQUIRING HUMAN RESOURCES COMMISSOIN APPROVAL PER NRS 284.160

Posting: #21-23

09.334 Fleet Service Worker Series

Posting: #22-23

09.117 Highway Maintenance Worker Series

Posting: #23-23

10.237 Health Program Specialist Series

Posting: #01-24

12.345 Social Worker Series

Posting: #02-24

10.124 Corrections Counselor Series

Posting: #03-24

07.610 Governmental Liaison-ABOLISH
Posting: #04-24
13.201 DPS Lieutenant Colonel-ABOLISH
Posting: #06-24
07.131 Retirement Examiner Series-ABOLISH
Posting: #07-24
07.127 Retirement Technician-ABOLISH
Posting: #08-24
07.117 Division Chief, Retirement-ABOLISH
Posting: #09-24
10.338 Mental Health Technician Series
Posting: #10-24
01.112 Plant Industry Regional Manager
Posting: #11-24
06.715 Chief, Water Planning & Drought Resiliency
Posting: #12-24
09.401 Building Automation System Series
Posting: #13-24
01.918 Lifeguard Series
Posting: #14-24
11.117 Public Safety Dispatcher Series
Posting: #15-24
06.305 Engineering Technician Series
Posting: #16-24
09.117 Highway Maintenance Worker Series
Posting: #17-24
07.773 Skillbridge Trainee
Posting: #18-24
1.810 Conservation Staff Specialist
1.804 Forestry Fleet Coordinator
Posting: #19-24
10.260 Dental Assistant Series
Posting: #21-24
11.701 Deputy Fire Chief/Firefighter (Air National Guard) Series
Posting: #22-24
07.868 Deputy Division Administrator, Historical Preservation
Posting: #23-24
07.500 State Payroll Manager

Heather Dapice: This is an informational item letting the Commission know that these items were posted through the uncontested posting process and went through without objection and therefore were implemented.

VIII. DISCUSSION OF DATES FOR UPCOMING MEETING

Michelle Garton: Ms. Garton gave possible date of the upcoming meeting as Friday, July 12th and the following meeting be either the 13th, 20th, or 27th, to allow time to work with getting the regulations through the process.

Mark Olson: Commissioner Spurlock noted that everyone was open to all dates, and that he would most likely be out of the country.

IX. COMMISSION COMMENTS

Mark Olson: Commissioner Olson asked if there were any Commissioner comments, and none were heard.

X. PUBLIC COMMENT

Mark Olson: Commissioner Olson opened the floor for public comment, stating that no vote or action may be taken upon a matter related under this item of the agenda until the matter has been specifically included in the agenda as an item upon which action may be taken. Commissioner Spurlock noted that there were no comments in the North or South.

XI. Adjournment

Mark Olson: Commissioner Olson adjourned the meeting.

ITEM III-B

**STATE OF NEVADA
HUMAN RESOURCES
COMMISSION**

Held at the Nevada State Library and Archives Building, 100 N. Stewart Street, Room 110, Carson City; and via video conference in Las Vegas at the Eureka Building, 7251 Amigo Street, Room 120.

**MEETING MINUTES
June 28, 2024
(Subject to Commission Approval)**

COMMISSIONERS PRESENT:

Mr. Rick McCann, Commissioner
Ms. Patricia Hurley, Commissioner
Mr. Andreas Spurlock, Commissioner
Ms. Angela Scurry, Commissioner
Mr. Armen Asherian, Alternate Commissioner
Ms. Christine Santiago, Alternate Commissioner

STAFF PRESENT:

Ms. Michelle Garton, Deputy Administrator, DHRM
Mr. Brian O'Callaghan, Deputy Administrator, DHRM
Ms. Heather Dapice, Supervisory HR Analyst, DHRM

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

Commissioner McCann: I'd like to call the Human Resources Commission meeting for Friday, September 22, 2023, to order. We'll do the roll call.

II. PUBLIC COMMENT

Commissioner McCann: No vote or action may be taken upon a matter raised under public comment until the matter itself has been specifically included on an agenda as an item upon which action may be taken. Is there any public comment? Not hearing and seeing anyone, we will move on to Item III.

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

A. Secretary of State's Office

Commissioner McCann: Do we have someone who want to address this particular item.

Michelle Garton: Representative Rachel Baker, Human Resource Analyst for the Division of the Human Resource Management Consultation, Accountability, and Regulations Unit, will present this item.

Rachel Baker: 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. Prohibitions and penalties for the Secretary of State's office have been revised and are being presented for the Commission's review and approval. The last version of the Secretary of State's prohibitions and penalties were approved in 2009 and is substantially different than the current format. For this reason, the document required substantial changes, and the items submitted have been reviewed by the Division as a new document, and therefore there are no strikethroughs or indicated additions. The items outlined in the document are consistent with those already approved by the Commission. Representatives from the agency are available to answer any questions.

The motion passes unanimously.

MOTION: Moved to approve Prohibitions and Penalties for the Secretary of State's office.
BY: Commissioner Scurry
SECOND: Commissioner Santiago
VOTE: The vote was unanimous in favor of the motion

IV. POSSIBLE DECISION TO ENTER INTO A NEW CONTRACT WITH THE HEARINGS DIVISION OR POSSIBLE RECRUITMENT OF INDEPENDENT HEARING OFFICERS

Commissioner McCann: We have Michelle Garton, Deputy Administrator for DHRM, here to present this item.

Michelle Garton: The Division today is requesting the approval to enter into an interlocal contract with the Hearings Division. The Division has been working with the Hearings Division to hear personnel appeals as well as whistleblower appeals for over a decade. The current contract had been renewed once for a four-year period. Today the Division is requesting a new, start-fresh contract for a period of one year, further assessing the direction to proceed during this year. The Division at this point doesn't have the facilities or the administrative staff to support independent hearing officers, but that directive is one the Commission may choose to give. The only difference in this inter-local contract with the agreement of the Hearings Division is to allow for travel by hearing officers north and south.

Commissioner Spurlock: If there has been enough satisfaction with the current setup and there has been four-year terms, why are we only doing the one-year term?

Michelle Garton: There have been staffing issues all throughout the State. The Division is completely satisfied with the performance of the Hearings Division. This was just the agreement of time allowed to ask for.

Commissioner McCann: Would this also have anything to do with any constraints on the current budget that has already been passed for this or that we're working within?

Michelle Garton: The budget year that starts on Monday, July 1st, Fiscal Year 25, has been budgeted for during the last session. That is a finite number of dollars, and nothing has changed. The Division does know from experience that it can afford this additional travel through the allocation in that category.

Commissioner McCann: Any additional questions or comments or discussion? Not hearing or seeing anything in the south or the north, I'll ask for a motion from a Commissioner to approve this agenda item.

The motion passes unanimously.

MOTION: Moved to approve a new contract with the Hearings Division.
BY: Commissioner Spurlock
SECOND: Commissioner Hurley
VOTE: The vote was unanimous in favor of the motion

V. DISCUSSION AND APPROVAL OF ADDITION OF PROPOSED CLASS SPECIFICATION MAINTENANCE REVIEW OF CLASSES RECOMMENDED FOR REVISIONS AND ABOLISHMENT

A. Medical & Health Related Services

1. Subgroup: Nursing Services, Institutional Nursing

A. 10.364 Licensed Practical Nurse Series

Heather Dapice: Consultation with academic experts from agencies that utilize this series did determine that series in class concepts for each level in the series were consistent with current expectations and require no change at this time. However, minor changes were made to the entry level and full performance knowledge, skills, and abilities within the normal qualifications at every level to maintain consistency with verbiage, formatting, and structure.

Commissioner McCann: Any questions or discussions on this matter? Not having seen or heard anything from the south or the north, I will ask for a motion to approve this agenda item.

The motion passes unanimously.

MOTION: Moved to approve.
BY: Commissioner Asherian
SECOND: Commissioner Scurry
VOTE: The vote was unanimous in favor of the motion

VI. REPORT OF UNCONTESTED CLASSIFICATION CHANGES NOT REQUIRING HUMAN RESOURCES COMMISSOIN APPROVAL PER NRS 284.160

Posting: #24-24

09.475 Water System Manager/Operator/Worker Series

Posting: #25-24

06.231 Professional Engineering Specialist

Posting: #26-24

02.421 AG Legal Secretary Series

Posting: #28-24

12.152 Workforce Services Representative Series

Posting: #29-24

06.343 GIS Analyst Series
Posting: #30-24
01.401 Weights & Measures Inspector Series

Commissioner McCann: This item is an informational item. This is reports of uncontested classification changes not requiring the Human Resources Commission's approval per NRS 284.160. I always want to make sure that when there are reclassifications, does it ever result in leaving someone out? Does there become an issue with reclassifications becoming a negative for an employee?

Heather Dapice: Except through an NPD-19 process and a Legislative request in the budget, any changes done to a class specification encompasses everybody in that series and it is made sure that everyone meets the qualifications before it is done.

Micheal Baltz: HR Officer with DETR. Specific to the Workforce Services Representative series, there is language that references the Workforce Investment Act, which has been changed to the Workforce Innovation and Opportunity Act.

Heather Dapice: That was brought to our attention and has been considered a minor change not requiring Commission approval. We will make that change.

VII. DISCUSSION OF DATES FOR UPCOMING MEETING

Commissioner McCann: Moving on to item number VII, discussion of dates for an upcoming meeting.

Michelle Garton: The Division just submitted a slew of regulations for pre-adoption review, so the Legislative Council Bureau, Legal Division, will be working on that. The later in September the meeting could be held the better to give them enough time. September 27th and December 13th was put up for discussion.

Commissioner Spurlock: I may be out of town on the 27th but will advise as soon as possible but the December date is fine.

Commissioner McCann: So, the next meeting of the Human Resources Commission will be September 27th and December 13th, and any conflicts will be worked on in the meantime. Any further discussion?

VIII. COMMISSION COMMENTS

Commissioner McCann: No Commissioner comments from the north or the south.

IX. PUBLIC COMMENT

Commissioner McCann: 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. Is there any public comment at this time? None heard or seen.

X. Adjournment

Commissioner McCann: This meeting is adjourned.

ITEM IV

Human Resources Commission Meeting
September 27, 2024

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 Human Resources Commission.

Office of the Chief Information Officer - DHRM Recommendation

The Office of the Chief Information Officer (OCIO) within the Office of the Governor has created their Prohibitions and Penalties. Prior to the submitted version, OCIO employees were requested to submit comments and suggestions.

Because these Prohibitions and Penalties are newly created, it is being presented entirely new language and therefore no strikethroughs or deletions are reflected. The items submitted for approval have been reviewed by the Division and are consistent with those already approved by the Commission.

STATE OF NEVADA
OFFICE OF THE CHIEF INFORMATION OFFICER
WITHIN THE OFFICE OF THE GOVERNOR



PROHIBITIONS AND PENALTIES

A GUIDE FOR EMPLOYEES OF THE
OFFICE OF THE CHIEF INFORMATION OFFICER
WITHIN THE OFFICE OF THE GOVERNOR

Approved by the Human Resources Commission on



FOREWORD

As a valued member of our dynamic public service agency, your conduct and performance are pivotal in delivering quality service to State agencies, employees, and the public. This guide is crafted to ensure you are well-equipped to uphold the professionalism and service excellence our clients rightfully expect.

Understanding and adhering to the rules of conduct and performance is a responsibility shared by all within our Agency. These rules are instrumental in fulfilling our mission. You will encounter various situations, some unfamiliar, necessitating prudent judgement and discretion. Thus, a comprehensive grasp of these guiding principles is essential. While it's challenging to foresee every possible infraction, this guide aims to encompass a wide range of potential concerns. It serves as an invaluable resource for both supervisors and employees, outlining expectations for proper conduct.

This guide aligns with established personnel rules and administrative procedures in the disciplinary process. It is often stated that the best discipline is self-discipline; however, in the absence of self-discipline there are times when it 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.

Discipline here is not just a corrective measure; it's a form of instruction and training. 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; this fosters a culture where employees internalize and adhere to standards, cultivating habits that mitigate the need for corrective action. After you have thoroughly reviewed this guide, please sign the "Acknowledgement Form – Governor's Office of the Chief Information Officer Prohibitions and Penalties," found on the last page of this guide. Return this form to the Division of Human Resource Management confirming your understanding and commitment to these principles.

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 provides each appointing authority will determine 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 are applicable 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 Human Resources 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; this establishes documentation that the employee has been made aware of his, her, or their 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.

ORAL WARNING

When instruction and training have not resulted in the change in behavior or performance that is expected, 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.

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.

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 be used as a form of discipline. A suspension may be for any length of time but 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 resulting from an upheld or uncontested disciplinary action.

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 resulting from an upheld or uncontested disciplinary action.

DISMISSAL

Typically, after other forms of discipline have not produced the appropriate change in behavior or when the employee's behavior is particularly egregious, a 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 Chief Information Officer will review pending disciplinary steps and grievances and consult with the Division of Human Resources and the Attorney General's Office as necessary, to ensure proper documentation, timely processing of disciplinary steps and grievances, and accuracy of employee files. The Division of Human Resource Management 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 Human Resources Commission.

OFFICE OF THE CHIEF INFORMATION OFFICER(OCIO) PROHIBITIONS AND PENALTIES

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1 st Offense		2 nd 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 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 Sex- or Gender-Based 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 standards 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 steps where such action is needed	1	2	2	3	4	5
7.	Waste or loss of State material, property or equipment.	1	3	2	5	4	5

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		Min	Max	Min	Max	Min	Max
8.	Destruction, removal, 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, over time, compensatory time, or other leave records. a. Negligently b. Unauthorized and willfully.	1 2	5 5	2 5	5 -	4 -	5 -
9.	Jeopardizing the security of departmental property.	1	3	2	5	3	5
10.	Soliciting or accepting a bribe.	5					
11.	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					
12.	Negligent falsification of financial records, such as travel, payroll, or purchase vouchers, or their supporting documents: a. Not resulting in personal gain; b. Resulting in personal gain.	1 3	3 5	4 5	5 -	5 -	- -
13.	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 -	- -
14.	Negligent falsification of time and attendance records including leave requests, overtime, compensatory time, or any leave record.	1	2	3	4	5	
15.	Willful falsification of time and attendance records including leave requests, overtime, compensatory time, or any leave record.	3	5	5			
16.	Willful concealment of material facts by omission from records.	2	3	4	5	5	
17.	Unauthorized taking or using property belonging to the Federal or State government or fellow employees.	1	3	2	5	5	
18.	Making unauthorized department transactions for personal profit.	5					
19.	Disregard and/or deliberate failure to comply with or enforce statewide, Department, Division or office regulations and policies.	2	5	3	5	4	5
20.	Unauthorized removal of secure or personal records, correspondence or documents from departmental files.	2	5	3	5	4	5
21.	Failure to properly account for State or Federal funds where it is a known requirement of the position.	2	5	3	5	5	
22.	Theft of property belonging to Federal or State government or fellow employees.	5					

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		Min	Max	Min	Max	Min	Max
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 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 scheduled day of 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.	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
4.	Deliberately making false statements to or about supervisor.	2	3	3	4	4	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.	2	3	3	4	4	5
6.	Improper disclosure of protected health information as identified by the Privacy Act of the Health Insurance Portability and Accountability Act (HIPAA) and the Americans with Disabilities Act (ADA).	1	5	2	5	3	5

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		Min	Max	Min	Max	Min	Max
7.	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.	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					
5.	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					
6.	Refusal to submit to a screening test for any drug and/or alcohol test mandated by Federal or State law or regulation. NRS 284.4065	2	5	3	5	5	
7.	The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance on the premises of the workplace or while on state 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.	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	Failure to comply with the reporting requirements for drug or alcohol offenses as outlined in NAC 284.892.	5					

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		Min	Max	Min	Max	Min	Max
F.	Misuse of Department 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 equipment in an unsafe or negligent manner resulting in injury to a person or damage to the equipment or to 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 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.	Removing property, equipment or documents from the workplace unless approved by the appropriate authority.	1	5	2	5	5	
6.	Speeding or committing other traffic violations while driving a State or Federal vehicle, or reckless handling of other State equipment, including any action contributing to a preventable traffic collision, or other unsafe or improper driving actions.	1	5	2	5	3	5
7.	Using or authorizing the use of state owned or leased property for other than official use, including state-issued credit cards, without permission of the Appointing Authority.	1	4	1	5	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 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 antidiscrimination 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 Department.	2	4	3	4	5	

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		Min	Max	Min	Max	Min	Max
4.	Accessing, displaying, and/or printing material or images that are sexually explicit and serve to create a hostile environment in the workplace.	1	5	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	
H.	Other Acts of Misconduct or Incompatibility						
1.	Engage 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.	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.	1	5	2	5	3	5
4.	Disgraceful personal conduct which impairs job performance.	1	4	3	5	5	

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		Min	Max	Min	Max	Min	Max
5.	Accepting gifts, service, favor, employment, engagement, or economic opportunity from any individual, firm, or organization doing business with OCIO 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 buildings (owned, leased, or occupied) any firearm, or implement considered to be a weapon, unless permitted by law to do so.	3	5	4	5	5	
8.	Refusal to undergo a criminal background check when it is a requirement of the job by law, regulation, or Division 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 department and who is a subordinate of the solicitor.	1	5	4	5	5	
2.	Engage 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.	Engage 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, the State Executive Branch Sexual Harassment & Discrimination Policy, or DOA policy, against employee, an applicant for employment, or any other another person in the workplace.	2	5	4	5	5	
2.	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 VI and VII of the Civil Rights Act, or any other State or Federal anti-discrimination laws.	2	5	4	5	5	
3.	Creating or endorsing a hostile work environment.	2	5	3	5	5	

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		Min	Max	Min	Max	Min	Max
K.	Safety and Health						
1.	Willful removal or interference with a health or safety device or safeguard.	2	3	2	4	3	5
2.	Participating in dangerous horseplay; inattention that may threatens the health, safety or life of any person, or negligence that may create additional health or safety concerns.	2	5	3	5	5	
3.	Participating in workplace violence, threat of workplace violence, harassment, or intimidation.	2	5	3	5	5	
4.	Willful or negligent disregard of health and safety rules and/or guidelines.	1	5	3	5	5	
5.	Endangering self, fellow employees, clients or public through violation of agency policy as contained in performance standards, procedures and various Federal and State laws, regulations, and guidelines.						
	a. Negligent	2	3	3	5	5	-
	b. Malicious	3	5	4	5	5	-

ACKNOWLEDGMENT FORM
GOVERNOR’S OFFICE OF THE CHIEF INFORMATION OFFICER
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 Governor’s Office of the Chief Information Officer (OCIO) employees.

The OCIO 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 OCIO 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 Human Resources Commission, will be communicated to employees in the same manner as other OCIO policies and procedures.

The State Human Resources 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 Office of the Chief Information Officer Prohibitions and Penalties.

Print Employee Name	Employee Signature	Employee ID	Date
Human Resources Management Representative or Immediate Supervisor		Date	

ITEM V

ITEM V-A

EXPLANATION OF PROPOSED CHANGE
Permanent Regulations

LCB File No. R165-24

Explanation of proposed change: Assembly Bill 163 of the 2023 State of Nevada Legislative Session (signed into law by the Governor), in part, provides for: a) employee leave if the employee or a household member (of the employee) is a victim of sexual assault; and b) accommodation for an employee if the employee or a household member (of the employee) is a victim of sexual assault. The amendments, proposed by the Division of Human Resource Management, will adopt the statutory definition of ‘sexual assault’ and amend existing employee provisions to conform to the expanded protections now outlined in Nevada Revised Statutes.

**PROPOSED REGULATION OF THE
HUMAN RESOURCES COMMISSION**

LCB File No. R165-24

July 18, 2024

EXPLANATION – Matter in *italics* is new; matter in brackets ~~omitted material~~ is material to be omitted.

AUTHORITY: § 1, NRS 284.065 and 608.0198; § 2, NRS 284.065, 284.155, 284.175, 284.345 and 608.0198; § 3, NRS 284.065, 284.155, 284.345, 284.350 and 608.0198; § 4, NRS 284.065, 284.155, 284.345, 284.355 and 608.0198; § 5, NRS 284.065, 284.155, 284.345, 284.360 and 608.0198; § 6, NRS 284.065, 284.155, 284.345, 284.350, 284.355, 284.3626 and 608.0198; § 7, NRS 284.065 and 613.222.

A REGULATION relating to state human resources; providing, under certain circumstances, for certain leave, compensatory time and accommodation if a state employee or a family or household member of a state employee is a victim of an act which constitutes sexual assault; and providing other matters properly relating thereto.

Legislative Counsel’s Digest:

Assembly Bill No. 163 (A.B. 163) of the 2023 Legislative Session requires employers to provide certain hours of leave to an employee who: (1) has been employed by the employer for at least 90 days; and (2) is a victim of an act which constitutes sexual assault, or such an employee whose family or household member is a victim of an act which constitutes sexual assault and the employee is not the alleged perpetrator. (NRS 608.0198, as amended by section 1 of Assembly Bill No. 163, chapter 207, Statutes of Nevada 2023, at page 1230) A.B. 163 also requires employers to provide reasonable accommodations which will not create an undue hardship for an employee who is a victim of an act which constitutes sexual assault or whose family or household member is a victim of an act which constitutes sexual assault. (NRS 613.222, as amended by section 3 of Assembly Bill No. 163, chapter 207, Statutes of Nevada 2023, at page 1232)

Existing law requires the Human Resources Commission of the Division of Human Resource Management of the Department of Administration to adopt regulations necessary to carry out provisions of law relating to the Human Resources System, including regulations for attendance and leave with or without pay for state employees. (NRS 284.065, 284.345) To conform to the requirements of A.B. 163, **sections 2-5** of this regulation provide that an appointing authority shall, under certain circumstances, grant or approve, as applicable, a request by a state employee who is a victim of an act which constitutes sexual assault or whose family or household member is a victim of such an act for: (1) compensatory time; (2) annual leave; (3) sick leave; or (4) leave without pay. (NAC 284.2508, 284.539, 284.554, 284.578)

Section 6 of this regulation provides that if a state employee who is a victim of an act which constitutes sexual assault, or whose family or household member is a victim of such an act, is absent from work and meets the eligibility requirements pursuant to the Family and Medical Leave Act, any amount of time that state employee is absent from work during that period will be designated as leave pursuant to the Act. **Section 7** of this regulation provides that the appointing authority of a state employee who is a victim of an act which constitutes sexual assault or whose family or household member is a victim of an act which constitutes sexual assault, and the state employee is not the alleged perpetrator, shall, upon the request of the state employee, provide reasonable accommodation to the state employee.

Section 1 of this regulation defines the term “sexual assault.”

Section 1. Chapter 284 of NAC is hereby amended by adding thereto a new section to read as follows:

“Sexual assault” has the meaning ascribed to it in NRS 200.366.

Sec. 2. NAC 284.2508 is hereby amended to read as follows:

284.2508 1. At the direction of the appointing authority, compensatory time must be used within a reasonable time after it is accrued.

2. Unless it would cause an undue hardship to the agency, a request for the use of compensatory time may not be unreasonably denied if the request is made at least 2 weeks in advance of the first date on which the employee wishes to use his or her compensatory time.

3. Unless it would cause an employee to forfeit an amount of annual leave pursuant to subsection 2 of NRS 284.350, an employee must, to the extent possible, exhaust his or her compensatory time before using his or her available annual leave.

4. An appointing authority shall approve a request for compensatory time of an employee who is a victim of an act which constitutes domestic violence *or sexual assault* or whose family or household member is a victim of an act which constitutes domestic violence ~~§~~ *or sexual assault*, and the employee is not the alleged perpetrator if:

(a) The employee has been employed in public service for at least 90 days;

(b) The employee has accrued the amount of compensatory time necessary to cover the time requested; and

(c) The combination of all leave taken by the employee for this purpose does not exceed 160 hours in the 12-month period immediately following the date on which the act which constitutes domestic violence *or sexual assault* occurred.

Sec. 3. NAC 284.539 is hereby amended to read as follows:

284.539 1. Except as otherwise provided by the Family and Medical Leave Act, an appointing authority shall determine the time when annual leave is taken after considering the needs of the agency and the seniority and wishes of the employee. Annual leave may not be granted in excess of the accumulated annual leave.

2. A written request for annual leave that is submitted by an employee within a reasonable time before the date upon which the annual leave is requested to commence must be approved or denied by the appointing authority, in writing, before the date upon which the annual leave is requested to commence or within 15 days after the appointing authority receives the request, whichever is sooner.

3. Except as otherwise provided in subsection 7, the appointing authority may deny a request for annual leave for good and sufficient reason. The appointing authority may not prohibit an employee from using at least 5 consecutive days of annual leave in any calendar year.

4. An employee shall request annual leave at least 30 days in advance if the need for leave is foreseeable and the annual leave is to be taken in conjunction with a planned leave of absence without pay.

5. An employee who has accumulated both annual leave and compensatory time off, and who may lose annual leave at the end of the calendar year, may elect to use the annual leave

instead of the compensatory time for approved leave. In all other instances, compensatory time must, as far as practicable, be exhausted before annual leave is used.

6. An employee who is receiving benefits for a temporary total disability pursuant to chapters 616A to 616D, inclusive, or chapter 617 of NRS may use his or her accrued annual leave pursuant to NAC 284.5775.

7. An appointing authority shall approve a request for annual leave of an employee who is a victim of an act which constitutes domestic violence *or sexual assault* or whose family or household member is a victim of an act which constitutes domestic violence ~~H~~ *or sexual assault*, and the employee is not the alleged perpetrator if:

(a) In accordance with NRS 284.350, the employee has been employed in public service for at least 6 months;

(b) The employee has accrued the amount of annual leave necessary to cover the time requested; and

(c) The combination of all leave taken by the employee for this purpose does not exceed 160 hours in the 12-month period immediately following the date on which the act which constitutes domestic violence *or sexual assault* occurred.

Sec. 4. NAC 284.554 is hereby amended to read as follows:

284.554 1. An employee is entitled to use sick leave if the employee:

(a) Is unable to perform the duties of his or her position because he or she is sick, injured or physically incapacitated due to a medical condition;

(b) Is physically incapacitated due to pregnancy or childbirth and is therefore unable to perform the duties of the employee's position;

(c) Is quarantined;

- (d) Is receiving required medical, psychological, optometric or dental service or examination;
- (e) Is receiving counseling through an employee assistance program for a condition which would otherwise qualify pursuant to the provisions of this section;
- (f) Has an illness, death or other authorized medical need in his or her immediate family and he or she complies with the requirements of NAC 284.558 or 284.562; or
- (g) Meets the requirements set forth in subsection 2.

2. An appointing authority shall approve a request for sick leave of an employee who is a victim of an act which constitutes domestic violence *or sexual assault* or whose family or household member is a victim of an act which constitutes domestic violence ~~H~~ *or sexual assault*, and the employee is not the alleged perpetrator if:

- (a) The employee has been employed in public service for at least 90 days;
- (b) The employee has accrued the amount of sick leave necessary to cover the time requested; and
- (c) The combination of all leave taken by the employee for this purpose does not exceed 160 hours in the 12-month period immediately following the date on which the act which constitutes domestic violence *or sexual assault* occurred.

Sec. 5. NAC 284.578 is hereby amended to read as follows:

284.578 1. Except as otherwise provided in NRS 284.360, an appointing authority may grant a leave of absence without pay to an employee for not more than 1 year for any satisfactory reason.

2. The Commission may grant leaves of absence without pay in excess of 1 year for purposes deemed beneficial to the public service.

3. An appointing authority may require an employee on leave of absence without pay to submit every 2 weeks a statement of his or her intent to return to work.
4. If the reason for granting the leave no longer exists, the appointing authority may revoke the leave after notifying the employee in writing and allowing, so far as is practicable, not less than 5 working days after the date of notification for the employee to return to work.
5. An employee shall request leave without pay at least 30 days in advance of when the need for the leave is foreseeable, if practicable.
6. An employee may not use leave without pay in lieu of sick leave or annual leave without approval of the appointing authority.
7. An employee who is using leave pursuant to the Family and Medical Leave Act may not use leave without pay until the employee has exhausted all the accrued sick leave, accrued annual leave, accrued compensatory time and catastrophic leave that the employee is eligible to use based on the nature of the absence, as required by NAC 284.5811.
8. An appointing authority shall grant leave without pay, upon request, to an employee who is a victim of an act which constitutes domestic violence *or sexual assault* or whose family or household member is a victim of an act which constitutes domestic violence ~~H~~ *or sexual assault*, and the employee is not the alleged perpetrator, if:
 - (a) The employee has been employed in public service for at least 90 days; and
 - (b) The combination of all leave taken by the employee for this purpose does not exceed 160 hours in the 12-month period immediately following the date on which the act which constitutes domestic violence *or sexual assault* occurred.

Sec. 6. NAC 284.5811 is hereby amended to read as follows:

284.5811 1. Except as otherwise provided in subsection 2, an employee who is entitled to take leave pursuant to the Family and Medical Leave Act is limited to a total of 12 weeks of such leave during a rolling 12-month period. The rolling 12-month period is measured backward from the date an employee uses any leave pursuant to the Family and Medical Leave Act.

2. An employee who is entitled to take leave pursuant to the Family and Medical Leave Act to care for a covered service member is limited to a total of 26 weeks of such leave during a single 12-month period.

3. Except as otherwise provided in subsections 4 and 5, an employee who meets the requirements for eligibility for and who is taking leave pursuant to the Family and Medical Leave Act must exhaust all the accrued sick leave, accrued annual leave, accrued compensatory time and catastrophic leave that the employee is eligible to use based on the nature of the absence before using leave without pay. Any accrued sick leave, accrued annual leave, accrued compensatory time, catastrophic leave and holiday pay to which the employee is entitled pursuant to NAC 284.255 runs concurrently with the leave granted pursuant to the Family and Medical Leave Act if the employee is otherwise eligible for that sick leave, annual leave, compensatory time, catastrophic leave or holiday pay.

4. If an employee is absent from work as the result of a work-related injury or illness and meets the requirements for eligibility for leave due to a serious health condition pursuant to the Family and Medical Leave Act:

(a) Any amount of time that the employee is absent from work during that period will be designated as leave pursuant to the Family and Medical Leave Act; and

(b) The employee may elect to use paid leave or leave without pay for the portion of time that he or she is not being compensated for the work-related injury or illness.

5. If an employee is absent from work as the result of a non-work-related injury or illness, the employee is receiving compensation for the injury or illness from a disability benefit plan and the employee meets the requirements for eligibility for leave due to a serious health condition pursuant to the Family and Medical Leave Act:

(a) Any amount of time that the employee is absent from work during that period will be designated as leave pursuant to the Family and Medical Leave Act; and

(b) The employee may use paid leave for the time that the employee is being compensated for the non-work-related injury or illness if the employee has entered into an agreement with the appointing authority to use the paid leave. If the employee and the appointing authority have not entered into such an agreement, the employee may not elect to use and the appointing authority may not require the employee to use paid leave for that time.

6. If an employee who is a victim of an act which constitutes domestic violence *or sexual assault* or whose family or household member is a victim of an act which constitutes domestic violence ~~H~~ *or sexual assault*, and the employee is not the alleged perpetrator, is absent from work and meets the requirements for eligibility pursuant to the Family and Medical Leave Act, any amount of time that the employee is absent from work during that period will be designated as leave pursuant to the Family and Medical Leave Act.

7. An appointing authority may require an employee to provide medical or other appropriate documentation to support his or her need for leave pursuant to the Family and Medical Leave Act.

Sec. 7. NAC 284.599 is hereby amended to read as follows:

284.599 1. Except as otherwise provided in subsection 2, the appointing authority of an employee who is a victim of an act which constitutes domestic violence *or sexual assault* or

whose family or household member is a victim of an act which constitutes domestic violence ~~+~~ *or sexual assault*, and the employee is not the alleged perpetrator, shall, upon the request of the employee, provide reasonable accommodation to the employee.

2. Reasonable accommodation provided pursuant to this section must not cause an undue hardship to the operations of the appointing authority and must be deemed by the appointing authority to ensure the safety of the employee, the workplace, the employer or other employees. Such accommodation may include, without limitation:

- (a) Relocating the employee, including, without limitation, providing a different work area for the employee or changing the location to which the employee reports;
- (b) Modifying the schedule of the employee; or
- (c) Providing the employee a new telephone number for work.

3. For the purposes of this section, a relocation of an employee must not be construed:

- (a) As a transfer as defined in NAC 284.106; or
- (b) To authorize the employee to appeal the relocation using the process for an appeal of a transfer set forth in NRS 284.376.

ITEM V-B

EXPLANATION OF PROPOSED CHANGE
Permanent Regulations

LCB File No. R168-24

Explanation of Proposed Change: The Division of Human Resource Management is proposing the repeal of NAC 284.179 in Section 5 of this LCB File. There are no individuals employed with the State of Nevada to which this regulation would apply since they would have had to been continuously employed for over 48 years. The amendment to NAC 284.172 in Section 1 of the File makes an appropriate conforming change.

The amendment in Section 2, proposed by the Division of Human Resource Management, requires the agency an employee is leaving to pay the compensatory time an employee has accrued. This change will result in the payment of compensatory time by the agency in which the hours were actually accrued, and not allow the liability to be placed on another agency.

The amendment Section 3, proposed by the Division of Human Resource Management, allows an appointing authority to waive the probationary period of an employee who transfers from the unclassified or nonclassified service.

This amendment in Section 4, proposed by the Division of Human Resource Management, will provide flexibility to work with a modern human resource information system while maintaining intent.

**PROPOSED REGULATION OF THE
HUMAN RESOURCES COMMISSION**

LCB File No. R168-24

July 18, 2024

EXPLANATION – Matter in *italics* is new; matter in brackets ~~omitted material~~ is material to be omitted.

AUTHORITY: §§ 1, 2 and 5 NRS 284.065, 284.155 and 284.175; § 3, NRS 284.065, 284.155 and 284.290; § 4, NRS 284.065, 284.155, 284.3621 and 284.3626.

A REGULATION relating to state human resources; eliminating the authority for a receiving agency to assume the liability for compensatory time of certain nonexempt employees; authorizing an appointing authority to waive a new probationary period for certain employees who transfer to the classified service; revising certain requirements for the use of catastrophic leave; repealing the minimum rate of pay for certain continuous employees hired before 1975; and providing other matters properly relating thereto.

Legislative Counsel’s Digest:

Existing law requires the Human Resources Commission of the Division of Human Resource Management of the Department of Administration to adopt regulations to carry out the State Human Resources System. (NRS 284.065)

Existing regulations provide that if a nonexempt employee who has accrued compensatory time transfers from a position under the jurisdiction of one appointing authority to a position under the jurisdiction of another appointing authority, the accrued compensatory time must be paid by the agency he or she is leaving, unless the receiving agency agrees in writing to assume the liability for the compensatory time and the employee concurs. (NAC 284.254)

Section 2 of this regulation eliminates the authority for a receiving agency to agree in writing to assume the liability for the compensatory time.

Existing regulations provide that an employee who transfers from the unclassified or nonclassified service to the classified service must serve a new probationary period. (NAC 284.444) **Section 3** of this regulation provides instead that an employee who transfers from the unclassified or nonclassified service to the classified service must serve a new probationary period unless the new probationary period is waived in writing by the appointing authority.

Existing regulations provide that, under certain circumstances: (1) an employee who is affected by a catastrophe and has used or is about to use all of his or her leave may request, on the appropriate form, the transfer of leave to an account for catastrophic leave for his or her personal use after the balance of all of his or her leave has been used; and (2) an employee who wishes to donate hours to an account for catastrophic leave for use by another employee may notify his or her appointing authority on the appropriate form of his or her intent to donate the leave. Existing regulations further require a donor and his or her appointing authority to be

notified on the appropriate form when the donated leave specifically designated for use by another employee has been used or if the amount of leave donated is in excess of the amount approved for use by the recipient. (NAC 284.576) **Section 4** of this regulation eliminates the requirement that such requests be on an appropriate form.

Existing regulations require the appointing authority to assign numbers to employees in a sequential order and in such manner that ensures the confidentiality of the identity of employees for purposes of providing certain information to the Administrator of the Division of Human Resource Management. (NAC 284.576) **Section 4** eliminates the requirement to assign such numbers and provides instead that the appointing authority shall not provide the names of employees for purposes of providing certain information to the Administrator of the Division of Human Resource Management.

Existing regulations provide that an employee who has been continuously employed without a break in service may not have his or her step set below: (1) step 4 of any grade if his or her date of hire is before April 26, 1973; or (2) step 3 of any grade if his or her date of hire is before May 3, 1975, but on or after April 26, 1973, except for disciplinary reasons which result in demotion. (NAC 284.179) **Section 5** of this regulation repeals this provision. **Section 1** of this regulation makes a conforming change to eliminate an internal reference to the repealed provision.

Section 1. NAC 284.172 is hereby amended to read as follows:

284.172 1. Except as otherwise provided in NAC 284.204, the following provisions govern the rate of pay which must be paid if an employee is promoted:

(a) The employee must be placed at the lowest step in the higher grade that meets one of the following requirements:

(1) If the employee moves one or two grades above his or her former grade, he or she must be placed at the same step in the new grade as the step held in his or her former grade.

(2) If the employee moves three or more grades above his or her former grade, the employee must be placed:

(I) At a step which is equivalent to an increase of two steps above the step held in his or her former grade; or

(II) At the lowest step of the new grade,

↪ whichever pay is higher . ~~[and in accordance with the provisions of NAC 284.179.]~~

(b) A special adjustment to an employee's pay for performing supervisory duties which is granted in accordance with paragraph (c) of subsection 2 of NAC 284.206 is the present level of pay for the purpose of calculating a promotional increase authorized by paragraph (a) only if the employee has received the special adjustment to his or her pay for more than 6 months of continuous full-time service.

(c) If an employee has been demoted, he or she may not, within 1 year after the demotion, receive a promotional increase in pay that is greater than the increase which he or she would have otherwise been entitled to receive had he or she not been demoted unless the Administrator approves the promotional increase.

(d) This subsection does not apply when an employee is reemployed or reappointed to his or her former grade within 1 year after holding that grade.

2. As used in this section, "present level of pay" means a rate of pay that is equal to the amount that is assigned to the step within the grade which is closest to, but does not exceed, the employee's pay after a special adjustment to pay pursuant to the provisions of NAC 284.206.

Sec. 2. NAC 284.254 is hereby amended to read as follows:

284.254 1. Except as otherwise provided in subsection 2, if a nonexempt employee who has accrued compensatory time transfers from a position under the jurisdiction of one appointing authority to a position under the jurisdiction of another appointing authority, the accrued compensatory time must be paid by the agency he or she is leaving . ~~[- unless the receiving agency agrees in writing to assume the liability for the compensatory time and the employee concurs.]~~

2. The accrued compensatory time of an employee transferring to an exempt position must be paid by the agency the employee is leaving.

3. As used in this section, “exempt position” means a position in the classified or unclassified service that is subject to the provisions of NRS 284.148.

Sec. 3. NAC 284.444 is hereby amended to read as follows:

284.444 1. A probationary employee who transfers:

- (a) Within the same class must serve the remaining portion of the probationary period.
- (b) From one class to another class must serve a new probationary period.

2. A permanent employee must serve a trial period if he or she voluntarily transfers:

- (a) Within the same class; or
- (b) From one class to another class and such classes are comparable classes,

↳ unless the trial period is waived in writing by the appointing authority. If the appointing authority waives the trial period, the employee is entitled to the status of appointment held at the time he or she transferred.

3. Promotion to a vacant position requires a new probationary period or trial period. A promotion that results from a reclassification is governed by NAC 284.134 and 284.138.

4. Except as otherwise provided in subsection 11:

- (a) No probationary period will be required if a permanent employee is demoted.
- (b) A new probationary period will be required if a probationary employee is demoted.

5. An employee who is reinstated must serve a new probationary period unless it is waived in writing by the appointing authority. If an appointing authority waives the probationary period, the status of the appointment of the employee is permanent.

6. A probationary employee who is reappointed must serve a new probationary period.

7. A permanent employee who is reappointed to a class:

(a) At a higher grade level must serve a trial period unless it is waived in writing by the appointing authority.

(b) At the same grade level or a lower grade level is not required to serve a trial period.

8. An employee who is laid off, but who is reemployed within 1 year, must serve a new probationary period if reemployed in a different class or in a different department than that from which he or she was laid off, and the employee is subject to the provisions of subsection 8 of NAC 284.630.

9. A person with a permanent disability arising from a work-related injury or occupational disease who is reemployed in a different class or option than his or her regular position must serve a new probationary period as required by NAC 284.6018.

10. A person who is on a military leave of absence pursuant to NRS 284.359 is entitled to return to the status of appointment held at the time he or she commenced the military leave of absence. If the employee did not complete the probationary period, he or she will only be required to complete the remaining portion thereof. Upon successful completion of the probationary period, permanent status must be granted to the employee as of the date on which permanent status would have been granted if the employee had not taken a military leave of absence.

11. An employee who is restored to his or her former position or class pursuant to NAC 284.462 following a promotional appointment must serve the portion of the trial period which was remaining at the time of the promotion. No probationary period is required if, pursuant to subparagraph (1) of paragraph (c) of subsection 2 of NAC 284.462, an employee is placed in a position in a class equal to or lower than the class held by the employee immediately before the promotion.

12. An employee who transfers from the unclassified or nonclassified service to the classified service must serve a new probationary period ~~†~~, *unless the new probationary period is waived in writing by the appointing authority.* Except for those unclassified employees who transfer pursuant to subsection 2 of NAC 284.398 ~~†~~ *or for those employees for whom the appointing authority has waived the new probationary period pursuant to this subsection,* the status of a permanent employee may not be attained until the satisfactory completion of the probationary period.

Sec. 4. NAC 284.576 is hereby amended to read as follows:

284.576 1. An account for catastrophic leave may be established for an employee when he or she or a member of his or her immediate family experiences a catastrophe and the employee has used all of his or her accrued leave.

2. An employee who is affected by a catastrophe and has used or is about to use all of his or her leave may request ~~†, on the appropriate form,†~~ the transfer of leave to an account for catastrophic leave for his or her personal use after the balance of all of his or her leave has been used. Such a request must be accompanied by a statement from a physician on a form provided by the Committee on Catastrophic Leave created pursuant to NRS 284.3627 which substantiates the necessity of the leave.

3. When a member of the immediate family of an employee is affected by a catastrophe, the appointing authority of the employee may require substantiating evidence that the member of the immediate family requires the employee's attendance before approving the transfer of leave to an account for catastrophic leave for use by the employee. Such evidence may include a statement by an attending physician regarding the status of the catastrophe.

4. The appointing authority shall approve or deny a request for catastrophic leave, taking into consideration the nature of the catastrophe and the expected duration of the leave. The decision of the appointing authority may be appealed to the Committee on Catastrophic Leave pursuant to NRS 284.3629.

5. An employee who wishes to donate hours to an account for catastrophic leave for use by another employee who has been approved to receive the donated hours shall notify his or her appointing authority ~~{on the appropriate form}~~ of his or her intent to donate the leave. The appointing authority of the employee donating the leave shall ~~{submit a copy of the form to}~~ *notify* the appointing authority of the employee receiving the leave. The appointing authority of the recipient shall use the notice to effect a transfer of leave from the account of the donor to the account of the recipient when the recipient needs to use those hours. If more than one notice of intent to donate leave is received by the recipient's appointing authority on behalf of the recipient, the notices must be ~~{maintained in chronological order and}~~ used, one at a time as needed, according to the date in which they were received.

6. A donor and his or her appointing authority must be notified ~~{on the appropriate form}~~ when the donated leave specifically designated for use by another employee has been used or if the amount of leave donated is in excess of the amount approved for use by the recipient. Except as otherwise provided in this subsection, excess leave must be restored to the account of the donor within 30 working days after the last day on which the recipient was eligible to receive catastrophic leave. If the donor is separated from state service before the excess leave is restored pursuant to this subsection, the excess leave must be transferred to the account for catastrophic leave of the appointing authority of the donor when the donation of leave was made.

7. For each employee who donates or uses catastrophic leave, the appointing authority shall annually, or as requested by the Administrator, provide to the Administrator ~~the number assigned to each employee in accordance with subsection 8 and~~ the grade and rate of pay and the number of hours and dollar value of the leave donated, excluding any excess leave restored to the account of a donor, pursuant to subsection 6, or used by each such employee.

8. The appointing authority shall ~~assign numbers to employees~~ *not provide the names of employees* for the purposes of subsection 7 ~~in a sequential order and in such a manner that ensures~~ *to ensure* the confidentiality of the identity of those employees.

9. Hours donated to an account for catastrophic leave must be donated in increments of 8 hours.

10. As used in this section, “immediate family” has the meaning ascribed to it in NAC 284.562.

Sec. 5. NAC 284.179 is hereby repealed.

TEXT OF REPEALED SECTION

284.179 Rate of pay: Minimum step for continuous employees hired before 1975. (NRS 284.065, 284.155, 284.175) An employee who has been continuously employed without a break in service may not have his or her step set below:

1. Step 4 of any grade if his or her date of hire is before April 26, 1973; or

2. Step 3 of any grade if his or her date of hire is before May 3, 1975, but on or after April 26, 1973, except for disciplinary reasons which result in demotion.

ITEM V-C

EXPLANATION OF PROPOSED CHANGE
Permanent Regulations

LCB File No. R171-24

Explanation of Proposed Change: The amendments in this LCB File make changes based on SB431 to various regulations in NAC 284, changing “personnel” to “human resources.”

**PROPOSED REGULATION OF THE
HUMAN RESOURCES COMMISSION**

LCB File No. R171-24

July 17, 2024

EXPLANATION – Matter in *italics* is new; matter in brackets ~~omitted material~~ is material to be omitted.

AUTHORITY: §§ 1-8, NRS 284.065.

A REGULATION relating to state human resources management; replacing certain terminology relating to “personnel” in existing regulations with terminology relating to “human resources” to conform with existing law; and providing other matters properly relating thereto.

Legislative Counsel’s Digest:

Senate Bill No. 431 (S.B. 431) of the 2023 Legislative Session changed the names of: (1) the Personnel Commission, within the Division of Human Resource Management of the Department of Administration, to the Human Resources Commission; and (2) the State Personnel System to the State Human Resources System. (NRS 284.022, as amended by section 70 of Senate Bill No. 431, chapter 532, Statutes of Nevada 2023, at page 3562, NRS 284.030, as amended by section 71 of Senate Bill No. 431, chapter 532, Statutes of Nevada 2023, at page 3562) S.B. 431 also made certain conforming changes to existing law to replace the term “personnel” with “human resources” throughout the provisions of the Nevada Revised Statutes relating to the Commission and the System. (Senate Bill No. 431, chapter 532, Statutes of Nevada 2023, at page 3544)

Sections 1-8 of this regulation make similar changes to terminology in existing regulations for conformity with the Nevada Revised Statutes, including replacing references to: (1) the “personnel management system” with the “human resources management system”; (2) the “personnel office” of a department or agency with the “human resources office” of a department or agency; (3) the “personnel file” of an employee with the “human resources file” of an employee; (4) a “personnel action” with a “human resources action”; (5) a “personnel representative” with a “human resources representative”; and (6) “personnel documents” with “human resources documents.”

Section 1. NAC 284.114 is hereby amended to read as follows:

284.114 1. The Division of Human Resource Management is responsible for establishing, coordinating and evaluating an affirmative action program for this State.

2. The Division of Human Resource Management will cooperate and consult with agencies to:

(a) Identify barriers in the ~~personnel~~ *human resources* management system which may adversely affect the ability of applicants and employees to reach their full employment potential without regard to race, sex, sexual orientation, gender identity or expression, religion, color, national origin, age, genetic information, disability or whether or not the person is a domestic partner.

(b) Coordinate programs to remove barriers to equal employment opportunity while ensuring the effectiveness of the merit system and the opportunity for persons to enter the system and progress in it to the extent of their merit.

Sec. 2. NAC 284.204 is hereby amended to read as follows:

284.204 1. Subject to the provisions of subsection 2, the Division of Human Resource Management may approve an adjustment of steps within the same grade to:

(a) Allow an appointing authority the flexibility to adjust the rate of pay for a position that will be filled by a person from a pool of eligible persons who are applying for the position on an open competitive basis in order to:

(1) Meet a difficult recruiting problem in which an effort to recruit a person for a position or class has failed to produce at least five eligible persons who are available to work, or the recruitment for the position or class has been deemed historically difficult. Such an adjustment of steps may be approved by the Division of Human Resource Management for a class for a period of 1 year.

(2) Employ a person whose education or experience is superior to those of another eligible person and who exceeds the minimum qualifications of the class. Any experience or education

which is considered by the appointing authority pursuant to this subparagraph must be given a greater weight for those areas which are directly related to the position than general education and experience.

(b) Maintain an equitable relationship in the status of steps among the employees of the appointing authority if a disparity exists. An adjustment will not be granted pursuant to this section if the disparity in steps is:

- (1) Among employees of different departments or agencies; or
- (2) A result of:
 - (I) The length of service of employees;
 - (II) An adjustment in pay which was attained in a former class; or
 - (III) An adjustment in pay for an employee who resides in a particular geographical area.

2. Before the Division of Human Resource Management may approve an adjustment of steps pursuant to subsection 1, the appointing authority must submit a request on a form prescribed by the Division of Human Resource Management to the Division of Human Resource Management which:

- (a) Specifies the qualifying conditions and justification for the request; and
- (b) Certifies that the appointing authority has, where applicable:
 - (1) Considered the requirements for the pay required to meet the need described in subparagraph (1) of paragraph (a) of subsection 1;
 - (2) Considered the qualifications of any other eligible person who is available for work for the purposes of subparagraph (2) of paragraph (a) of subsection 1;
 - (3) Ensured that the adjustment is feasible on the basis of its fiscal effects; and

(4) Prepared and maintained an accurate record of the consideration of the factors listed in this section.

3. If an adjustment of steps is approved by the Division of Human Resource Management pursuant to subsection 1, the effective date of such an adjustment is the date on which a request that complies with subsection 2 is received by the Division of Human Resource Management or the ~~personnel~~ *human resources* office of the department or agency at which the employee who is receiving the adjustment is employed. If a request for an adjustment of steps is delayed because an administrative or clerical error prevented the delivery of the request, the effective date must be determined by the appointing authority and must be based on the date on which the request should reasonably have been submitted. A retroactive adjustment must not exceed 6 months from the date on which the Division of Human Resource Management receives the request.

4. An adjustment of steps which is made pursuant to subparagraph (1) of paragraph (a) of subsection 1 may be revoked when:

(a) The recruiting problem which caused the adjustment was due to the geographical location of the position; and

(b) The employee moves from one position to another position in either a different area within the department or agency in which the employee is currently employed or a different department or agency than the department or agency in which the employee is currently employed, and a similar recruiting problem does not exist in the new area, department or agency.

5. If an adjustment of steps is revoked pursuant to subsection 4, the employee must be placed at the step he or she would have received if he or she had not received the adjustment.

Sec. 3. NAC 284.206 is hereby amended to read as follows:

284.206 1. The Division of Human Resource Management may approve a special adjustment to the pay of an employee pursuant to this section. A request for a special adjustment to pay may be initiated by an employee, the appointing authority or the Division of Human Resource Management. A special adjustment to pay does not constitute a promotion.

2. An employee may receive a special adjustment to pay equivalent to 5 percent of the employee's base rate of pay during any period in which:

(a) The employee works out of his or her class on a continuing basis and performs essentially all the duties and responsibilities of a position classified at a higher grade. To receive the increase, the employee must be assigned duties and responsibilities of the higher grade which are clearly demonstrated in the class specification and carry out the duties and responsibilities for at least 16 consecutive workdays before the increase becomes effective. The adjustment to pay pursuant to this paragraph is effective retroactively, commencing on the date on which the employee assumed the additional duties and responsibilities. The adjustment to pay must not continue for more than 6 months in any 12-month period unless:

(1) The employee is underfilling a position pursuant to NAC 284.437.

(2) The duties and responsibilities that the employee has been carrying out have been assumed from one or more positions that have not been authorized to be filled because of a hiring freeze or fiscal emergency. A hiring freeze or fiscal emergency must be certified by the Chief of the Budget Division or, in the case of an agency that does not receive money from the State General Fund or the Nevada System of Higher Education, certified by the administrator of that agency or the System.

(3) The appointing authority submits a written request to the Administrator accompanied by documentation justifying an extension of the 6-month period and certifies that money is

available to pay for the continuation of the special adjustment to pay. The Administrator may authorize the continuation of the special adjustment to pay after receiving the request and documentation and determining that the extension of the 6-month period is a business necessity and in the best interest of the State.

(b) The employee is required to use bilingual skills or sign language for persons who are deaf at least 10 percent of his or her work time.

(c) The employee is supervising other employees of the same or a higher grade if the supervision:

(1) Is not part of the supervision or management responsibilities for a program that is provided for in the class specification; and

(2) Includes, without limitation, selection, work assignment, training, work review, reports on performance and discipline of employees.

(d) The employee is required regularly to perform custodial work and clean up human bodily waste in a medical, clinical or inpatient facility.

(e) Except as otherwise provided in this paragraph, the employee is conducting a formal training program for employees. The training program must:

(1) Be conducted weekly;

(2) Consist of training on the job and in the classroom or training only in the classroom;

(3) Include a test to determine the employees' progress in the program; and

(4) Result in the award of a certificate of completion or advancement in a class series to the journey level.

↪ If an adjustment to pay is granted pursuant to this paragraph, the adjustment begins when the employee starts conducting the training program and ends when the training program is

completed. An adjustment will not be granted if the duty to conduct training is clearly set forth in the class specification. Informal orientation given to new employees will not be considered for this special adjustment.

(f) The employee, if employed as a law enforcement officer, is assigned to motorcycle duty.

(g) The employee, if employed by the Department of Corrections, is responsible for the supervision of a group of inmates assigned to a work area of an institution and who is responsible for implementing security procedures, including, without limitation:

- (1) Securing the work area from inmates who are not authorized to enter the work area;
- (2) Accounting for all inmates who have been assigned to the work area; and
- (3) Accounting for all materials, tools and equipment in the work area.

↪ The adjustment to pay pursuant to this paragraph will be granted only if such duties are not provided for in the class specification.

(h) The employee is authorized by the Legislature to receive such an adjustment to his or her pay.

3. An employee may receive a special adjustment to pay if he or she occupies a position in which the duties have been recognized through the classification process as being at a higher level, but who does not meet the minimum qualifications for the class. The special adjustment to the employee's pay must be equivalent to 2.5 percent of the employee's base rate of pay if the employee performs duties classified one grade higher than his or her current position, or 5 percent of the employee's base rate of pay if the employee performs duties classified two or more grades higher than his or her current position. A special adjustment to an employee's pay made pursuant to this subsection may continue in effect from the date on which the position questionnaire is received:

- (a) Until the employee meets the minimum qualifications and is promoted;
- (b) For 1 year after the effective date of the special adjustment to pay; or
- (c) Until the date the higher level duties are removed,

↳ whichever occurs first.

4. Except as otherwise provided in paragraph (a) of subsection 2, any special adjustment to pay made pursuant to subsection 2 must be revoked when the conditions justifying it cease to exist.

5. Except as otherwise provided in this section, the effective date of a special adjustment to pay is the date on which the written request is received by the Division of Human Resource Management or the ~~personnel~~ *human resources* office of the agency at which the employee who is receiving the special adjustment to pay is employed. If the request for the special adjustment to pay is delayed because an administrative or clerical error prevented its delivery, the effective date of the special adjustment to pay must be determined by the appointing authority and must be based on the date on which the request should reasonably have been submitted. A retroactive adjustment to pay must not exceed 6 months from the date on which the Division of Human Resource Management receives the written request.

Sec. 4. NAC 284.480 is hereby amended to read as follows:

284.480 1. A letter of instruction is a document that is in written or electronic form and that:

(a) A supervisor of an employee may provide to the employee as a coaching or performance management tool to:

- (1) Address the job performance or behavior of the employee; and
- (2) Provide evidence of the job performance or behavior expected of the employee; and

(b) Is not part of the formal disciplinary process.

2. A letter of instruction must include at least the following elements:

(a) A brief statement identifying the deficiency or area of concern in the job performance or behavior of the employee;

(b) An outline of the expectations of the supervisor of the employee relating to the job performance or behavior of the employee;

(c) Instructions or a recommended course of action for overcoming the deficiency or area of concern and a description of any additional training that will be provided to the employee; and

(d) A time frame for the completion of any recommended action items and for the proposed improvement in the job performance or behavior of the employee.

3. A letter of instruction must not include any reference to disciplinary action or consequences for failure to comply with the expectations of the supervisor of the employee relating to the job performance or behavior of the employee.

4. The supervisor of the employee and the employee must meet to discuss the expectations of the supervisor relating to the job performance or behavior of the employee outlined in the letter of instruction.

5. The supervisor of the employee shall retain a copy of the letter of instruction in the supervisor's working file for the employee. The supervisor must attach any written response by the employee to the letter of instruction. These documents must not be retained in the permanent ~~personnel~~ *human resources* file of the employee unless they are attached to documentation of a subsequent disciplinary action taken against the employee as documentation of a nondisciplinary action that was taken before a specified disciplinary action was taken against the employee.

Sec. 5. NAC 284.638 is hereby amended to read as follows:

284.638 1. If an employee's conduct comes under one of the causes for action listed in NAC 284.650, the supervisor shall inform the employee promptly and specifically of the conduct.

2. If appropriate and justified, following a discussion of the matter, a reasonable period of time for improvement or correction may be allowed before initiating disciplinary action.

3. In situations where an oral warning does not cause a correction of the condition or where a more severe initial action is warranted, a written reprimand prepared on a form prescribed by the Division of Human Resource Management must be sent to the employee and a copy placed in the employee's ~~personnel folder~~ *human resources file* which is filed with the Division of Human Resource Management.

Sec. 6. NAC 284.662 is hereby amended to read as follows:

284.662 1. An employee filing for a review of a grievance or complaint may be assisted or represented by any person of his or her choosing, if the person agrees to act in this capacity, at any step of the procedure except the initial informal discussion with his or her immediate supervisor.

2. If the assistant is a state employee, he or she may only assist on his or her own time.

3. An employee may not be discriminated against in recruitment, examination, appointment, training, promotion, retention, classification or any other ~~personnel~~ *human resources* action for informally seeking or formally filing a request to have his or her grievance or complaint reviewed, testifying on behalf of another employee, helping another employee prepare a grievance or complaint or acting as a representative of any employee requesting a review of a grievance or complaint.

4. To assist in resolving an employee's grievance or complaint, the resources and consultation available from the Division of Human Resource Management and the ~~personnel~~ *human resources* offices of the agency must be made available to all parties.

Sec. 7. NAC 284.696 is hereby amended to read as follows:

284.696 1. An employee alleging unlawful discrimination based on any pertinent state or federal law or regulation may:

(a) Report the alleged discrimination to:

(1) The division of the Division of Human Resource Management that investigates sex- or gender-based harassment and discrimination;

(2) The Attorney General;

(3) The employee's appointing authority;

(4) An equal employment opportunity officer;

(5) A ~~personnel~~ *human resources* representative of the department in which the employee is employed; or

(6) The office charged with enforcing affirmative action within the appropriate university, state college or community college which is part of the Nevada System of Higher Education;

(b) Except as otherwise provided in NRS 284.384, use the procedure for the adjustment of a grievance contained in NAC 284.658 to 284.6957, inclusive; or

(c) File a complaint, other than a complaint described in NAC 284.658, with:

(1) The Nevada Equal Rights Commission pursuant to NRS 613.405; or

(2) The United States Equal Employment Opportunity Commission.

2. The appointing authority of an employee who has alleged unlawful discrimination shall promptly notify the deputy attorney general or staff counsel assigned to represent the agency of the allegation and the actions which are being undertaken by the agency to address the allegation.

Sec. 8. NAC 284.710 is hereby amended to read as follows:

284.710 Any ~~personnel~~ *human resources* documents effecting changes in an employee's pay and having the identical effective date will be processed in the following order:

1. Merit pay increases.
2. Reclassifications or overall adjustments to the compensation plan.
3. Promotions or demotions.

Joe Lombardo
Governor



Joy Grimmer
Director

Bob Ragar
Deputy Director

Bachera Washington
Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
515 E. Musser Street, Suite 101 | Carson City, Nevada 89701
Phone: (775) 684-0150 | <http://hr.nv.gov> | Fax: (775) 687-9085

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 Human Resources 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. This regulation only impacts employees moving into the nonclassified, classified, or unclassified service of the Executive Branch.

A concerted effort was made to determine any economic burden. The Department has relied on the expert knowledge of Department staff. The regulation solely addresses pay for government employees so the impact is solely on government employees and agencies and no small business will be affected.

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.

Bachera Washington
Bachera Washington, Administrator

August 27, 2024
Date

ITEM VI



State of Nevada Human Resources Commission

LANGUAGE ACCESS PLAN

September 27, 2024

I. Purpose and Authority

The Human Resources Commission (Commission or HRC) is committed to compliance with Nevada Revised Statute (NRS) 232.0081 and Title VI of the Civil Rights Act of 1964, 2 C.S. § 561 et seq. (Act 172 of 2006) to ensure meaningful access to the Commission's services for individuals with limited English proficiency (LEP).

NRS 232.0081 and the federal guidance on Title VI both agree that language should not be a barrier to accessing governmental programs and services. As stated in NRS 232.0081, "Persons with limited English proficiency require and deserve meaningful, timely access to government services in their preferred language," and the legislation states that it is the responsibility of government to provide that access:

State and local agencies and entities that receive public money have an obligation to provide meaningful, timely access for persons with limited English proficiency to the programs and services of those agencies and entities.

The purpose of this document is to establish an effective plan and protocol for HRC staff to follow when providing services to, or interacting with, LEP individuals.

II. General Policy

The Commission consists of five members and five alternate members appointed by the Governor. The Commission is responsible for adopting human resource regulations for the Nevada Administrative Code and is advisory to the Administrator of the Division of Human Resource Management (Division or DHRM) on matters of its administration. The Administrator is the nonvoting recording secretary of the Commission.

The Commission adopts the following policies and procedures to ensure that LEP individuals are afforded equal access to services and effective communication. The HRC is well versed in accommodating individuals with language barriers and limited language proficiency.

It is the HRC's policy to grant access to services to every person regardless of their ability to speak, understand, read, or write English, without discrimination based on race, color, gender, gender identity, or expression, sexual orientation, religion, national origin, age, pregnancy, genetic information, domestic partnership, or disability in accordance with state and federal law. The HRC intends to take all reasonable steps to provide LEP individuals with meaningful access to its services. The Commission seeks to reduce barriers by increasing its capacity to deliver services and benefits to people in their preferred languages.

To this end, the HRC endorses the following policies:

- A commitment to equity and taking reasonable steps to provide LEP individuals with meaningful access to all its services.
- The HRC, rather than the LEP individual, bears the responsibility for providing appropriate language services, regardless of the LEP individual's preferred language, at

no cost to the LEP individual.

- Staff at the initial points of contact have the specific duty to identify and record language needs.
- The HRC will not suggest or require that an LEP individual provide an interpreter in order to receive agency services.

The HRC Language Access Coordinators are:

Kimberly Smith, EEO Administrator
7251 Amigo Street, Suite #120
Las Vegas, NV 89119
Phone: (702) 486-8876
Email: KimberlySmith@admin.nv.gov

Millicent Thomas, EEO Officer
7241 Amigo Street, Suite #120
Las Vegas, NV 89119
Phone: (702) 486-2907
Email: MillieThomas@admin.nv.gov

III. Profile of the HRC's LEP Clients

The Commission's clients consist of current state employees, agency management and the public. Based on our interactions with our client base, a large percentage of our current state employees, applicants and vendors are typically English proficient. We may occasionally encounter individuals with limited English proficiency when providing services to beneficiaries or family members of state employees. The HRC does not collect information on its client base regarding English proficiency. The HRC is committed to tracking the languages preferred for communication among our LEP clients so staff can provide meaningful, timely access to services.

The Commission used national demographic data from the U.S. Census to identify limited English proficiency in the State of Nevada. According to U.S. Census data, 70.1% of the Nevada population speaks English only with 29.9% speaking a language other than English. The American Community Survey (ACS) administered by the U.S. Census Bureau is the nation's most current, reliable, and accessible data source for local statistics on critical planning topics. The survey samples approximately 3.5 million addresses each year. Data is collected continuously throughout the year to produce annual social, economic, housing, and demographic estimates. The data collected through ACS is used to distribute more than \$675 billion of federal government spending each year. The ACS data indicates Limited English Proficiency for the State of Nevada as follows:

Limited English – Households Speaking --

Spanish	19.5%
Other Indo-European Languages	3.30%
Asian and Pacific Island Languages	7.20%
Other Languages	1.30%

IV. The HRC's Language Access Services and Procedures

The Commission provides the following language access services (LAS) to facilitate LEP individuals' access to the HRC's services and ensures that all language service providers are fully competent to provide these services. The HRC will handle language access on a case-by-case basis, as the need arises.

A. Oral and Sign Language Services

As requested, the HRC will provide spoken and sign language translation services utilizing two resources. The State's bi-lingual list or contracted vendors through the statewide contract #99SWC-S1847 held by the Purchasing Division for the State of Nevada.

In accordance with the Americans with Disabilities Act (ADA), the HRC will not discriminate against any individual based on disability and will make reasonable accommodations to ensure equal opportunity to access services. LEP individuals who are deaf, hard of hearing, speech impaired, visually impaired, blind, deaf/blind, or persons with language disorders may request assistive technology or alternative language access services.

Assistive technology or alternative language access services may include but not limited to:

- Augmentative and Assistive Communication Systems
- Braille Translations
- CapTel
- Screen Braille Communicator
- Text Telephone (TTY) or Telecommunication Devices (TDD)

Bi-Lingual Contact List: Lists 142 employees who can provide translation for various languages including Spanish, Arabic, French, Chinese, Mandarin, Filipino, Korean, and Serbian/Croatian. Additionally, there is one employee on the list who can provide American Sign Language services.

Link: [Bilingual Contact List.xlsx](#)

Statewide Contract #99SWC-S1847 makes 21 vendors accessible to state agencies for on-site spoken, sign language interpretation and document translation services at a cost.

Link:

https://purchasing.nv.gov/Contracts/Documents/Translation_Interpretation/

B. Written Language Services

As requested, the HRC will provide translated “vital documents” and related written translation services by vendors contracted through statewide contracts by the Purchasing Division for the State of Nevada.

C. Community Outreach and Engagement

During participation in job fairs in the community, the HRC will share their commitment to providing services to those with limited English proficiency.

D. Providing Notice of Language Assistance Services

The HRC will provide notification of the relevant points of contact on the Division of Human Resource Management’s website.

V. Implementing the HRC’s Language Access Services

In order to implement LAS for clients who have limited English proficiency, the HRC requires it’s members, alternate members and Division staff to follow the policies and procedures referenced below to ensure meaningful access to available language services. The Commission is committed to full compliance with these procedures and provides staff with the training described below so that all staff are familiar with these policies and procedures and recognize their importance to the HRC’s mission.

Language Access Procedures

To promote diversity and inclusion of all individuals who receive services from the HRC, it will facilitate all types of language access for LEP individuals who they serve.

The HRC will provide notice of its available language services to LEP individuals at the relevant points of contact, at no cost to the LEP individuals.

A. Identifying Client Language Needs and Preferred Language

In order to understand the HRC’s client language access needs, the Division, on behalf of the HRC, will gather and assess data, and update the LAP as needed. This will include DHRM staff: (1) interacting appropriately with LEP clients, (2) informing clients of the availability of language services, (3) determining clients’ preferred languages, and (4) documenting and tracking LEP client language preferences. These policies and procedures will guide the HRC’s staff through all their interactions with LEP clients.

B. Accessing Appropriate Oral and Sign Language Services

The HRC recognizes that certain circumstances may require specialized interpretation and translation services even when staff with bilingual abilities are available, and in those instances, staff should seek assistance from the Language Access Coordinators along with staff on the bi-lingual contact list or contracted vendors for professional in-person or

telephone interpreters.

C. Accessing Appropriate Written Language Services

A determination of “vital” documents will be based on front-line interactions with LEP clients and an evaluation of the HRC’s documents. These actions will identify the necessary steps to ensure meaningful access to qualified written language services. This will apply to both written information intended for broad distribution, as well as written communications between the HRC and individuals accessing services.

If qualified staff are unable to meet these needs, the HRC will utilize State of Nevada contracted language translation services to provide accessible vital documents.

D. Language Services Quality Assurance

The Commission is committed to ensuring that all language service providers it uses are qualified and competent to provide those services. The following procedures are in place to establish provider qualifications and track provider performance.

- DHRM staff, on behalf of the HRC, who are identified as possible interpreters or translators will be screened to determine qualifications and officially designated as interpreters or translators if qualifications are deemed sufficient.
- The HRC will use vendors contracted through statewide contracts by the Purchasing Division for the State of Nevada.

E. Staff Training Policies and Procedures

The Commission acknowledges that appropriate interactions with diverse clients and the provision of language services for clients with limited English proficiency is vital to the fulfillment of its mission. To that end, DHRM, on behalf of the HRC, will ensure that its staff completes cultural competency training and are familiar with its LAP for providing services.

VI. Evaluation of and Recommendations for the HRC’s Language Access Plan

The HRC is committed to monitoring the performance of the applicable policies, procedures, and resources to ensure that its LAP is responsive to the needs of its clients. At a minimum, DHRM, on behalf of the HRC, will review, evaluate, and, as appropriate, update the LAP biennially.

A. Processes for Monitoring and Evaluation

On behalf of the HRC, the Language Access Coordinators will solicit qualitative and quantitative data biennially from members and alternate members and review statistical data to determine LAP needs and program compliance.

B. Evaluation Outcomes and Proposed Changes

DHRM, on behalf of the HRC, will evaluate LAP data and propose changes to LAP policy and procedures as necessary.

C. Proposed Budgetary Implications

Additional funding needs are currently being identified.

D. Suggested Legislative Amendments

No suggestions at this time.

ITEM VII

Handout will be provided at the meeting.

ITEM VIII

Human Resources Commission Meeting
September 27, 2024

REPORT OF CLASSIFICATION CHANGES NOT REQUIRING HUMAN RESOURCES 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 effect 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#: 31-24
Effective: 07/01/24

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.411	Deputy Administrator, Forestry Option A: Fiscal Management Option B: Operations Management	44	A	7.411	<i>Deputy Administrator, Forestry</i>	44	A

Basis for Recommendation

As a result of an Individual Classification Study (NPD-19), and in partnership with the subject matter expert from the Department of Conservation and Natural Resources (DCNR), Division of Forestry (Forestry), a review of the Deputy Administrator, Forestry class was conducted.

Through the NPD-19 process, a position was reclassified to an Administrative Services Officer IV with responsibility for the fiscal management responsibilities of Forestry. This resulted in Option A: Fiscal Management no longer being required of the class. As such, it is recommended that both Option A and Option B: Operations Management be removed from the Deputy Administrator, Forestry class specification.

As a result of this change, the representative job duties were amended to remove fiscal management responsibilities and to clarify and expand duties relative to operations management.

The Deputy Administrator, Forestry provides leadership and guidance in directing the day-to-day programs, operations, services, activities and assigned staff of the Division of Forestry; assists the State Forester in strategic planning and program evaluation; and acts on behalf of the State Forester in all matters related to division activities as directed in his/her absence.

Throughout the review, management within Forestry and analysts within the Division of Human Resource Management participated by offering recommendations and reviewing changes throughout the process and they support the revision of the Deputy Administrator, Forestry.



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>
DEPUTY ADMINISTRATOR, FORESTRY OPTION A: FISCAL MANAGEMENT OPTION B: OPERATIONS MANAGEMENT	44	A	7.411

Under general administrative direction of the State Forester, provide leadership and guidance in directing the day-to-day programs, operations, services, activities, and staff of the Division of Forestry; assist the State Forester in strategic planning, ~~[fiscal management]~~, and program evaluation ~~[and personnel management]~~; act on behalf of the State Forester in all matters related to division activities as directed or in his/her absence.

~~[Provide administrative and fiscal oversight and coordination of the major division programs including fire suppression/prevention, resource management, conservation camps, regional staff and offices, support services, air operations and dispatch centers, safety and training, personnel and payroll, and fiscal services.]~~

Provide administrative oversight to ensure continuity of fire management administration within the assigned region in conformance with division policies; ensure adequate fire management support between regions for fire suppression and back-up; oversee intra- and inter-agency training and coordination; provide oversight to liaison with National Guard, Division of Emergency Management and other divisions within the department to coordinate activities and resources.

Assist the State Forester with various administrative functions and activities within the division; provide guidance concerning ~~[fiscal matters and]~~ operational projects; conduct research and special projects and make recommendations for program improvements and increased efficiencies.

Provide administrative oversight to ensure the continuity of resource management within the assigned region; ensure the cooperation and coordination of program plans to facilitate and promote sharing of funding, labor, and equipment whenever possible.

Provide for statewide coordination of fire and resource programs through efforts of regional and central office staff; provide uniform delivery of statewide forestry programs within the regions while balancing the needs of the public and private landowners with sound resource management practices.

Train, supervise and evaluate the performance of program managers, regional managers, ~~[fiscal and personnel staff,]~~ and other staff as assigned; assign and review work; coordinate program activities in assigned functional areas; counsel and discipline staff in accordance with federal and State laws and regulations.

Lead and/or participate in strategic planning processes to ensure fulfillment of the agency mission and objectives of protecting natural resources from wildland fires; oversee and coordinate the preparation of drafts and revisions of division policies, procedures, and regulations.

Coordinate resource fire management programs with federal, State, and local entities; represent the division at meetings including city councils, county commissions, State agencies, national groups, and civic organizations as required.

Make presentations before legislative committees and other entities to justify funding requests and explain agency needs and priorities; represent the State Forester and the agency at meetings, conferences; establish and maintain positive working relationships with representatives of federal, State, county, and local jurisdictions and fire districts.

Perform related duties as assigned.

CLASS CONCEPTS

~~In addition to performing the full range of duties as described, incumbents may be assigned to perform either Fiscal or Operations Management duties as described below.~~

~~**OPTION A: Fiscal Management:** Serve as the agency's Chief Financial Officer; plan, organize and direct preparation of the biennial budget for all division accounts; review and approve line item narratives, justifications, expenditure forecasts, and applicable schedules; oversee entry into the State's budget system and final submittal; prepare and coordinate responses to questions from the Budget Office and legislative fiscal staff; review and approve all budget revisions and justification for submission to the Budget Office.~~

~~Direct and oversee the pursuit of external funding sources; review and coordinate preparation and submittal of grant proposals to federal agencies for approval; notify regional staff of budget allocations; review, consolidate and submit federal reporting documents and data; ensure program expenditures and activities are in conformance~~

CLASS CONCEPTS (cont'd)

~~**OPTION A: Fiscal Management:** (cont'd)
with established grant criteria; negotiate agreements and contracts related to funding, reimbursement or exchange of services.~~

~~**OPTION B: Operations Management:** Provide administrative oversight to ensure continuity of fire management administration within the regions in conformance with division policies; ensure adequate fire management support between regions for fire suppression and back up; oversee intra and inter agency training and coordination; provide oversight to liaison with National Guard, Division of Emergency Management and other divisions within the department to coordinate activities and resources.~~

~~Provide administrative oversight to ensure the continuity of resource management within the regions; ensure the cooperation and coordination of program plans to facilitate and promote sharing of funding, labor and equipment whenever possible.~~

~~Provide for statewide coordination of fire and resource programs through efforts of regional and central office staff; provide uniform delivery of statewide forestry programs within the regions while balancing the needs of the public and private landowners with sound resource management practices.~~

~~Coordinate resource fire management programs with federal, State and local entities; represent the division at meetings including city councils, county commissions, State agencies, national groups and civic organizations as required.~~

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.

INFORMATIONAL NOTES:

- * Work requires travel throughout the State and occasional work on weekends and evenings.
- ~~* Positions will be assigned to perform either Fiscal Management or Operations Management duties which~~

~~will be identified at the time of recruitment. Applicants must meet the minimum qualifications of the identified assignment.~~

OPTION A: FISCAL MANAGEMENT

~~EDUCATION AND EXPERIENCE: Bachelor's degree in business or public administration, forestry, natural resource management, natural science or related field and six years of professional experience in budget preparation and management and the development, implementation and evaluation of program(s) and activities, including two years of experience supervising professional staff; **OR** two years of experience as an Administrative Services Officer III in Nevada State service; **OR** an equivalent combination of education and experience as described above. (See *Special Requirement and Informational Notes*)~~

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

~~**Working knowledge of:** principles of budget development and control; principles, practices and methods of effective management and supervision; fiscal policies and procedures; program planning, development and evaluation. **Ability to:** assist the State Forester in administration of fiscal management; plan, develop, justify and defend the agency's biennial budget; supervise and evaluate the performance of managerial, supervisory and professional staff; establish and maintain cooperative working relationships with federal, State and local officials and the general public; make public presentations before a variety of groups; represent the division~~

~~MINIMUM QUALIFICATIONS (cont'd)~~

OPTION A: FISCAL MANAGEMENT (cont'd)

~~ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)~~
~~and act on behalf of the State Forester as requested; communicate effectively both orally and in writing; prepare statistical and analytical reports regarding program activities; and negotiate contracts and agreements.~~

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

~~**Detailed knowledge of:** State budgetary practices, procedures and requirements; policies and procedures related to division programs and fiscal management. **Working knowledge of:** State rules for human resource management and applicable sections of State regulations; State government organization and functions; legislative processes; government funding sources; principles and practices applicable to oversight of governmental programs, staff and programmatic activities; grants management techniques; federal, State and local governmental relationships and interaction regarding forestry programs; forest management plans and practices; fire suppression techniques and equipment. **Ability to:** exercise managerial control in determining organizational structure, budget development, staffing, and expenditure of funds to further the division's mission and program success.~~

OPTION B: OPERATIONS MANAGEMENT

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in forest, range or resource management or closely related field and six years of professional program management experience involving resource management and fire suppression, including two years of experience supervising professional staff; **OR** two years of experience as a Forestry Program Manager in Nevada State service; **OR** an equivalent combination of education and experience as described above. (See *Special Requirement and Informational Note[s]*)

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

Working knowledge of: principles, practices, and methods of effective management; forest and resource management plans and practices; fire suppression techniques and equipment; federal, State, and local governmental relationships and interaction regarding forestry, fire suppression, and resource programs.

General knowledge of: supervisory principles and practices. **Ability to:** assist the State Forester in administration of programmatic activities; plan, organize, direct, and control statewide programs related to the conservation and protection of forest, range, and watershed resources; establish and maintain effective working relationships with federal, State, local, private agencies, and individuals; represent the division and act on behalf of the State Forester; communicate effectively both orally and in writing; prepare statistical and

analytical reports regarding program activities; interpret and explain complex and sometimes conflicting policies, procedures, laws, and regulations; understand and balance the diverse demands of users with natural resource stewardship; supervise and evaluate the performance of assigned personnel including management, professional, technical, and support staff.

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

Working knowledge of: State, county, and municipal laws and regulations governing Nevada forestry management; Nevada State personnel, budget, and purchasing rules and regulations; Nevada forest, range, and resource management practices. **Ability to:** direct and deploy division resources within authorized staffing and budgetary limitations.

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.

7.411

ESTABLISHED: 4/12/12UC
REVISED: 12/7/15UC
REVISED: 7/01/24UC

REPORT OF CLASSIFICATION CHANGES

POSTING#: 32-24
Effective: 07/25/24

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
	New			11.150	<i>Intelligence Analyst IV</i>	37	D
	New			11.151	<i>Intelligence Analyst III</i>	35	D
	New			11.152	<i>Intelligence Analyst II</i>	33	D
	New			11.153	<i>Intelligence Analyst I</i>	31	D

Basis for Recommendation

As a result of an Individual Classification Study (NPD-19), and in conjunction with subject matter experts from the Department of Public Safety (DPS), Investigation Division, a review of the duties and responsibilities performed by their Nevada Threat Analysis Center (NTAC) team was conducted. The new class specification, Intelligence Analyst series, reflects the specialized work of the Intelligence Analyst staff. These analysts will be responsible for performing duties that are considered adjacent to Management Analyst from an analytical perspective. The NTAC is the State of Nevada fusion center and is responsible for providing fusion related services to 16 of the 17 Nevada counties, all State agencies (regardless of county and including the Governor's Office), and all tribal nations. Fusion centers are part of a national effort aimed at sharing information/intelligence and collaborating with federal, State, local, tribal, and private sector partners in effort to deter, detect, prevent and/or mitigate terrorism, criminal activity, and other public safety hazards.

Intelligence Analysts within the Department of Public Safety (DPS), Investigations Division use the intelligence cycle to include planning, collecting, processing, analyzing, and disseminating *criminal and terrorist* intelligence within the Nevada Threat Analysis Center (NTAC) area of responsibility in an effort to deter, detect, prevent, and/or mitigate terrorism, criminal activity, and other public safety hazards. The NTAC is the U.S. Department of Homeland Security (DHS) recognized State Fusion Center for Nevada.

- 1) *Intelligence Analyst IV, 11.150, grade 37: Under administrative direction, incumbents in addition to performing the full range of duties described in the series concept supervise a staff of lower-level Intelligence Analyst positions to include performance evaluations, work performance standards, scheduling, work assignment and review, training, and discipline and may supervise lower-level professional, technical, and administrative staff as assigned. In addition, incumbents participate in the preparation, monitoring, and maintenance of the work unit's biennial budget by estimating future expenditure levels based on historical data and oversee the work of contracted staff; review records, reports, and statistics for conformance to established policies, procedures, and directives, including federal fusion center requirements; manage the intelligence cycle workflow of the analytical unit; work in collaboration with leadership and stakeholders to develop Standing Information Needs; work in collaboration with leadership to establish and manage annual analytic production plans and draft legislation. This is the supervisory level in the series.*

- 2) *Intelligence Analyst III, 11.151, grade 35: Under general supervision, incumbents perform the full range of duties described in the series concept and serve as a team leader. Incumbents work in collaboration with leadership and mentor the Intelligence Analyst II and I. This is the journey level in the series.*
- 3) *Intelligence Analyst II, 11.152, grade 33: Under general supervision, incumbents either:*
 1. *perform some of the duties described in the series concept in a more limited manner. This is the entry level in the series and progression to the next level is not automatic, or*
 2. *continue to receive training in performing the duties described in the series concept. This is the continuing training level in the series and progression to the next level in the series may occur upon attainment of the required certification, meeting minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.*
- 4) *Intelligence Analyst I, 11.153, grade 31: Under close supervision of a higher-level Intelligence Analyst, incumbents receive training in performing some of the duties described in the series concept. This is the training level in the series and progression to the next level in the series may occur upon attainment of the required certification, meeting minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.*

In reviewing the job duties, it was determined the class aligns with the Occupational Group 11, Regulatory & Public Safety, Subgroup A, Law Enforcement Support Services. The EEO Administrator assigned an EEO-4 code of "D" Protective Service Workers which are occupations in which workers are entrusted with public safety, security, and protection from destructive forces and includes: police patrol officers, fire fighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers (except maintenance), and kindred workers. The grade comparison determination utilized the existing class specifications as the duties are closely related or adjacent: Management Analyst III, 7.624, grade 37; Polygraph/Background Supervisor, 11.298, grade 37; Chief Compliance/Audit Investigator, 11.360, grade 37; Management Analyst II, 7.625, grade 35; Polygraph/Background Examiner, 11.299, grade 35; Compliance/Audit Investigator III, 11.363, grade 35; Management Analyst I, 7.637, grade 33; Compliance/Audit Investigator II, 11.365, grade 33; Polygraph/Background Examiner Trainee, 11.297, grade 32; Compliance/Audit Investigator I, 11.366, grade 30.

Throughout the development of the new class specification, management, and staff within DPS and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the new class specification.



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>
<i>INTELLIGENCE ANALYST IV</i>	37	D	11.150
<i>INTELLIGENCE ANALYST III</i>	35	D	11.151
<i>INTELLIGENCE ANALYST II</i>	33	D	11.152
<i>INTELLIGENCE ANALYST I</i>	31	D	11.153

SERIES CONCEPT

Intelligence Analysts within the Department of Public Safety (DPS), Investigations Division use the intelligence cycle to include planning, collecting, processing, analyzing, and disseminating criminal and terrorist intelligence within the Nevada Threat Analysis Center (NTAC) area of responsibility in an effort to deter, detect, prevent, and/or mitigate terrorism, criminal activity, and other public safety hazards. The NTAC is the U.S. Department of Homeland Security (DHS) recognized State Fusion Center for Nevada.

Collect information, conduct analysis, create written and other technical products, and disseminate actionable intelligence and other terrorism, criminal activity, and/or public safety hazard information to and from Nevada State Police personnel, as well as federal, State, local, tribal, territorial (FSLTT), and private sector partners; create and disseminate real-time alerts, current situational awareness products, and finished intelligence products; prepare complex analytical reports and contribute to various regional, statewide, and local threat assessments; develop tactical and strategic recommendations concerning operational deployments and investigations based on identified patterns and trends.

Collect, analyze, and disseminate information and intelligence from Suspicious Activity Reports and criminal or terrorism tips and leads throughout the State and nationally; process and analyze criminal or terrorism tips from the public; identify criminal or terrorism activity that is shared with federal, State, or local law enforcement; participate in the DHS national "See Something, Say Something" program; and operate a dedicated statewide phone tip line.

Acquire and maintain knowledge and understanding of criminal and terrorism subject areas and criminal gangs and illegal organizations which impact State and local jurisdictions, and national domestic security; ensure compliance with federal and State privacy statutes and policies and the protection of U.S. Constitutional civil rights and civil liberties.

Provide analytical support in criminal or terrorism investigation cases.

Conduct multiple types of analysis including but not limited to tactical, operational, strategic, call detail record, electronic device, social media, link charts, timelines, financial, and geospatial to develop criminal and terrorism information and intelligence for law enforcement investigations; may testify in court proceedings pertaining to analytical or related support in criminal cases.

Prepare and conduct briefings on threats to inform law enforcement, homeland security decision makers, and private sector partners.

Access and utilize law enforcement databases and systems for conducting intelligence research, investigative assistance, and processing suspicious activity reports; utilize electronic data processing systems to store, retrieve, analyze, and disseminate NTAC intelligence products.

<i>INTELLIGENCE ANALYST IV</i>	37	D	11.150
<i>INTELLIGENCE ANALYST III</i>	35	D	11.151
<i>INTELLIGENCE ANALYST II</i>	33	D	11.152
<i>INTELLIGENCE ANALYST I</i>	31	D	11.153

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SERIES CONCEPT (cont'd)

Communicate information and intelligence by telephone, written reports, oral presentations, and electronic data processing methods; establish, foster, and maintain liaison with customers and partners; respond to requests for information; provide feedback to supervisory staff on the status of action issues, partner needs, and ongoing and developing threat or crisis situations; provide briefings, presentations, and/or training to customers and partners regarding threat streams, intelligence products, operations, etc.

Identify potential patterns and trends associated with terrorism and criminal intelligence information; retain information of tactical and strategic importance; develop and maintain a reference library regarding general patterns, trends, and scopes of criminal factions; maintain awareness of the national, State, and local threat environment and related vulnerabilities; assist in identifying criminal intelligence gaps and information needs; promote and support efforts to counter terrorism, criminal activity, and other public safety hazards.

Perform related duties as assigned.

CLASS CONCEPTS

Intelligence Analyst IV: Under administrative direction, incumbents in addition to performing the full range of duties described in the series concept supervise a staff of lower-level Intelligence Analyst positions to include performance evaluations, work performance standards, scheduling, work assignment and review, training, and discipline and may supervise lower-level professional, technical, and administrative staff as assigned. In addition, incumbents participate in the preparation, monitoring, and maintenance of the work unit's biennial budget by estimating future expenditure levels based on historical data and oversee the work of contracted staff; review records, reports, and statistics for conformance to established policies, procedures, and directives, including federal fusion center requirements; manage the intelligence cycle workflow of the analytical unit; work in collaboration with leadership and stakeholders to develop Standing Information Needs; work in collaboration with leadership to establish and manage annual analytic production plans and draft legislation. This is the supervisory level in the series.

Intelligence Analyst III: Under general supervision, incumbents perform the full range of duties described in the series concept and serve as a team leader. Incumbents work in collaboration with leadership and mentor the Intelligence Analyst II and I. This is the journey level in the series.

Intelligence Analyst II: Under general supervision, incumbents either:

- 1) perform some of the duties described in the series concept in a more limited manner. This is the entry level in the series and progression to the next level is not automatic, or*
- 2) continue to receive training in performing the duties described in the series concept. This is the continuing training level in the series and progression to the next level in the series may occur upon attainment of the required certification, meeting minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.*

Intelligence Analyst I: Under close supervision of a higher-level Intelligence Analyst, incumbents receive training in performing some of the duties described in the series concept. This is the training level in the series and progression to the next level in the series may occur upon attainment of the required certification, meeting minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

INTELLIGENCE ANALYST IV	37	D	11.150
INTELLIGENCE ANALYST III	35	D	11.151
INTELLIGENCE ANALYST II	33	D	11.152
INTELLIGENCE ANALYST I	31	D	11.153

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MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * *Positions require a pre-employment criminal history and background check and fingerprinting.*
- * *A valid driver's license or evidence of equivalent mobility is required at the time of appointment and as a condition of continuing employment.*
- * *Must attend a minimum of 20 hours annually of analytical related training on topics relevant to the Standing Information Needs of the NTAC and/or common competencies for Intelligence Analysts as identified by the Department of Justice (DOJ) and DHS. Must begin annual training within six months of appointment.*
- * *Intelligence Analyst I and II positions must start the process of obtaining DHS National Security Secret level clearance within a year of appointment. Incumbents must obtain and maintain as a condition of continuing employment.*

INFORMATIONAL NOTES:

- * *Some positions may require additional certification(s) at the time of appointment and as a condition of continuing employment, which will be identified at the time of recruitment.*
- * *Some positions may require specific education and/or experience, which will be identified at the time of recruitment.*
- * *Some positions may require applicants to attach a copy of their college or university transcripts indicating the required credits at the time of application.*
- * *Some positions are required to be on call, call-out, or call-back.*
- * *Some positions require specialized certification that will be identified at the time of recruitment.*
- * *Some positions require statewide travel.*
- * *Some positions require work on evenings, weekends, and/or holidays.*

INTELLIGENCE ANALYST IV

EDUCATION AND EXPERIENCE: *Graduation from high school or equivalent education and five years of experience collecting, researching, developing, federal, State, local, tribal, territorial (FSLTT) and private sector analytical products, and supporting FSLTT investigations; OR an Associate's degree from an accredited college or university in intelligence studies, cyber security, digital forensics, geographic information systems, computer information systems, public or business administration, criminal justice, social sciences, or a closely related field and four years professional experience as described above; OR a Bachelor's degree from an accredited college or university in intelligence studies, cyber security, digital forensics, geographic information systems, computer information systems, public or business administration, criminal justice, social sciences, or closely related and three years of professional experience as described above; OR one year of experience as an Intelligence Analyst III 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: privacy, civil rights, and civil liberties statutes related to fusion centers and the analytical process; collect and maintain information pertaining to 28 U.S. Code of Federal Regulations (CFR) Part 23; potential patterns and trends associated with terrorism and criminal intelligence information. General knowledge of: the national, State, and local threat environment and related vulnerabilities; criminal intelligence gaps and information needs; briefings, presentations, and/or training to customers/partners regarding threat streams, intelligence products, and operations; legislative proceedings and processes; government agencies, resources, and functions sufficient to locate and obtain needed information and/or resources, accepted practices and methods used in designing program reviews and audits; advanced level planning, preparation, and administration; advanced mathematical and statistical computation; designing analytical research studies; coordinating and implementing diverse work

<i>INTELLIGENCE ANALYST IV</i>	37	D	11.150
<i>INTELLIGENCE ANALYST III</i>	35	D	11.151
<i>INTELLIGENCE ANALYST II</i>	33	D	11.152
<i>INTELLIGENCE ANALYST I</i>	31	D	11.153

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MINIMUM QUALIFICATIONS (cont'd)

INTELLIGENCE ANALYST IV (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)
plans; advanced research and analysis techniques. Ability to: read, interpret, and apply complex rules and regulations for various funding sources; read and interpret technical reports, governmental publications, and federal directives; write comprehensive reports, recommendations, and legislative proposals; develop computer generated reports; organize, develop, and make oral presentations; 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: Nevada Revised Statutes, agency policy and procedure, federal statutes and regulations that pertain to the supervision of investigative support and fusion center activities. Working knowledge of: supervisory principles and practices as well as State personnel policy necessary to supervise subordinate personnel. Ability to: maintain cooperative working relationships with law enforcement agencies, government officials, the judicial system, and the general public; provide in-service training to subordinates on program rules and regulations, investigative and enforcement techniques and courtroom procedures; motivate others to take appropriate action; communicate program goals, policy and procedures to subordinate staff, law enforcement agencies, the judicial system and the general public; supervise a staff of investigators performing program compliance investigations; and all knowledge, skills, and abilities required at the lower level.

INTELLIGENCE ANALYST III

EDUCATION AND EXPERIENCE: *Graduation from high school or equivalent education and four years of professional experience in collecting, researching, developing federal, State, local, tribal, territorial (FSLTT) and private sector analytical products, and supporting FSLTT investigations; OR an Associate's degree from an accredited college or university in intelligence studies, cyber security, digital forensics, geographic information systems, computer information systems, public or business administration, criminal justice, social sciences, or a closely related field and three years of professional experience as described above; OR a Bachelor's degree from an accredited college or university in intelligence studies, cyber security, digital forensics, geographic information systems, computer information systems, public or business administration, criminal justice, social sciences, or closely related field and two years of professional experience as described above; OR one year of experience as an Intelligence Analyst II 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):
General knowledge of: multiple techniques of analysis; planning, collecting, processing, analyzing, production, and dissemination of analytical products. Ability to: collect, analyze, and disseminate tactical, operational, and strategic intelligence products; prepare and make analytical recommendations; perform different types of analysis; identify potential patterns and trends associated with terrorism/criminal intelligence information, retain information of tactical and strategic importance; develop a reference library regarding general patterns, trends, and scopes of criminal factions; maintain awareness of the national, State, and local threat environment and related vulnerabilities; promote and support efforts to counter terrorism, criminal activity, and other public safety hazards; provide briefings, presentations, and/or training to customers and partners regarding threat streams, intelligence products, and operations; organize materials, information and resources systematically to optimize efficiency; negotiate and exchange ideas, information, and opinions with others to reach consensus; define problems, identify trends, analyze issues, solve problems, and communicate solutions; interpret, apply, and explain applicable statutes, regulations, policies, and procedures; and all knowledge, skills, and abilities required at the lower level.

<i>INTELLIGENCE ANALYST IV</i>	37	D	11.150
<i>INTELLIGENCE ANALYST III</i>	35	D	11.151
<i>INTELLIGENCE ANALYST II</i>	33	D	11.152
<i>INTELLIGENCE ANALYST I</i>	31	D	11.153

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MINIMUM QUALIFICATIONS (cont'd)

INTELLIGENCE ANALYST III (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 Intelligence Analyst IV.)

INTELLIGENCE ANALYST II

EDUCATION AND EXPERIENCE: *Graduation from high school or equivalent education and three years of professional experience collecting, researching, developing federal, State, local, tribal, territorial (FSLTT) and private sector analytical products, and supporting FSLTT investigations; OR an Associate's degree from an accredited college or university in intelligence studies, cyber security, digital forensics, geographic information systems, computer information systems, public or business administration, criminal justice, social sciences, or a closely related field and two years of professional experience as described above; OR a Bachelor's degree from an accredited college or university in intelligence studies, cyber security, digital forensics, geographic information systems, computer information systems, public or business administration, criminal justice, social sciences, or related field and one year professional experience as described above; OR one year of experience as an Intelligence Analyst I 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):
General knowledge of: planning, collecting, processing, analyzing, production, and dissemination of analytical products; research and analysis techniques and methodologies; maintaining a reference library regarding general patterns, trends, and scopes of criminal factions. Ability to: assist in identifying criminal intelligence gaps and information needs; conduct interviews to ascertain factual information; record information quickly and accurately; convey accurate and precise data in a timely manner; compose business correspondence and reports; analyze information, problems, or practices to identify relevant concerns, identify patterns, tendencies, and relationships, and formulate logical conclusions; work independently and as part of a team; 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 Intelligence Analyst III.)

INTELLIGENCE ANALYST I

EDUCATION AND EXPERIENCE: *Graduation from high school or equivalent education and two years of professional experience collecting, researching, developing federal, State, local, tribal, territorial (FSLTT) and private sector analytical products, and supporting FSLTT investigations; OR an Associate's degree from an accredited college or university in intelligence studies, cyber security, digital forensics, geographic information systems, computer information systems, public or business administration, criminal justice, social sciences, or related field and one year of professional experience as described above; OR Bachelor's degree from an accredited college or university in intelligence studies, cyber security, digital forensics, geographic information systems, computer information systems, public or business administration, criminal justice, social sciences, or related field; OR an equivalent combination of education and experience as described above. (See Special Requirements and Informational Notes)*

<i>INTELLIGENCE ANALYST IV</i>	<i>37</i>	<i>D</i>	<i>11.150</i>
<i>INTELLIGENCE ANALYST III</i>	<i>35</i>	<i>D</i>	<i>11.151</i>
<i>INTELLIGENCE ANALYST II</i>	<i>33</i>	<i>D</i>	<i>11.152</i>
<i>INTELLIGENCE ANALYST I</i>	<i>31</i>	<i>D</i>	<i>11.153</i>

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MINIMUM QUALIFICATIONS (cont'd)

INTELLIGENCE ANALYST I (cont'd)

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

General knowledge of: confidentiality rules and regulations; methods and techniques of interviewing individuals to obtain needed information; research techniques and application; methods and practices used in developing and presenting information. Ability to: write concise, logical, grammatically correct reports; communicate effectively both verbally and in writing; operate a personal computer and related hardware and software including word processing, spreadsheet, and database applications; establish and maintain positive and effective working relationships with others; effectively interact and communicate with a variety of individuals from various socioeconomic, cultural, economic, and educational backgrounds.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Intelligence Analyst 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><i>11.150</i></u>	<u><i>11.151</i></u>	<u><i>11.152</i></u>	<u><i>11.153</i></u>
<i>ESTABLISHED:</i>	<i>7/25/24UC</i>	<i>7/25/24UC</i>	<i>7/25/24UC</i>	<i>7/25/24UC</i>

REPORT OF CLASSIFICATION CHANGES

POSTING#: 33-24
Effective: 07/25/24

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
6.976	Communications Systems Specialist III	37	C	6.976	<i>Communications Systems Specialist III</i>	37	C
6.977	Communications Systems Specialist II	35	C	6.977	<i>Communications Systems Specialist II</i>	35	C
6.973	Communications Systems Specialist I	33	C	6.973	<i>Communications Systems Specialist I</i>	33	C

Basis for Recommendation

As a result of an Individual Classification Study (NPD-19), a review of the Special Requirements section of the Minimum Qualifications for the Communications Systems Specialist series was conducted.

In consultation with the Office of the Chief Information Officer, Department of Public Safety, Department of Wildlife, and the Parks Division within the Department of Conservation and Natural Resources, it was determined that not all positions require certification, designation, or licensure and that the certifications listed are not all inclusive. As such, it is recommended that the special requirement related to certifications be amended to state that *“some positions required verification of certification, designation, or licensure at the time of appointment and as a condition of continuing employment and will be identified at the time of recruitment.”*

This change allows the agency to require certification, designation, or licensure applicable to the assignment area as needed.

Additionally, this change will allow an agency more flexibility in the hiring process by broadening the applicant pool.

Throughout the development of the new class specification, management, and staff within the above identified agencies, and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.



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>
COMMUNICATIONS SYSTEMS SPECIALIST III	37	C	6.976
COMMUNICATIONS SYSTEMS SPECIALIST II	35	C	6.977
COMMUNICATIONS SYSTEMS SPECIALIST I	33	C	6.973

SERIES CONCEPT

Communications Systems Specialists perform specialized electronic technician work involving the fabrication, installation, maintenance, repair, and modification of 24-hour communications systems in a geographical area or statewide basis. Equipment may include two-way radio and microwave equipment, mountaintop base stations, power systems, towers, antennas, multiple radio console systems, voice, data terminals, and end-user equipment.

Repair, align, and troubleshoot radio frequency (RF) components, units, systems, microwave, radios, and other ancillary equipment making frequency, modulation, distortion, noise, and power measurements.

Maintain test equipment such as oscilloscopes, voltmeters, land mobile radio communications system analyzers, microwave link analyzers, spectrum analyzers, baseband analyzers, radio frequency transmission reflectrometer test sets, sweep generators, deviation calibrators, tuning and adjusting tools, microcomputers, and microprocessor-controlled test/status/alarm equipment.

Maintain RF systems at peak efficiency using advanced troubleshooting skills and electronics theory at a system's engineering level.

Implement and monitor an integrated geographically dispersed radio communications processing network comprised of multiple hardware platforms, information resources, communications protocols, and physical network topologies for an agency's district or statewide trunked radio communications system.

Install, align, and troubleshoot other communications equipment such as frequency and digital multiplex equipment, digital encoding equipment, analog and digital video systems, radio control, transponders, switching equipment, multiple radio console systems, multiple channel information logging recorders, mobile data terminals and printing systems, scanning monitor receivers, receiver voting systems, grounding system, and surge protection equipment using test equipment and understanding of schematics.

Install, repair, and maintain agency mountaintop base station radios, microwave, and radio systems, power distribution systems, antenna systems, towers, lighting systems, and primary and back-up power generation systems to create remote communication sites to cover a geographical area and radio communications network.

Install copper and fiber optic cabling and cable distribution systems in division facilities enabling radio, telephone, and data systems to be inter-connected and distributed as required.

Perform electrical and mechanical installation, maintenance, and repairs on emergency vehicle equipment and maintenance vehicles including electronic siren and public address amplifiers, emergency lights and light control systems, antenna systems, data terminals, printers, data multiplexers, radio consoles, logging recorders, radar sets, mobile and portable radios to ensure reliability of public safety and maintenance vehicles, communications equipment, and networks.

Conduct research and develop custom circuit boards and sub-systems to provide necessary system components which are unavailable from commercial sources, or which require modification for use with existing components and communications system.

COMMUNICATIONS SYSTEMS SPECIALIST III	37	C	6.976
COMMUNICATIONS SYSTEMS SPECIALIST II	35	C	6.977
COMMUNICATIONS SYSTEMS SPECIALIST I	33	C	6.973

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SERIES CONCEPT (cont'd)

Compose and revise schematics and other working and technical drawings to manufacture and assemble components, mounting brackets, radio consoles, panels, cabinets, and electronic subsystems used in the installation of two-way mobile radio communications, mobile data, mobile video, and emergency lighting systems, and microprocessor-controlled sirens.

Align, test, program, and troubleshoot two-way radio communication systems, antennas, coaxial cables, mobile data, mobile video, emergency lighting systems, and microprocessor-controlled siren using electronic test and programming equipment to include portable and desktop personal computers and digital multi-meters; ensure outfitted vehicles follow Federal Communication Commission (FCC) regulations and Nevada State Police standards.

Install, maintain, troubleshoot, and repair dispatch communication consoles, audio recorders, and associated communications equipment; respond to transmission issues; conduct tests to validate field radio operations; notify radio system personnel of validated problems.

Provide on-site direction and assistance to lower-level Communication Systems Specialists to facilitate reliable, efficient, cost-effective service to the agency.

Coordinate with other communications entities including federal, State, and private agencies in the repair, maintenance, and modification of the agency's communications system.

Review and analyze system utilization statistics, user training needs, hardware, software, and environmental needs.

Maintain shop inventory of parts and equipment and maintain replacement and repair stock by researching part numbers, descriptions, and prices.

Prepare and maintain documentation of work completed, files for the system, and vendor information for the assigned work area.

Train equipment operators in the use of communications equipment.

Perform related duties as assigned.

CLASS CONCEPTS

Communications Systems Specialist III: Under general direction, incumbents in addition to performing the full range of duties in the series concept, oversee a statewide, 24-hour communications system for a State agency; plan, develop, and monitor an agency's radio equipment budget; prepare FCC license applications for the agency and ensure licenses are renewed and properly posted in a timely manner; and provide systems engineering design, research, and development of an agency's statewide communications system. Serve as lead worker for lower-level specialists and other technical staff to include work assignment and review, training, and providing input regarding performance evaluations and work performance standards.

Incumbents conduct communications systems engineering including frequency availability, path analysis, coverage area charts, site layout, installation, and interconnection methods, and site power source and sizing.

Develop and implement technical parameters and standard practices for the installation, maintenance, and repair of communication equipment; and ensure the integrity of the communications system is maintained. Perform needs analysis and write detailed plans including annual work plans focused on broad system improvements and

COMMUNICATIONS SYSTEMS SPECIALIST III	37	C	6.976
COMMUNICATIONS SYSTEMS SPECIALIST II	35	C	6.977
COMMUNICATIONS SYSTEMS SPECIALIST I	33	C	6.973

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CLASS CONCEPTS (cont'd)

Communications Systems Specialist III: (cont'd)

strategy. Analyze existing system configuration and proposed revisions to ensure compatibility, reliability, efficiency, and cost-effectiveness. This is the advanced journey level in the series.

Communications Systems Specialist II: Under direction, incumbents perform the full range of duties in the series concept and may act as a lead worker for lower-level Communications Systems Specialists and other technical staff. Incumbents assist in performing systems engineering and design, research, and development including frequency availability, path analysis, coverage area charts, site layout, installation methods, interconnection methods, site power sizing, and determination of power source types for each additional site or site to be modified as well as the repair and maintenance of a statewide communications system. This is the journey level in the series.

Communications Systems Specialist I: Incumbents either:

- 1) under general supervision of a higher-level Communications Systems Specialist, perform routine installation, repair, and maintenance of the agency's communications equipment at the sub-journey level. Progression to the next level in the series is not automatic, and positions may be permanently allocated to this level; or
- 2) under close supervision of a higher-level Communications Systems Specialist, receive training in performing the duties described in the series concept. This is the 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

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 extensive travel.
- * Some positions require on-call availability and emergency response during non-working hours including holidays.
- * Work is performed during inclement weather conditions and includes climbing towers and hiking into remote site areas as required.
- * *Some positions require* ~~[Applicants must submit]~~ proof of certification of competency issued by one of the following: National Association of Radio Telecommunication Engineers (NARTE), Association of Public Safety Communications Officers (APCO), or National Association of Business and Educational Radio (NABER); or possess an FCC radio telephone license *verification of certification, designation, or licensure at the time of appointment and as a condition of continuing employment and will be identified at the time of recruitment.*
- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.

INFORMATIONAL NOTE:

- * *Some* Communications Systems Specialist I applicants must submit proof of certification as specified above within six months of employment.

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COMMUNICATIONS SYSTEMS SPECIALIST II	35	C	6.977
COMMUNICATIONS SYSTEMS SPECIALIST I	33	C	6.973

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MINIMUM QUALIFICATIONS (cont'd)

COMMUNICATIONS SYSTEMS SPECIALIST III

EDUCATION AND EXPERIENCE: Associate's degree from an accredited college or university in electronics technology and four years of technical electronics experience, two years of which included experience installing, maintaining, and repairing communications and ancillary equipment; **OR** one year of experience as a Communications Systems Specialist II in Nevada State service; **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):

Detailed knowledge of: theory of communications technology as applied to specialized communications networks. **Working knowledge of:** FCC licensing procedures including frequency coordination; communications system design; systems engineering to include needs analysis, system requirements, and the development and implementation of solutions; correct English grammar, usage, punctuation, and spelling. **Ability to:** establish and maintain effective working relationships with other State agencies, equipment suppliers, employees, and the public; plan and set project priorities; motivate and direct subordinates; organize and coordinate the work of others. **Skill in:** oral and written communications; *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 regulatory requirements applicable to communications. **Ability to:** manage projects such as site development, system upgrades, and modifications; represent the agency regarding its communications system; purchase parts and supplies according to established policies and regulations. **Skill in:** assessing technical and administrative issues, analyzing potential solutions and reaching sound decisions in a timely manner.

COMMUNICATION SYSTEMS SPECIALIST II

EDUCATION AND EXPERIENCE: Associate's degree from an accredited college or university in electronics technology or equivalent with course work in algebra, trigonometry, schematics, electronics laboratories, corrective maintenance procedures, and technical writing courses and three years of technical electronics experience, one year of which included installing, maintaining, and repairing communications and ancillary equipment; **OR** completion of trade school, military or college training to the certificate level in electronics technology which included the theory of communication technology and three years of technical electronics experience, one year of which included installing, maintaining, and repairing communications and ancillary equipment; **OR** one year of experience as a Communications Systems Specialist I in Nevada State service; **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):

Detailed knowledge of: math including algebra and trigonometry; microwave, radio, and antenna systems (transmitters, receivers, repeater stations, transceivers, mobile and portable radios, and base station dispatch consoles); telephone systems; standby power including generators, uninterruptible power supplies, and solar electric systems; processes and procedures used in circuit analysis and corrective diagnosis for repair and troubleshooting communications equipment. **Working knowledge of:** calibration principles and techniques; federal communications rules and regulations; electronics technology as applied to specialized communications networks; voice and data communications servers; analog and digital video; copper and fiber optic data and voice cabling distribution systems. **Ability to:** coordinate and implement communications site development and improvement projects; provide training and direction to lower-level technical staff; supervise the work of outside contractors; prepare technical and analytical reports; analyze communications protocols; use word processing, spreadsheet, and database management software; *and all knowledge, skills, and abilities required at the lower level.*

COMMUNICATIONS SYSTEMS SPECIALIST III	37	C	6.976
COMMUNICATIONS SYSTEMS SPECIALIST II	35	C	6.977
COMMUNICATIONS SYSTEMS SPECIALIST I	33	C	6.973

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MINIMUM QUALIFICATIONS (cont'd)

COMMUNICATION SYSTEMS SPECIALIST II (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 Communications Systems Specialist III.)

COMMUNICATIONS SYSTEMS SPECIALIST I

EDUCATION AND EXPERIENCE: Associate's degree from an accredited college or university or equivalent with course work in algebra, trigonometry, schematics, and electronics laboratories and two years of technical experience in the installation, maintenance, and repair of electronic equipment; **OR** completion of trade school, military, or college training to the certificate level in electronics technology which included the theory of communication technology and two years of technical electronics experience as described above; **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):
Detailed knowledge of: electronics including AC/DC principles, pulse circuits, solid-state integrated circuit devices, and microprocessors; microwave and multiplex principles and theories; analog and digital electronics. **Working knowledge of:** math including algebra and trigonometry; public address systems; processes and procedures used in circuit analysis and corrective diagnosis for the repair and troubleshooting of communications equipment. **General knowledge of:** basic calibration principles and techniques. **Ability to:** operate a variety of electronic test equipment that measures time, frequency, phase, amplitude, and power; install, repair, and maintain communications and ancillary equipment; operate a variety of hand and power tools; read and understand complex schematics and understand the operations of components, units, and systems; work independently and as a team member; write reports and documentation in a clear and concise manner.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Communications Systems Specialist 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>6.976</u>	<u>6.977</u>	<u>6.973</u>
ESTABLISHED:	12/13/88R 10/91/90PC	12/13/88R 10/19/90PC	7/1/93P 8/31/92PC
REVISED:	7/1/93P 8/31/92PC	7/1/93P 8/31/92PC	
REVISED:	9/19/03PC	9/19/03PC	9/19/03PC
REVISED:	5/12/06PC	5/12/06PC	5/12/06PC
REVISED:	5/9/12UC	5/9/12UC	5/9/12UC
REVISED:	3/30/22R 12/30/22UC	12/30/22UC	12/30/22UC
REVISED:	7/25/24UC	7/25/24UC	7/25/24UC