

**STATE OF NEVADA
PERSONNEL COMMISSION**

Held at the Nevada State Library and Archives Building, 100 N. Carson Street, Room 110, Carson City; and via video conference in Las Vegas at the Grant Sawyer Building, 555 E. Washington Avenue, Room 1400.

**MEETING MINUTES
September 24, 2021**

**COMMISSIONERS PRESENT
IN CARSON CITY:**

Ms. Patricia Hurley, Commissioner

**COMMISSIONERS PRESENT
IN LAS VEGAS:**

Ms. Katherine Fox, Chairperson
Mr. Mark Olson, Commissioner
Mr. Andreas Spurlock, Commissioner

**COMMISSIONER PRESENT
ON TELEPHONE:**

Ms. Priscilla Maloney, Commissioner

**STAFF PRESENT
IN CARSON CITY:**

Ms. Michelle Garton, Deputy Administrator, DHRM
Ms. Beverly Ghan, Deputy Administrator, DHRM
Ms. Denise Woo-Seymour, Supervisory Personnel Analyst, DHRM
Ms. Keisha Harris, Personnel Analyst, DHRM
Mr. Gregory Ott, Chief Deputy Attorney General, Office of the Attorney General

STAFF PRESENT IN LAS VEGAS:

Ms. Heather Dapice, Supervisory Personnel Analyst, DHRM

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

Chairperson Fox: Called the meeting to order on Friday, September 24, 2021, at approximately 9:00 a.m. She welcomed everyone.

II. PUBLIC COMMENT

Chairperson Fox: Noted due to the Covid restrictions when one is speaking, the protocol will be to pull your mask down to speak and then pull it back up for the ease of being able to hear one another. Unless there was an objection from someone that is how we will proceed.

Michelle Garton: Stated that Commissioner Maloney was joining the meeting for the session in the Carson City office telephonically.

Chairperson Fox: Commissioner Malony will be telephonically in the North, Commissioner Hurley, Michelle Garton, Beverly Ghan, and Greg Ott in the North.

Chairperson Fox: We will begin by doing the role beginning in the South, starting with Katherine Fox, Chairperson.

Commissioner Olson: Mark Olson Commissioner.

Commissioner Spurlock: Andy Spurlock Commissioner.

Heather Dapice: Heather Dapice, Supervisory Analyst, for the Division of Human Resource Management.

Chairperson Fox: We do have some alternates here in the South and I would like to recognize Alternate, Susanna McCurdy who is in the audience, and two new Commission Members, thank you both for your service. Angela Scurry and Christine Santiago, we welcome you. Christine has a background in Human Resources with Clark County specifically with UMC and McCarran International Airport in Human Resources, a Division of Clark County. Angela if you can please briefly articulate to the group a little about your background.

Commissioner Scurry: Yes, Thank you. I am the Senior Director currently in Human Resources Department. Currently, I am employed with Intermountain Healthcare where I have been for the last 18 years.

Chairperson Fox: We welcome you both, continuing in the North.

Commissioner Hurley: Patricia Hurley, Commissioner.

Commissioner Maloney: Pricilla Maloney, Commissioner.

Michelle Garton: Deputy Administrator for the Division of Human Resource Management, and sitting in for Mr. Frank Richardson, the Administrator of DHRM who is out today.

Beverly Ghan: Beverly Ghan, Deputy Administrator for the Division of Human Resource Management.

Gregory Ott: Greg Ott, Chief Deputy Attorney General, Office of the Attorney General.

Chairperson Fox: Stated 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 under NRS 241.020.

Chairperson Fox: Asked if there were any public comments; there were none.

III. APPROVAL OF MINUTES OF PREVIOUS MEETING DATED June 25, 2021 – Action Item

Chairperson Fox: The first item on the agenda is the approval of the minutes previously held, we will approve item 3a for the Personnel Commission meeting held June 25, 2021. Commissioners are there any additions or revisions to post minutes.

Commissioner Olson: Moved to approve the Personnel Commission minutes from June 25, 2021 meeting as presented.

Chairperson Fox: Seconded motion.

Chairperson Fox: It's been moved and seconded, any questions, discussion, or any public comment. Seeing and hearing none, I will call for a vote.

Chairperson Fox: All those in favor of approving the minutes from the June 25th Personnel Commission Meeting, signify by saying aye.

The motion passes unanimously.

MOTION:	Moved to approve minutes of June 25, 2021, as submitted
BY:	Commissioner Olson
SECOND:	Commissioner Maloney
VOTE:	The vote was unanimous in favor of the motion.

Chairperson Fox: Moving to the next item 3B Emergency Regulations, Commissioners any discussion, adjustments, or revisions to the minutes as presented.

Chairperson Fox: Seeing and hearing none, is there any public comment; hearing none. I will entertain a motion.

Commissioner Spurlock: Motion to approve item 3b, the Emergency Regulations meeting of June 25, 2021, as submitted.

Commissioner Olson: Seconded motion.

Chairperson Fox: Any discussion none heard. All those in favor please signify by stating aye.

The motion passes unanimously.

MOTION: Moved to approve minutes of June 25, 2021, Emergency Regulations as submitted
BY: Commissioner Spurlock
SECOND: Commissioner Olson
VOTE: The vote was unanimous in favor of the motion.

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

- A. Cannabis Compliance Board
- B. Department of Education

Chairperson Fox: The next item for possible action is item 4A and 4B, Prohibitions and Penalties: discussion and approval of specific activities considered inconsistent, incompatible, or in conflict with Employee's Duties and the Process of Progressive Discipline.

Chairperson Fox: We will first hear item 4A. for the Cannabis Compliance Board.

Denise Woo-Seymour: Good morning Madame Chair and Members of the Commission. My name is, Denise Woo-Seymour, Supervisory Personnel Analyst for the Division of Human Resource Management, Consultation, and Accountability Unit. The State of Nevada Cannabis Compliance Board is a new Agency, therefore the Prohibitions and Penalties before you for approval are newly created. The input was requested from the department employees and any applicable unions. These new Prohibitions and Penalties have been reviewed by the Division and are consistent with those already approved by the Commission. Michael Miles, Deputy Director of the Cannabis Compliance Board, and Gennie Hudson from Agency HR Services are available to answer any questions. Thank you.

Chairperson Fox: Thank you Ms. Woo-Seymour and noted to the Commissioner's item #I-5 is a higher level than any other Agency due to the violation of this type for Cannabis Compliance board would compromise the Agency's operations.

Chairperson Fox: Asked if there were any questions for the Cannabis Compliance Board or the Division of Human Resource Management related to this item.

Chairperson Fox: Any discussion; none heard, I will entertain a motion.

Commissioner Olson: Move to approve item 4A as it pertains to the Cannabis Compliance Board as listed Prohibitions and Penalties.

Commissioner Spurlock: Seconded motion.

Chairperson Fox: It has been so moved and seconded, any public comment, discussion.

Chairperson Fox: All those in favor please signify by stating aye.

The motion passes unanimously.

MOTION: Moved to approve item 4A. for the Cannabis Compliance Board.
BY: Commissioner Olson
SECOND: Commissioner Spurlock
VOTE: The vote was unanimous in favor of the motion.

Chairperson Fox: Continuing to item 4B for the Department of Education.

Denise Woo-Seymour: The Department of Education has updated its Prohibitions and Penalties previously approved by the Personnel Commission and has been in effect since May 10, 2013. Prior to the submitted revised version, Department Employees and any applicable Employee Unions were requested to submit comments and suggestions.

Denise Woo-Seymour: Please note; Prohibitions #B-17, #D-5, and #G-16, the penalty ranges are elevated higher than other agencies due to violations of these types could compromise the Agency's operations.

Denise Woo-Seymour: Prohibition #B-28, compared to all other agencies which list termination for a 1st offense, a lower penalty range is proposed to consider a misunderstanding or miscommunication of the approval process. Otherwise, the items submitted for approval have been reviewed by the Division and are consistent with those already approved by the Commission. Revisions have been tracked with the new matter in blue font and deletions as red strikethroughs. Prohibitions that were relocated from a section to a more appropriate section were not noted since language had already been previously approved by the Commission. Jessica Todtman for the Department of Education is in Las Vegas, and Amelia Thibault also from the Department of Education, and Gennie Hudson of Agency HR Services are here in Carson City are available to answer any questions. Thank you.

Commissioner Spurlock: Thank you, I have a question for the Department, on the front description language that was just read when it says Prohibition #B-28 compared to all other Agencies which list termination for the 1st offense, a lower penalty range is proposed to consider a misunderstanding or miscommunication of the approval process. I would like to understand why that is unique to this Division or Department as opposed to any other Division of the State. Couldn't there be a misunderstanding or miscommunication in other areas. I would like clarification as to why that is being considered this way.

Chairperson Fox: It appears in the south there is a Member from the Department of Education to speak about that, I am going to ask her to come forward. If you could please state your name, and job title for the record.

Jessica Todtman: Chief Strategy Officer, with the Department of Education. In this event, we were noting that we have e-signatures for many of our senior staff and in our experience, we have emails going back and forth that imply approval and someone said, "I sent this to them, and I need to process it". Then someone may apply an e-signature without intending to make anything fraudulent.

Chairperson Fox: Thank you for that clarification Ms. Todtman.

Commissioner Spurlock: My question would now go back to the people at the State Offices, to explain why this would be unique to the Department of Education. I want to make sure we are staying consistent with all Departments with the State.

Denise Woo-Seymour: As mentioned in my testimony other agencies do have the first offense listed as a termination but because of the explanation provided by the Department of Education, they still do have that option to make that first offense a termination. That range covers that termination with a wide range.

Commissioner Spurlock: That helps, thank you Ms. Woo-Seymour.

Chairperson Fox: Asked if the Commissioners had any other questions.

Chairperson Fox: Is there anyone wishing to come forward with a public comment. None heard nor seen.

Commissioner Hurley: Moved to approve item 4B Prohibitions and Penalties for the Department of Education.

Chairperson Fox: Seconded the motion.

Chairperson Fox: Discussion; it has been moved and set that the Commission approved the Department of Education Prohibitions and Penalties as presented to the Commission, all those in favor signify by saying aye.

The motion passes unanimously.

MOTION: Moved to approve item 4B. for the Department of Education Prohibitions and Penalties.
BY: Commissioner Hurley
SECOND: Chairperson Fox
VOTE: The vote was unanimous in favor of the motion.

V. **Discussion and Approval of Policy Authorizing the Appointment of Persons to a Position or Class of Positions pursuant to NAC 284.375.**
A. Division of Forestry

Chairperson Fox: The next item for possible action is item 5. Discussion and approval of policy authorizing the appointment of persons to a position or class of positions pursuant to NAC 284.375. The Division of Forestry as submitted and requests consideration from the Commission.

Denise Woo-Seymour: Supervisory Personnel Analyst, for the Division of Human Resource Management, Consultation, and Accountability Unit. Pursuant to NAC 284.375, an appointing authority shall not appoint a person to a position in the classified service, if the appointed person will be in the direct line of authority of A spouse, child, parent, or sibling; Direct line of authority of the spouse of a child, parent, or sibling; Direct line of authority of an aunt, uncle, niece, nephew, grandparent, grandchild, or first cousin. or, will be in the direct line of authority of a person with whom he or she is in a dating relationship. If the appointing authority determines the enforcement of this prohibition would be impracticable and cause an undue hardship, such as difficulty in recruiting applicants, the appointing authority may adopt a written policy authorizing the appointment of such persons that would otherwise be prohibited. This written policy would be effective upon approval by the Commission. In accordance with NAC 284.375 (2)(3), the Division of Forestry is proposing the following Policy on Nepotism for the division, that would otherwise be prohibited by the provisions of subsection 1.

Denise Woo-Seymour: The Division of Human Resource Management has no objection or concerns with the proposed policy. Kacey KC, the Division of Forestry Administrator, is present to answer any questions. Thank you.

Commissioner Olson: I have some questions for the Division.

Chairperson Fox: It appears we would like a representative from the Division of Forestry to come forward and state your name, and title for the record because I know, at least for the Commissioners in the South have some questions.

Kacey KC: Kacey KC, State Forester for the Fire Warden for the Nevada Division of Forestry.

Commissioner Olson: During our briefing, I commented on concern about the oversight and follow-up, once this is approved, assuming it is approved and acted on when someone is hired. Is there someone there that would keep tabs on that person or that relationship issue.

Commissioner Olson: Secondly, I understand there is a proposed policy that exists, and that DHRM did approve it. My only concern would be the oversight of the person with the relationship issue. That there would be follow-up done, to ensure the policy is being followed.

Kacey KC: Thank you, Commissioner, I would be happy to answer that for you. What is precipitating is the request to hire for a position in one of our rural camps we have a first cousin situation. We were only able to find three applicants, upon the interviews only two were viable candidates. We offered it to a different candidate to avoid this conflict, but unfortunately, they declined the position so we were in the position then to offer it to a first cousin. Strangely enough, these two candidates did not know they were first cousins until very recently. Per the policy, our Personnel Person in the Division, Terry Hack will be monitoring this and so will I, the State Forester.

Kacey KC: The Department of Conservation and Natural Resources was also in this last biennial awarded a Personnel Position, so they will also be overseeing it. If this policy is approved, and we can hire, we have not so yet, awaiting this policy implementation. We would then have a form that would list how this policy will be implemented, what this relationship would be, and how we will monitor it, how the timesheets will be handled, how the direct supervision will be handled, and who would be in charge of those things.

Commissioner Olson: Thank you, I appreciate that having been a Human Resource Practitioner for more than a couple of years, nepotism is probably one of the biggest issues, so that's my concern as well. I appreciate that. Thank you.

Commissioner Spurlock: Ms. KC, I understand this is for a specific situation and I just want to be clear on something, and even though long term, it shouldn't affect any kind of decisions. I want to make sure, so you said "rural camp". Does that mean actual firefighters, or full-time firefighters, or seasonal hourlies?

Kasey KC: Thank you for the questions, this camp is a conservation camp in Tonapah. The positions can be firefighter positions or they can be in a class A position which means they are a natural resource manager position for the crew supervisors. The position we are looking to hire for is a direct-line first cousin to one of the crew supervisors who is the camp supervisor. That position has been vacant for over a year now.

Commissioner Spurlock: Ok thank you, my understanding is because it is not direct fire fighting in a forest environment, it's not as if you have to have the flexibility to hire someone in the next 24 hours to go fight a fire.

Kasey KC: that is correct, the position we are wanting to hire is a Camp Supervisor position, it is necessary. It would be the Supervisor to all the workers in Tonapah. Seven in total, and currently only four are filled.

Commissioner Spurlock: For better or worse the board members down here are all former human resource people, that is why we are asking the questions we are. I agree with Commissioner Olson, you have to be sensitive on this stuff, I don't want to cross boundaries as to how things have always been done at the State, or approvals or anything like that. I would like to throw it back to human resources up there. Especially if it's not immediate hiring like I need this position filled to be in the field by the end of today because there is a fire that is raging. Would it be appropriate, to go back to the language that they wanted to add or change on page 50. The Appointing Authority shall develop a form and procedure for such a request to be submitted and approved by the State Forester-Fire Warden. Would it be more appropriate that the Fire Warden to review unless it takes 6-8 weeks to approve it, would it be appropriate for that Fire Warden to get a double check with Human Resources. They could explain here is the situation with this relationship and then ask for an exception to be made based on the situation.

Commissioner Spurlock: If I am talking out of the line of how things are done at the State or how they could be done.

Michelle Garton: The Division of Human Resource Management would be willing to participate in coming up with an oversight type of mechanism if that's something that the Agency would be willing to do.

Commissioner Spurlock: If it complicates or slows down things in any way for Ms. KC and I understand that completely, that's why I just want to make sure it's clear as it is thought out. I didn't know if my question was thought out because I don't want it to hamper, truly hamper her abilities.

Commissioner Spurlock: What I am most concerned about is, I have a fire raging, and I have a qualified person, and cannot throw somebody at that. I understand that but for everything else that would be semi administrative, because I am so sensitive with the nepotism thing, I'm just wondering if someone in HR should be the approver on that. It is a lot easier to approve and look at the appropriateness when it starts than to investigate something after it has happened. We hear the phrase easier to beg for forgiveness after the fact than to do it right and get permission upfront. When it comes to government I don't know if that is necessarily true. So I am just concerned about that, Michelle Garton is you have serious concerns about anything ever going to something like that. Or Ms. KC, I would like to hear from you, your thoughts if this would be extra due hardship to have this process be done. I have a feeling that maybe hr can have a quick look at these things before they are approved.

Kasey KC: This position remains open as an active recruitment, and we have had no applicants for quite some time since March or April. We do want to get this position hired, we have had an acting in that position for a little over a year. This is over the period we are allowed, however, we do not have a qualified person to fill that spot with. We would like to get it filled, we are not opposed to handing this over to HR and we have the form. It was my understanding that we needed the policy approved first and then we would be able to submit the form. I'm happy to submit the form to Human Resources and work through this, as I stated we have not hired for this position, and awaiting the approval on the policy from the commission and then making sure this form and how we drew it up. We did review other agencies' policies like this, not to say the policy we reviewed was right, wrong, or indifferent because we only found one which was the Department of Corrections. I believe the Department of Education had one but we couldn't find it publically available. So this was kind of mimicked after their form, but we are happy to get it approved through human resources. We wanted to make sure the commission was ok with our oversight and we would do what we need to do to get the approvals needed.

Commissioner Maloney: I had a few questions for Ms. KC if that is appropriate at this time.

Commissioner Maloney: Ms. KC, good morning, I am sorry I am appearing by telephone, I hope I am clear and you can understand. When looking at page 50, listing the challenge for the recruitment in general for the State of Nevada

Division for the appointment for the rural areas because of the population. At the bottom of the paragraph where it says the appointing authority shall develop a form and procedures, would it be helpful or useful to analytically combine the counties where the population is less than that number whatever it would be, that is how we do that in the legislature for my day job. It seems it might help resolve a lot of problems in general when we are talking about providing services to the rural areas. I just want to throw that out there, that it does help a little bit when you combine the smaller counties.

Kasey KC: Thank you, we would be happy to do that if you had a number you were thinking that would be appropriate. I am not sure what the population is in our county seems to be growing exponentially. We could potentially have this issue, we have not had this issue in the past. We do have other relatives working as equals in other camps, so this could arise again. In the rural areas, it is not as common in eastern sierra as in a county like here in Carson City. Carson City would have a larger population to choose from. So we would be happy to do that, I am not sure what that limit would be, if you guys had a suggestion I would be happy to throw that in here.

Commissioner Spurlock: Maybe I have not thought it out but I'm not quite convinced that doing a population exception would address concerns on stuff slipping through the cracks. I'm more concerned that Ms. KC has the flexibility that gets the minimum approval that she has on, sometimes quick notice. Before the candidate turns down the job and goes to another job opportunity. So again, I do not want it to be burdensome to your credit, I am just not sure that limiting it. The way I understand is the NRS is written the two counties with 400,000 or more it usually would be enough to cover Washoe and Clark, and then there is everyone else, the other 15 counties. Unless I get a better explanation I am not sure why the population of the county makes a difference. I think it is scenario-based and appropriateness-based. For example, the difficulty to recruit, the size of the pool of the applicants, the critical skill of the job, and those are all the discretionary things that Ms. KC needs to have or be able to weigh in on. With only given those basic facts, and HR would say, here is the situation, I need to act, or I'm going to lose this person, I do not have anyone else, this is critical and then HR would respond with an ok. But I just don't know if the population of the county would be relevant.

Commissioner Olson: I agree with my esteemed colleague, the population of the county when it comes to nepotism is irrelevant in my opinion and I do concur with the proposal for absolute complete transparency that DHRM is involved in the approval process so everything stays above board. Being a practitioner in Human Resources for many years nepotism can be very ugly.

Chairperson Fox: I have a question for the Division, I heard Ms. KC say she had looked at other Agencies or Departments that have an exception to the nepotism rule, I think it included the Department of Education. But I am wondering for the Division, are there many Agencies that have a similar policy as being proposed by the Division of Forestry. Has there been an Agency in the past come to you and say, we are having a hard time filing this position because it is in a rural area and the a nepotism requirement.

Beverly Ghan: I do not recall any such situation where this has been brought to our attention. This request is the first that we have received in writing. Usually, the rural areas are always difficult to fill the positions that we have, we just work around it in different ways, not in this way particularly.

Commissioner Spurlock: Following up on chair Chairperson Fox's comment, I think that is why I just wanted to make sure that it didn't spread and get out of hand. In fact, in advance of the meeting, I was thinking about someone in the Highway Patrol having its own issues right now. But I think a lot of that is salary-based, so I just want to make sure that we do not give a tight nit community the same exception that we would give in rural eastern Nevada when there are other solutions. Whether it is pay or salary, that might take some time to work out or process a transfer with someone from Elko, or Ely, someplace like that with the small communities. My concern would be, and I understand you're the Department that would be asking for the same exception from both areas. I was just thinking advance the meeting the Highway Patrol will go ramp-id with this if we were to approve it. Like Commissioner Olson said my concern would be that we keep this to a very limited basis as we have to, even if it is a courtesy approval from HR when these kinds of things come up. Again, I feel for Ms. KC and I want to make sure Ms. KC doesn't come out of this meeting thinking Mr. Commissioner Spurlock is hamstringing me, in no way whatsoever. If you had a flood situation or a fire situation or some other kind of thing that affects the citizens of Nevada, I want you to be able to act, you need to have those tools. Again, I am so sensitive to nepotism, I just think someone needs to be doing the crosscheck on that.

Kasey KC: Thank you, I do not think you are insensitive and I believe this is not ideal for any of us. I wouldn't be here today if we had a solution. For this particular instance, In 20 years working with the Division we have never

needed a policy like this, and I hope in however many more years I have, we do not have this again. We can try to continue to recruit, this is a unique situation, for our Crew Supervisor position we are down 32 across all of our camps, and we were only able to hire 13. So we are having a hard time hiring people across the board actually, this one makes it even tougher. We could continue to recruit, the longer we give the crew no supervision, the longer they can run a muck out there in Tonapah, in the middle of nowhere. Literally, the camp is in the middle of nowhere. We want to make sure they do have direct supervision, it's not an ideal situation. I am happy to send this justification form I have here today, based on some feedback, I could beef up the language it contains, and send it over for approval if this policy were to get approved, we will also approve the situation through DHRM.

Chairperson Fox: Thank you, Ms. KC, I feel you have addressed the concerns that the Commissioners had articulated regarding this policy.

Chairperson Fox: Are there any other questions from the Commissioners.

Chairperson Fox: Is there anyone who wishes to come forward for public comment. None heard or seen.

Chairperson Fox: I will entertain a motion.

Commissioner Olson: Move to approve agenda item 5A as it pertains to appointing of related persons with the provision, that there is some language added that allows DHRM, or requires DHRM to approve that policy for oversight.

Chairperson Fox: I will second that motion.

Chairperson Fox: It has been moved and seconded that the Committee approved the policy authorizing appointing persons pursuant to NAC 284.374 with the understanding that such approvals will be submitted to the Division of Human Resource Management for review.

Chairperson Fox: Committee discussion. All those in favor signify by stating aye.

The motion passes unanimously.

MOTION:	Moved to approve the policy authorizing the appointing persons pursuant to NAC 284.374, with the understanding that such approvals will be submitted to the Division of Human Resource Management.
BY:	Commissioner Olson
SECOND:	Chairperson Fox
VOTE:	The vote was unanimous in favor of the motion.

Chairperson Fox: Thank you, Ms. KC, thank you to the Division.

Chairperson Fox: The next item for possible action on the agenda, is discussion and approval of proposed class specification maintenance review of classes recommended for revisions and abolishment for Mechanical & Construction Trade.

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

A. Mechanical & Construction Trade

1. Subgroup: Skilled Trades & Allied

a. 9.430 Welder Series

b. 94.495 Wastewater Treatment Operator Series

Keisha Harris: Good morning Madam Chair and Members of the Commission. For the record, my name is Keisha Harris, Personnel Analyst with the Division of Human Resource Management Classification Unit. As part of the Biennial Class Specification maintenance review process. I am here to present for your approval this date, item 6A, 1A on the agenda, the Welder Class specifications. In consultation with subject matter experts from the Department of Corrections, Department of Transportation, Nevada System of High Education, and analysts within DHRM. It is recommended that revisions be made to the series and class concepts, and the minimum qualifications to update

occupational language clarify respective duties, reflect current methods and practices being used, and maintain consistency with verbiage formatting and structure. Supervisory Analyst Heather Dapice will now present item 6A 1B on the agenda.

Heather Dapice: Good morning Madam Chair and Members of the Commission, for the record my name is Heather Dapice, Supervisory Personnel Analyst with the Division of Human Resource Management Classification Unit. As part of the biennial class specification maintenance review process, I am here to present for your approval of this date on 6a 1b the Wastewater Treatment Operator Series. Consultation with subject matter experts from the Department of Corrections, and analysts within the Division of Human Resource Management. It was determined that the series and class concepts, met the current expectations and required no changes at this time. However, it is recommended that minor changes be made in the series and class concepts to maintain consistency with the verbiage, formatting, and structure. In addition, an informational note was added to the minimum qualifications to clarify that the required certifications are required at the time of the appointment and as a condition of continued employment. As a result of this change, the education and experience section, and the minimum qualifications at every level were amended to reflect this addition. Thank you for your time and we would be happy to answer any questions you have at this time.

Chairperson Fox: Ms. Dapice, I have a question, are the Wastewater Treatment Operators only assigned to the Department of Corrections.

Heather Dapice: Yes, that is correct there is only one employee within the State and they are employed with the Department of Corrections.

Chairperson Fox: Thank you, I didn't know that.

Commissioner Olson: I too, also wondered about that.

Commissioner Spurlock: We learn something new every day.

Chairperson Fox: Are there any Commissioner questions or comments regarding 6A, 1B item.

Chairperson Fox: Is there any public comment. Hearing none, seeing none.

Chairperson Fox: I will move that the Commission approve the proposed Class Specification changes for the Mechanical & Construction Trade group, subgroup Skilled Trades & Allied, Welder Series, and Wastewater Treatment Operator series.

Commissioner Olson: I second that motion.

Chairperson Fox: It has been moved and seconded, any discussion, all those in favor say aye.

The motion passes unanimously.

MOTION:	Moved to approve Agenda item 6
BY:	Chairperson Fox
SECOND:	Commissioner Olson
VOTE:	The vote was unanimous in favor of the motion.

Chairperson Fox: The next item is an informational item 7 on the Agenda.

VII. Report of Uncontested Classification Plan changes not requiring the Personnel Commission approval per NRS 284.160.

Chairperson Fox: The following items were posted for at least 20 working days. No written objections were received by the Administrator before the end of the posting period: therefore the changes automatically went into effect.

Posting #05-21

6.766 Climate and Energy Specialist

Posting #08-21

12.619 Parole and Probation Specialist Series

Posting #09-21

7.100 Accountant Series (ACFR)

Posting #10-21

7.500 State Payroll Manager

Posting #11-21

9.477 Student Worker-Trades

VIII. Discussion and Announcement of dates for Upcoming Meetings.

Chairperson Fox: Our next scheduled meeting will be on December 10, 2021.

Chairperson Fox: Our next scheduled meeting will be on December 10, 2021. They are both Fridays I believe. I have no problem with either date.

Chairperson Fox: Thank you, I have heard no objections to either date so it is agreed for March 11, 2022.

IX. Commission Comments

Chairperson Fox: None heard or seen.

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

Chairperson Fox: None heard or seen.

XI. Adjournment

Chairperson Fox: Seeing and hearing no further discussion, we are adjourned at approximately 9:45 am.