

**STATE OF NEVADA
PERSONNEL COMMISSION**

Carson City at the Gaming Control Board, 1919 College Parkway; and via video conference in
Las Vegas at the Grant Sawyer State Building, Room 2450, 555 East Washington Avenue

**MEETING MINUTES
Friday, March 20, 2015**

COMMISSIONERS PRESENT

IN CARSON CITY: Katherine Fox, Chairperson
David Read, Commissioner

**STAFF PRESENT IN
CARSON CITY:**

Lee-Ann Easton, Administrator, DHRM
Shane Chesney, Senior Deputy Attorney General
Tawny Polito, Executive Assistant, DHRM
Peter Long, Deputy Administrator, DHRM
Shelley Blotter, Deputy Administrator, DHRM

COMMISSIONERS PRESENT

IN LAS VEGAS: David Sanchez, Commissioner
Gary Mauger, Commissioner
Andreas Spurlock, Commissioner

**STAFF PRESENT IN
LAS VEGAS:**

Heather Dapice, DHRM
Jocelyn Zepeda, DHRM

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

Chairperson Katherine Fox: Opened the meeting. She welcomed everyone and took roll.

II. PUBLIC COMMENT NOTICE: Read into record by **Chairperson Fox:**

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. 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.

Chairperson Fox: Asked if there was any public comment. There was none.

III. APPROVAL OF MINUTES OF PREVIOUS MEETING DATED DECEMBER 12, 2014

Action Item

Chairperson Fox: Recognized that Commissioner Sanchez was not present at the December 12, 2014 meeting

MOTION: Motion to approve the minutes of the meeting dated December 12, 2014.
BY: Commissioner Read

SECOND: Commissioner Fox
VOTE: The vote passed in favor of the motion with Commissioner Sanchez abstaining.

IV. PROHIBITIONS AND PENALTIES: DISCUSSION AND APPROVAL OF POLICIES THAT DESCRIBE ACTIVITIES CONSIDERED INCONSISTENT, INCOMPATIBLE OR IN CONFLICT WITH EMPLOYEES' DUTIES AND THE PROCESS OF PROGRESSIVE DISCIPLINE

Action Item

A. Department of Agriculture

Denise Woo-Seymour, Personnel Analyst, Division of Human Resource Management (DHRM): Stated that in accordance with NAC 284.742, an agency shall develop policies that describe activities considered inconsistent, incompatible or in conflict with employees' duties and penalties for such. These policies are subject to the approval of the Personnel Commission. The Department of Agriculture has updated the prohibitions and penalties previously approved by the Personnel Commission and in effect since March 21, 2008. The proposed new version reflects a revised format more consistent with other agencies and incorporates comments and suggestions submitted and reviewed by department employees and approved by the Board of Agriculture. The DHRM has reviewed the revisions and recommends approval. Genevieve Hudson from Agency Human Resource Services (AHRS) and Kathleen Kirkland are present on behalf of the Department of Agriculture to answer questions.

Chairperson Fox: Asked if there were questions from the Commissioners. There were none. She asked if there was any public comment related to this item. There was none.

MOTION: Motion to approve the prohibitions and penalties for the Department of Agriculture.
BY: Commissioner Sanchez
SECOND: Commissioner Read
VOTE: Motion passed unanimously.

B. Commission on Peace Officer Standards and Training

Denise Woo-Seymour: Stated that the Commission on Peace Officer Standards and Training (POST) has updated the prohibitions and penalties previously approved by the Personnel Commission and in effect since June 4, 2008. The DHRM has reviewed the proposed revisions and recommends approval. No items in the proposal are unique to the agency, and all items are consistent with those previously approved for other agencies. Tim Bunting, Interim Executive Director POST, is present on behalf of POST to answer any questions.

Chairperson Fox: Asked if there were any questions from the Commissioners.

Commissioner Read: Pointed out what seemed to be a typographical error in the prohibition and penalty for C6. **Denise Woo-Seymour:** Stated that it was actually a strikethrough, denoting a deletion in the final draft, but it did not appear clearly in the document copy. The correct number is three, not two.

Commissioner Fox: Asked for clarification on the language for Item F6, cashing a paycheck before the state's designated payday. **An unidentified person:** Said that some paychecks are still paper driven. **Commissioner Fox:** Asked if Item F7 referred to receiving of a gift that is not in accordance with department's policies. **Tim Bunting:** Answered that the regulations allow acceptance of some gifts, but all gifts must be approved by the commission.

Chairperson Fox: Asked if there were any other questions from the Commissioners. There were none. Asked if there was any public comment related to this item. There was none.

MOTION: Motion to approve the prohibitions and penalties of the Commission on Peace Officer Standards and Training.
BY: Commissioner Read
SECOND: Commissioner Sanchez
VOTE: Motion passed unanimously.

V. DISCUSSION AND APPROVAL OF ADDITION OF CLASSES OR POSITIONS APPROVED FOR PRE-EMPLOYMENT SCREENING FOR CONTROLLED SUBSTANCES AND REVISIONS TO CLASS SPECIFICATIONS

Action Item

- A. The Department of Health and Human Services, Division of Child and Family Services, requests the addition of classes to the list approved for pre-employment screening for controlled substances and requests approval of a class-specification change to include a pre-employment testing requirement.
1. Classes and positions requested for approval of pre-employment screening for controlled substances:
10.146 Treatment Home Supervisor, PCN: All
10.148 Treatment Home Provider, PCN: All

Carrie Hughes, Personnel Analyst, DHRM: She stated that statute requires the appointing authority to identify specific positions that affect public safety, subject to the approval of the Personnel Commission. Additionally, federal courts have indicated that pre-employment testing by public entities may constitute a search within the Fourth Amendment and, if so, must be justified by a special need that outweighs a reasonable expectation of privacy. The DHRM is recommending approval of the above-noted classes, as the duties of these positions include parental-type responsibilities. Darren Squillante, Personnel Officer, from the Division of Child and Family Services (DCFS) is available to answer questions.

Chairperson Fox: Noted that the positions in this series provide care, training and treatment to children and adolescents with behavior and emotional disturbances in a 24-hour/7-day-a-week treatment home setting.

Chairperson Fox: Asked if there were any questions from the Commissioners. There were none. She asked if there was any public comment related to this item. There was none.

MOTION: Motion to approve the positions listed above, in Agenda Item V.A.1., to the list approved for pre-employment screening for controlled substance and motion to revise the class specification accordingly.
BY: Chairperson Fox
SECOND: Commissioner Read
VOTE: Motion passed unanimously.

- B. The Department of Public Safety (DPS), General Services Division (GSD), requests the addition of positions to the list approved for pre-employment screening for controlled substances and requests approval of class specification changes to include a pre-employment testing requirement.

1. Positions requested for approval of pre-employment screening for controlled substances:
 - 2.210 Administrative Assistant IV, PCN: 4709-1009, 4709-8018, 4709-9013, 4702-322
 - 2.211 Administrative Assistant III, PCN: 4702-51, 4702-147, 4702-315, 4702-328, 4702-648, 4702-705, 4702-871, 4702-11003, 4702-705, 4702-871, 4702-11003, 4702-11034, 4709-8016, 4709-8017, 4709-8019, 4709-8020, 4709-8021, 4709-9001, 4709-9002, 4709-9011, 4709-9012
 - 2.212 Administrative Assistant II, PCN: 4709-9003, 4709-9004, 4709-9005, 4709-9006, 4709-9007, 4709-9008, 4709-9009, 4709-9010
 - 2.301 Accounting Assistant III, PCN: 4709-8022
 - 7.624 Management Analyst III, PCN: 4709-3, 4709-200
 - 7.643 Program Officer III, PCN: 4702-0086
 - 7.647 Program Officer II, PCN 4709-35
 - 7.655 Business Process Analyst III, PCN: 4709-8023
 - 7.656 Business Process Analyst III, PCN: 4709-8024, 4709-8025, 4702-0046
 - 11.128 N.C.J.I.S. Program Specialist Supervisor, PCN: 4709-13
 - 11.129 N.C.J.I.S. Program Specialist, PCN: 4709-64
2. Request for approval of class specification changes to include pre-employment screening for controlled substances for some positions:
 - a. Accounting Assistant series
 - b. Business Process Analyst series

Carrie Hughes: Stated that the DPS, GSD, has requested approval of pre-employment screening of the above-listed positions. The DHRM is recommending approval of these positions as the GSD has indicated that these positions are authorized to directly access confidential information from the criminal justice data systems. Mindy McKay and Mavis Affo from the DPS are available to answer questions.

Chairperson Fox: Asked if there were any questions from the Commissioners.

Commissioner Spurlock: Asked for clarification on what level informational access qualifies for inclusion on the list of recommended positions. **Mindy McKay:** Answered that most people in her department have direct access through the computer system and the ability to manipulate the data. **Commissioner Spurlock:** Asked if the primary concern was either access to or ability to manipulate the data. **Mindy McKay:** Answered that access is also a concern because of the possibility that a person could provide confidential information to unauthorized people. **Commissioner Spurlock:** Asked if the concern was regarding personal information such as Social Security numbers or criminal justice information. **Ms. Mindy McKay:** Stated that both are a concern and should be protected.

Chairperson Fox: Asked what is the mission of the GSD of the DPS. **Ms. McKay:** Stated that the GSD mission is to support Nevada's criminal justice community and its citizens by providing complete, timely and accurate information in a manner that balances the need for public safety and individuals' rights to privacy and ensures a positive customer service experience. **Chairperson Fox:** Asked if the DPS has a primary duty of recordkeeping of criminal justice data. **Ms. McKay:** Confirmed that is correct; the GSD is the records bureau.

Commissioner Spurlock: Asked if there was a representative from the DPS present. **Chairperson Fox:** Confirmed there was. **Commissioner Spurlock:** Asked if the same policy applies to those who do payroll for the state, since they also have access to Social Security numbers. **Carrie Hughes:** Stated that there are no specifically identified personnel positions currently approved for pre-employment testing.

Commissioner Spurlock: Asked about the status of centralized payroll personnel. **Ms. Hughes:** Stated that her understanding is that they are not approved for pre-employment testing. She further stated that she reviewed a Supreme Court decision that provided criteria to determine whether employees' access to classified or sensitive information was enough to justify pre-employment testing, including the level of supervision of the employees and whether other practices lowered the employees' expectation such as a background check. DPS said these positions do require a background check.

Chairperson Fox: Asked if the Commissioners had any further questions. They had none. She asked if there was any public comment related to this item. There was none.

MOTION: Motion to approve the positions listed above, in Agenda Items V.B.1. and V.B.2, to the list approved for pre-employment screening for controlled substances and motion to revise the class specifications accordingly.

BY: Commissioner Read

SECOND: Chairperson Fox

VOTE: Motion passed unanimously.

- C. The Department of Business and Industry (B & I), Nevada Taxicab Authority (NTA), requests the addition of positions to the list approved for pre-employment screening for controlled substances and requests approval of a class specification change to include a pre-employment testing requirement
1. Positions requested for approval of pre-employment screening for controlled substances:
 - 2.153 Legal Secretary II, PCN: 0038
 - 2.210 Administrative Assistant IV, PCN: 0023
 - 2.211 Administrative Assistant III, PCN: 0011, 0061
 - 2.212 Administrative Assistant II, PCN: 0003, 0013, 0020, 0043, 0046, 0066, 0074, 0075, 0092, 0095
 - 7.625 Management Analyst II, PCN: 0002, 0078
 - U4103 Division Administrator, Taxicab Authority, PCN: 0001
 - U4141 Deputy Division Administrator, Taxicab Authority, PCN: 0091
 2. Request for approval of class specification change to include pre-employment screening for controlled substances for some positions:
 - a. Legal Office Manager, Supervisor & Secretary series

Carrie Hughes: Stated that B & I, NTA, has requested approval of pre-employment screening of the above-listed positions. Jennifer DeRose from the NTA is available in Las Vegas to answer questions.

Chairperson Fox: Asked if there were any questions from the Commissioners.

Commissioner Sanchez: Asked what the mission is of the NTA and what is its role in accessing criminal justice data.

Jennifer DeRose, Deputy Administrator, NTA: Stated that the mission of the NTA is the safety for the riding public. The NTA has a Licensing Division that performs background and fingerprint checks on taxicab drivers. On the enforcement side, investigators who do regulatory traffic stops run checks on the taxicab drivers. Everyone in the agency has either direct or indirect access to the data.

Commissioner Sanchez: Asked if the NTA performs the fingerprinting itself. **Ms. DeRose:** Stated that they do. **Commissioner Sanchez:** Asked who trains the staff to do that. **Ms. DeRose:** Stated that it is a position called TAC that is trained to take fingerprints. **Commissioner Spurlock:** Stated that he

believes TAC stands for Terminal Agency Coordinator. He asked whether every one of these positions is accessing this information. **Ms. DeRose:** Stated that every position on the list has some type of access.

Chairperson Fox: Asked if the Commissioners had any further questions. They had none. She asked if there was any public comment related to this item. There was none.

MOTION: Motion to approve the positions listed above, in Agenda Items V.C.1. and V.C.2., to the list approved for pre-employment screening for controlled substances and motion to revise the class specifications accordingly.

BY: Chairperson Fox

SECOND: Commissioner Read

VOTE: Motion passed unanimously.

VI. DISCUSSION AND APPROVAL OR DENIAL OF INDIVIDUAL CLASSIFICATION APPEAL

Action Item

A. Patrick Curley, DMV Services Technician IV

Chairperson Fox: Explained the hearing process.

Kevin Ranft, AFSCME Representative: Stated he is representing Patrick Curley for this appeal. He thanked the chair and the Commissioners for their time and stated that Christina Schlosser, Field Service Manager from the DMV, is present and would like a few moments to speak. Ms. Kathy Hanlon, Mr. Curley's direct supervisor, is also present and available to answer questions.

Patrick Curley, DMV Services Technician IV, DMV: Thanked the Commission for their time. Since 2006, he has managed the third-party program in the north. He requested a reclassification of his position to a Program Officer I, just as the position is classified in the southern program. The reclassification was denied for the reason that the changes in his duties could reasonably be based on natural growth and because adding or increasing duties and responsibilities in a similar manner is not enough to reclassify the position. He stated his argument. When he took responsibility for the third-party program, his responsibilities changed overnight and not through natural growth. There is some overlap with his duties as a Tech IV, but the magnitude of his current duties are specific and focused entirely on one program.

From the inception of the program in 1990 to 2006, the management of the third-party program was the responsibility of a DMV Supervisor I with specialized training in CDL in three state offices. The third-party program grew with the federal CDL. In 2006, the position was moved to DMV Field Services in the southern part of the state, but the north was not given a Program Officer position to manage the third-party program, despite program expansion to include the Elko area.

He stated that documentation has been provided to the Commission and brought attention to some specific portions. Mr. Curley explained the areas covered by both the southern and northern programs. Mr. Curley pointed out his areas of disagreement with the classification determination letter. The jobs are the same and include audits, teaching classes to state employees or third-party program participants, and evaluation of compliance of third-party programs.

Chairperson Fox: Asked if the Commissioners had any questions for the appellant.

Commissioner Mauger: Asked whether the job has changed since 2006 and whether this was the first time Mr. Curley asked for reclassification. **Mr. Curley:** Answered that this is the first time he has asked

for reclassification. In the beginning, he was advised that it would likely be denied; after the recession, there was no budget available. Now the demands of the job are increasing. He stated that in the south, they have three people to handle the program, and in the north, it is only him with some help from the office. **Commissioner Mauger:** Asked another question that was inaudible. **Chairperson Fox:** Replied that the question would be addressed by DHRM. **Mr. Ranft:** Introduced Christina Schlosser, who may also want to answer the question.

Christina Schlosser: Praised Mr. Curley's performance as the administrator of the northern third-party certifier program. The program is important and creates revenue. She addressed the concern that was raised with having two managers of the program, stating that the program already essentially has two managers, herself and Shawanna Washington in the south. Mr. Curley is responsible for training truck companies, bus companies, county personnel and state firemen to conduct CDL examinations. This training accounts for between 85 and 90 percent of Mr. Curley's time. He audits the performance of the certifiers and audits and trains the DMV Tech IVs in the smaller northern offices so that they are competent to certify commercial drivers, and he audits the test yards to ensure that the configurations meet the federal requirements. She addressed the concern that was raised that Mr. Curley does not write evaluations, stating that she is familiar with a Program Officer 3 who is not involved with writing evaluations of any kind.

Commissioner Mauger: Asked for clarification of the speaker's name and job title. **Ms. Schlosser:** Responded that she is a Field Services Manager III, and her function is branch manager over Galetti, CDL office in Sparks and seven rural offices that have limited DMV transactions.

Commissioner Mauger: Asked for clarification that Mr. Curley has been working at this level since 2006. **Mr. Curley:** Confirmed.

Commissioner Read: Stated for the record that Ms. Schlosser is a personal friend and fellow Rotarian, but he believes that relationship would not affect his decision.

Kevin Ranft: Stated that there was no program position given to the north, but Mr. Curley has done an exemplary job administering the program. He thanked the Commission for their time and asked for approval of Mr. Curley's reclassification appeal.

Denyse Bandettini, Personnel Analyst, DHRM: Outlined the duties of the third-party certifier program and a DMV Services Tech IV. She stated that Mr. Curley believes his position should be reclassified because his duties are identical to his southern counterpart. At the time of the classification of the Program Officer I position in the south, the position had additional responsibilities for the management of the motor vehicle inspection and motor vehicle appraiser programs. Over time these programs evolved into the management of the CDL program. An NPD-19 has been requested to ensure proper classification of both positions as DMV Services Tech IV. Ms. Bandettini described the class concepts for a Program Officer I which include administrative work in planning, coordinating and directing a comprehensive program. In short the Program Officer I has sole responsibility for the program they administer and set the policies and procedures for the program for which they are assigned. It appears that responsibilities of the program in the south have changed since the last review. A Management Analyst I is currently the manager of this program. She stated it is not appropriate to change the classification of a position, which continues to meet the series and class concepts of the job class to which it is currently classified. Therefore, DMV Services Tech IV remains the most appropriate class for the position. Ms. Bandettini respectfully requested that the determination of the Division of Human Resource Management be upheld. In addition, DMV is not in support of this request. She added that Shawanna Washington, Field Services Manager, is available in Las Vegas to answer questions or concerns.

Commissioner Spurlock: Referred to a particular paragraph in the determination letter, but not in the class specification. He asked whether that language is codified in a regulation or anything official. **Ms. Bandettini:** Said her understanding is that it is not.

Chairperson Fox: Asked for clarification that the Program Officer class is no longer used for similar work performed, and it is now the Management Analyst that is doing this work. **Ms. Bandettini:** Answered that there is a Management Services unit and a Management Analyst within that unit who drafts policy and procedures and deals directly with the federal government with regard to the program. **Chairperson Fox:** Asked if the Management Analyst position has responsibility for the entire state's coordination and rollout effort in compliance with federal requirements. **Ms. Bandettini:** Confirmed that is the case, as well as some other positions, for example, some auditing is coordinated with another position. **Chairperson Fox:** Asked for clarification that comparable work is performed in southern Nevada by a DMV Services Technician IV. **Ms. Bandettini:** Answered yes. **Chairperson Fox:** Asked about supervisory activities in the description of a Program Officer. **Mr. Peter Long:** Answered that there are likely some Program Officers I who do not supervise for various reasons, but the wording of the specification and the intent is that Program Officers I should supervise lower-level technical and clerical personnel who perform the day-to-day functions of implementation of the program, and supervision means hiring, firing, approving leave, conducting performance appraisals, et cetera.

Commissioner Sanchez: Asked how many Program Officer I positions exist in the south. **Ms. Washington:** Answered that there is one in her office, and she supervises a Technician IV.

Commissioner Spurlock: Asked whether the incumbent is believed to be doing at least 50 percent of the DMV Services Tech IV duties. **Ms. Bandettini:** Answered yes because the class specification description for a DMV Services Tech IV specifically states that positions at this level act as a subject-matter expert in the program in which he ensures compliance.

Commissioner Mauger: Asked for clarification pertaining to a letter from Katherine Hanlon. **Mr. Long:** Answered that the 46 companies for which Mr. Curley is responsible for ensuring that they are following the criteria set up for the CDL. He is not responsible for actual supervision.

Commissioner Read: Said he does not understand the reluctance to satisfy long-term employees who are doing an excellent job and believes it does not make sense. He further pointed out that in the current situation, it seems the only way to give Mr. Curley a raise is to hire more people.

Patrick Curley: Clarified some of the companies involved in the third-party program. The companies ask for their employees to be trained to do the job of a basic Tech IV for their company.

Alys Dobel, HR administrator, DMV: She apologized that Nancy Wojcik, Administrator for the Field Services Division, was unable to attend the meeting due to legislative responsibilities. **Ms. Dobel** stated this is a difficult case, in part because many changes are occurring with commercial driver's licenses. The program is currently being re-evaluated. One proposal is to have all of the CDL be placed under Shawanna Washington. They are rearranging how CDLs will be processed internally. **Ms. Washington:** Agreed with Ms. Dobel and outlined some of the anticipated changes. **Chairperson Fox:** Asked whether the changes would increase the regulatory role of DMV. **Ms. Washington:** Said that may be the case. **Mr. Curley:** Agreed with Ms. Washington that there may be a decrease in certifiers and companies, but there will be an increase in the process of auditing the companies.

Alys Dobel: Stated that at this time, Administrator Wojcik believes that Mr. Curley is correctly classified. However, the position will be re-evaluated after implementation of the proposed changes.

Kevin Ranft: Thanked the Commission for their time and again asked for Mr. Curley's position to be reclassified.

Commissioner Sanchez: Asked about a letter written on November 20, 2014, from Administrator Easton. **Kathy Hanlon:** Introduced herself as the supervisor with the Sparks CDL office. She stated that Mr. Curley only advises her but does not ask for approval. **Mr. Curley:** Stated that he is a source of information, but he also is an auditor and a trainer for those companies and for the state.

Chairperson Fox: Asked for any public comment related to this item. There was none. She entertained a motion and asked for discussion. She stated she is struggling because Mr. Curley seems to be a highly functioning DMV Technician IV, and some of his duties may be better classified into a different job class.

MOTION: Motion that the Commission deny the appeal of Patrick Curley from DMV Technician IV to Program Officer I for the Department of Motor Vehicles.

BY: Commissioner Sanchez

SECOND: Commissioner Spurlock

VOTE: Commissioners Spurlock and Sanchez voted Yea and Commissioners Fox, Read and Mauger voted Nay. Motion failed.

MOTION: Motion that the Commission approve the appeal of Patrick Curley from DMV Services Technician IV to Program Officer I

BY: Commissioner Read

SECOND: Chairperson Fox

VOTE: Commissioner Fox, Read, and Mauger voted Yea. Commissioners Sanchez and Spurlock voted Nay. Motion passed

Chairperson Fox: Advised Mr. Curley that she would like an update at a future meeting regarding the regulatory changes and the impact to the role of the DMV.

Commissioner Spurlock: Added that classification decisions should not be based upon personal performance of an incumbent but should be determined by the duties assigned as if the position was vacant. **Commissioner Spurlock** requested that the Division look at the class specifications for the Program Officer series. He noted this is the fourth or fifth time since he has been on the Commission there has been an appeal that the appellant was comparing their duties to the Program Officer series. He would like to see more clarifying language in the class specification, otherwise another such appeal is likely to be heard again by the Commission.

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

Action Item

- A. Mechanical & Constructional Trades
 - 1. Subgroup: Road Construction and Maintenance
 - a. 9.103 Highway Maintenance Manager
- B. Medical, Health & Related Services
 - 1. Subgroup: Health & Support Services
 - a. 10.341 Consumer Services Assistant Series
 - 2. Subgroup: Allied Therapies
 - a. 10.615 Speech Pathologist Series

Denyse Bandettini: Presented the recommendation for changes to the class specification for the class listed in Item VII.A.1.a. These revisions include minor changes to the minimum qualifications, specifically under Special Requirements. Additionally, minor changes to the entry level knowledge, skills and abilities were made. Department of Transportation management participated in the process and are in support of the changes recommended.

Denyse Bandettini: Presented the recommendation for the changes to the class specification listed in Item VII.B.1.a., minor revisions were made to the specifications to update the duty statements based on language required to make the agency compliant with federal regulations. Further, the knowledge skills and abilities were amended to reflect those changes. Management participated in the process and are in support of the changes recommended.

Heather Dapice, Personnel Analyst, DHRM: Presented the recommendation for changes to class specifications for the positions listed in Item VII.B.2.a. The revisions include minor modifications and clarification of the required educational experience. Management participated in the process and are in support of the changes recommended.

Commissioner Fox: Asked if the Commissioners had any questions. They had none. She asked for any public comment regarding this item. There was none.

MOTION: Motion that the Commission approve class specification changes for the positions listed in Agenda Item VII.
BY: Commissioner Mauger
SECOND: Commissioner Read
VOTE: Motion passed unanimously.

VIII. REPORT OF UNCONTESTED CLASSIFICATION CHANGES
Postings #6-15, #7-15, #8-15

Chairperson Fox: Stated that the Report of Uncontested Classification Changes is included in the Commissioners' packets.

IX. Special Report: Update regarding James Wright Appeal

Lee-Ann Easton, Administrator, DHRM: Provided an update on the appeal of James Wright, which was heard at the meeting on December 12, 2014. Staff meet with Mr. Wright and audited the duties that he is currently assigned. The audit resulted in the same determination that the duties are correctly classified as an Accounting Technician and a determination letter was issued. The date for an appeal of that determination has passed.

X. DISCUSSION AND ANNOUNCEMENT OF DATES FOR UPCOMING MEETINGS

Chairperson Fox: Stated they are scheduled to meet June 19, 2015. She stated the next meeting after that would be in September 2015. The meeting is tentatively set for September 25, 2015.

XI. PUBLIC COMMENT: Read into record by Chairperson Fox:

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. 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.

Chairperson Fox: Asked for any public comment. There was none.

XII. ADJOURNMENT

Chairperson Fox: Adjourned the meeting.