

**STATE OF NEVADA  
PERSONNEL COMMISSION**

Carson City at the Blasdel Building 209 E. Musser St. Room 100, in Las Vegas at the Grant Sawyer Building, Room 1100 (1<sup>st</sup> floor), 555 East Washington Avenue via videoconferencing, and Elko at Animal/Plant Industry/Measurement Standards District Office 4780 E. Idaho Street, Elko, via videoconferencing.

-----

**MEETING MINUTES (Subject to Commission Approval)**

February 18, 2011

**COMMISSIONERS PRESENT  
IN CARSON CITY:**

Ms. Katherine Fox, Chairperson (by phone)  
Mr. David Read, Commissioner  
Mr. Mitch Brust, Commissioner

**STAFF PRESENT IN  
CARSON CITY:**

Ms. Cameron Vandenberg, Deputy Attorney General  
Ms. Shelley Blotter, Division Administrator, Department of Personnel  
Mr. Peter Long, Division Administrator, Department of Personnel

**COMMISSIONERS PRESENT  
IN LAS VEGAS:**

Mr. David Sánchez, Commissioner

**STAFF PRESENT  
IN LAS VEGAS:**

Ms. Teresa J. Thienhaus, Director, Department of Personnel  
Mr. Mark Anastas, Division Administrator, Department of Personnel

**I. OPEN MEETING**

**Chairperson Katherine Fox:** Phoned in and appointed Commissioner Sánchez as acting Chairperson for this meeting since she was unable to attend in person. She remained on the line as a participant for voting.

**Chairperson David Sánchez:** Opened the meeting at 9:18 A.M. There was a roll call and introductions by staff.

**II. \*ADOPTION OF THE AGENDA**

MOTION: Move to adopt the agenda  
BY: Commissioner Fox

PERSONNEL COMMISSION MEETING

February 18, 2011

SECOND: Commissioner Brust  
VOTE: The vote was unanimous in favor of the motion.

**III. \*ADOPTION OF MINUTES OF PREVIOUS MEETING  
December 10, 2010**

MOTION: Move to adopt the minutes of previous meeting dated December 10, 2010  
BY: Commissioner Read  
SECOND: Commissioner Brust  
VOTE: The vote was unanimous in favor of the motion.

**IV. \*INDIVIDUAL CLASSIFICATION APPEAL**

A. *DarJan Kerr, Administrative Assistant IV-Wildlife*

**DarJan Kerr:** Administrative Assistant IV for the Department of Wildlife. She stated that she has worked for that Department since May 12, 1997.

She said thank you for the opportunity to address this appeal remotely from Elko and for the opportunity to be heard.

The basis of the appeal was proper compensation and classification for the work accomplished by the Regional AAIVs for the Department of Wildlife. The Regional supervising Administrative Assistant IVs (AAIVs) have the same level of accountability, responsibility and level of supervision as the other regional supervisors for their Divisions. Nature of work changes over time with any job, needs of State Government change, public needs change. She had no objection to the nature of this work or additional assignments. She stated that she truly does revel in her job at Wildlife and is happy to take on new assignments and happy to adapt and adjust to the changes. Any reasonable person would want to be paid for and classified for the work they do and that is the foundation of this appeal. Due to overwhelming evidence and management generated documents, there exists the need to reclassify the AAIVs for Wildlife and the Operations staff working in the revenue generating program.

The appellant's exhibits outline that the AAIVs have the same level of signature authority as the other regional supervisors, for purchase orders. AAIVs time spent is coded by account - 50% to boating, about 10% for the hunt program and the remainder to license issuance and oversight of the operations division program. There are no time codes indicative of support to the other divisions, although we work as a team assisting co-workers as needed. NDOW's management generated documents call us office managers, state that we are recognized as regional operations supervisors and members of the regional supervising team. Of 98 hours per week for operations employees in the Elko office, about 8 hours or less than 10% of what we accomplish serves as support to other Divisions, copying, filing, mailing. Most if not all regional employees have their own phone extensions, voice mail, e-mail, scanner, & copiers and there is little that we do administratively for them.

## PERSONNEL COMMISSION MEETING

February 18, 2011

Department of Wildlife employees who staff the counters and enable persons to register boats, purchase licenses and special permits are some of the first line responders to questions about the recreational opportunities in Nevada. Governor Sandoval in his state address said that he would like tourism to escalate. The Operations Division employees for Wildlife are principal in promoting hunting, fishing and recreating in Nevada. She stated that they are contacted by individuals from all over the nation, other countries and we explain and promote these opportunities to them as well as to the residents of Nevada. She went on to say that in the NPD-19 request and subsequent appeals, it is not being said that the operations staff consider themselves more significant or important than any other position at Wildlife. The regional AAIVs supervising Operations have a program to run just as every other regional Division supervisor has a program to run and support. Those programs hinge on each other and more to the point, Operations employees have to know enough about each Division in the Department to direct public inquiry and satisfy the recreational public who wish to hunt, fish, stay within the NRS guidelines and laws, register boats or purchase licenses. Given that we are responsible for revenue not only to the Department of Wildlife, but they also have a duty to do what they can for the State of Nevada tourism and recreational coffers, they must have a broad knowledge base and perform with accuracy.

She commented on the overview prepared by the Department of Personnel. In 1999, there was a statewide reclassification of the Management Assistants conducted by the Department of Personnel. The position she holds has always been four steps higher than the position supervised. When, in 2000 the Department of Wildlife management assistants were given a two step upgrade, based on the reclassification statewide study, the Bureau Chief of Administration at the time said that it was because of the close parallel to Department of Motor Vehicle employee's job duties. She has only been involved in two NPD-19s in her 15 years with the State of Nevada. The first NPD-19 that she put forward was in 2004, which was based on the acceleration of duties and re-organization and the fact that she was supervising the revenue generating program for the region. She successfully stifled her efforts by the direction of her supervisor then who let her know that her efforts would be of no use because she didn't have a college degree. Intimidated by that, she did not appeal. The same response to the appeal in 2010 was given to the three AAIVs in that they did not have college degrees and could not be comparable to the supervisors who do. She has been given to understand that an acting Division Chief who is serving pro-tem does not have a college degree, a game biologist was promoted without benefit of a college degree, and there is another regional supervisor who does not have a college degree. She is confident that there are others throughout the state. Those individuals are given those positions and pay grades based on education and experience and those of us in operations should not be treated any differently. There has never been the posture taken that this should be an individual study. The regional supervising AAIVs and she put this NPD-19 forward with the idea that all of the Operations persons who are part of the counter revenue generating program would be reclassified subsequent to their filing and re-class. When this was first appealed to the Director of Personnel it was a consolidated effort for all three of them. If all the positions are not reclassified equally then it is not, nor has it been in all my communications about this NPD-19, to be a singular consideration or intent. Individual re-class misses the mark and is not acceptable. She indicated that she is not self-serving, she is just the last person standing. She also

## PERSONNEL COMMISSION MEETING

February 18, 2011

indicated that this was never intended to be an individual study, but rather a consideration of reclassification starting with the supervising Regional AAIVs and following with all operations personnel who work the counters.

After the appeal was denied by the Director of Personnel, an e-mail came out to all NDOW employees from the NDOW Director about possible lay-offs. Those possible lay-offs will heavily impact the operations counter staff.

It was her opinion that that e-mail and the denial letter for the appeal successfully squelched the initiative of the two other regional AAIVs to continue. They expressed to her that they were too new to the position and that they were worried about budget and that they knew as we all did going forward that the Department of Wildlife did not support a reclassification for the Operations counter personnel. Also since the notification that she would be heard at the Personnel Commission meeting, on February 4<sup>th</sup>, the Division Chief of Operations, the regional AAIVs supervisor notified them that there would be revisions to the long-standing Work Performance Standards from 2002-2003. On February 11<sup>th</sup>, a teleconference was held to discuss the revisions. They are in draft form now. It is difficult to define the positions of the AAIVs with outdated 8 year old WPS and without performance evaluations and as we do what we are told to do it is easy for the Department to work us out of classification. Perhaps, this appeal has served to at least garner up to date Work Performance Standards that encompass what the AAIVs actually do which is to run the revenue generating programs for their respective regions. Regardless of those efforts we in Operations for Wildlife need a classification and job specifications that fit from the Department of Personnel.

As for the appeal being based on three factors as outlined in her synopsis;

- 1) Never did she presume that the Department of Personnel lacked understanding. She did consider that the Department of Personnel did not have all the management generated documents needed and that the Department of Personnel might consider that the Department of Wildlife did not support the reclassification.
- 2) Since the removal of the regional managers, all the supervisors for each Division in the regions have been given duties that the regional managers used to accomplish. Never in her communications has she indicated neither that she nor the other regional AAIVs replaced the regional managers nor that all their duties were given to them, again, just a portion of their responsibilities.
- 3) She absolutely believes that the Operations personnel for the Department of Wildlife that work the counters and are the revenue generating segment of the Department are working out of class and should have a reclassification study of their own. The revenue generating counter staff for Operations are unique to the State of Nevada and perform a duty that no other Agency or Department accomplishes. There is not a title or series specification that fits the scope of work and if the closest parallel is Department of Motor Vehicles then operations staff within the Department of Wildlife should be granted their own class specifications.

With the restructuring of the Department from a Division there were many employees in Wildlife whose positions were upgraded *without significant change* based solely on

## PERSONNEL COMMISSION MEETING

February 18, 2011

restructuring i.e.; Administrator to Director, Bureau Chiefs to Division Chiefs, Deputy Administrators to Deputy Directors and others who I am given to understand received the appropriate compensation and upgrade.

In conclusion, I appreciate the opportunity to exercise rights available to me as a State of Nevada employee per N.R.S. and the time invested by the Personnel Commission, the Director of Personnel and her staff. Regardless of the outcome today it has been my privilege to represent the regional AAIIVs and Operations staff in this appeal and minutes recorded petitioning for reclassification and upgrade.

**Brenda Harvey:** Personnel Analyst, for the Compensation and Classification Division. She conducted the study of Ms. Kerr's appeal. She indicated that Mr. Patrick Cates, Deputy Director of the Department of Wildlife was with her today.

She went on to say that the incumbent performs duties in support of the Operations Division, eastern region for the Department of Wildlife.

Her duties include: Issuance of fishing and hunting licenses, boat vessel titling and registration, special use permits, special license applications; cash and document control; purchasing regional office supplies; monitor building leases, phone system, janitorial and maintenance contracts; and other administrative duties as assigned.

She indicated that this position, which Ms. Kerr has occupied since 1997, was previously studied in 1999 and 2004. During the clerical occupational study in 1999, the position was upgraded from Administrative Assistant II, grade 27 to Administrative Assistant IV, grade 29, based on higher level duties and responsibilities. In 2004 through the NPD-19 process, Ms. Kerr requested reclassification to a Program Officer I, grade 31, a two grade increase, and an eight grade differential above her highest level subordinate. This study determined there had not been significant change since the 1999 review. The determination letter from that study is located in the Department of Personnel's appeal packet.

As detailed on the NPD-19 submitted in April, 2010, significant change has not occurred. Significant change is defined as duties that are "outside the scope of the class as described on the class specification". Ms. Kerr's position still aligns with the existing class specification for Administrative Assistant IV.

Ms. Kerr maintains her duties are more consistent with those being performed by Biologist IV's, Conservation Educator IV's, and DMV Manager II's, grades 37. These are professional level positions who supervise professional level subordinates who are managers and supervisors. Ms. Kerr's position is performing paraprofessional level duties and supervises administrative support subordinates, one Administrative Assistant II, grade 25, one part-time Administrative Assistant II, grade 25, and one part-time Administrative Aid, grade 21. A four-grade differential between her position and her highest level subordinate exceeds the typical two-grade differential in state service. Ms. Kerr is requesting an upgrade to grade 37, which would result in a twelve-grade differential between her position and her highest level subordinate, which is inappropriate.

PERSONNEL COMMISSION MEETING

February 18, 2011

Management of the Department of Wildlife supports our determination that significant change has not occurred and the duties assigned to this position still align with other Administrative Assistant IV's within the Department of Wildlife.

The Department of Wildlife has two other Administrative Assistant IV positions in the Northern and Southern regions of the state performing the same duties but on a much larger scale than Ms. Kerr's. Granting this appeal would create inequities within the department and/or require those positions to be upgraded also.

**Chairperson Sánchez:** Indicated that DarJan Kerr said that she had been working out of classification and asked Brenda if during her study she found this was true. Also, Ms. Kerr said that the Dept. of Personnel did not have all the management generated documents to make a determination.

**Brenda Harvey:** Answered that she did not find her to be working out of class. She also indicated that DarJan supplied her with lots of documentation and in her appeal packet as well.

**Patrick Cates:** Indicated that he agrees with the Department of Personnel and that DarJan Kerr's classification is correct.

**DarJan Kerr:** Stated that she wanted to address the analogy between the paraprofessional compared to professional that Ms. Harvey brought forward. There are several individuals serving at grade 37 as Regional Supervisors without the benefit of a degree. The acting Division Chief is serving without a college degree. She indicated that these positions have been placed based on education and experience. She believes that the AAIV's are going forward as a group, they possess the education and experience to complete their assignments and that no one with a college degree could step into the AAIV position as a Regional Supervisor without training, just as the AAIV could not assume a Biologist without training, but they do still have a level of education and experience.

**Commissioner Brust:** Commented that the grade levels supervised by an individual, speaks to the program complexity. As you look at the comparisons that Ms. Kerr has made with the Biologist IV's, Conservation Educator IV and Wildlife Supervisors their subordinates are at grade levels 35 and 33 for the most part. And the subordinates of Ms. Kerr are at a grade 25 and 21. He indicated that this is important from the standpoint of the complexity of the program and supervisory or managerial levels are dictated by that program complexity and the levels of their subordinates, and he does not see a valid comparison with those positions and moved to deny the appeal.

MOTION: Move to deny the appeal for Ms. DarJan Kerr  
BY: Commissioner Brust  
SECOND: Commissioner Read  
VOTE: The vote was unanimous in favor of the motion

V. \*APPROVAL OF PROPOSED REGULATION CHANGES TO NEVADA

**ADMINISTRATIVE CODE, CHAPTER 284**

- A. Permanent Regulations LCB File No R118-10
  - Sec. 1 NAC 284.690 Filing of grievance with administrator of department; action by administrator
  - Sec. 2 NAC 284.695 Submission of grievance to Employee-Management Committee
- B. Temporary Regulations
  - Sec. 1 NAC 284.470 Preparation, filing, contents, discussion and distribution of reports; power and duties of employees; review; adjustment of grievances
  - Sec. 2 NAC 284.478 Appeal of decision of reviewing officer
  - Sec. 3 NAC 284.678 Submission, form and contents of grievance; informal discussions

**Amy Davey:** Personnel Analyst with the Department of Personnel.

The proposed amendments to NAC 284.690 and NAC 284.695, if approved by the Commission, the changes would become permanent regulations. The change to NAC 284.695 will align language with the proposed revisions in 284.690.

NAC 284.690 has been amended to remove language that has caused confusion for employees and agencies. Current language states that the administrator of a department “may hold a hearing“ regarding an employee’s grievance. This implies that the resolution of the grievance needs to be a more formal process than what is required. The revised language clearly indicates that the administrator or a designee shall gather information regarding the grievance and subsequently render a decision on the grievance. This better reflects the involvement the Employee-Management Committee would like agencies to have with an employee prior to a grievance being submitted to the EMC.

Additionally the removal of permissive sounding language in subsection 2 will ensure agencies’ understanding that provision of a response to the grievant or forwarding the grievance to the EMC is not at their discretion.

Upon review of the proposed changes to NAC 284.690 the Legislative Counsel Bureau recommended removal of redundant language in NAC 284.695.

The Department of Personnel recommends approval of these changes.

**Mark Evans:** Supervisory Personnel Analyst with the Department of Personnel. He reviewed the proposed temporary regulations, which make changes to NAC 284.470, 284.478 and 284.678 regarding reviews and grievances related to reports on performance.

284.470 is being amended to indicate that the reviewing officer’s recommendations regarding a report on performance are advisory and the final decision on the content rests with the appointing authority. In the past, there has been some confusion over who has ultimate authority over the report on performance, and the amendment clarifies this and is

PERSONNEL COMMISSION MEETING

February 18, 2011

consistent with statute. Additionally, the change provides the appointing authority with ten days to render a decision on the review.

NAC 284.478 is being changed to reflect that a grievance concerning a report on performance is about the report itself and not about the decision of the reviewing officer. This makes the regulation consistent with the proposed changes to 284.470.

Finally, 284.678 is also being amended to be consistent with the other changes and to require employees to file a grievance regarding a contested report on performance at the agency level before it can be submitted to the Employee-Management Committee. This will help insure that the agency and employee work together to resolve the grievance and will provide the Employee-Management Committee with useful background information regarding the issues. We also made some wording change for consistency purposes.

MOTION: Move to approve NAC 284.690, NAC 284.695, NAC 284.470,  
NAC 284.478 and NAC 284.678  
BY: Commissioner Read  
SECOND: Commissioner Brust  
VOTE: The vote was unanimous in favor of the motion.

**VI. \*APPROVAL OF OCCUPATIONAL GROUP STUDY REVISED CLASS SPECIFICATIONS**

- A. Education Occupational Group
  - 1. Subgroup: Academic-Vocational-Teaching
    - a. *Community Based Instructor Series*
    - b. *Child Care Worker Series*
    - c. *Teacher Assistant Series*

**Heather Dapice:** Personnel Analyst with the Nevada Department of Personnel, Division of Compensation and Classification. She presented the class specifications for Community Based Instructor, Child Care Worker and Teacher Assistant from the Educational Occupational Group, Subgroup, Academic-Vocational Teaching.

Community Based Instructors conduct a variety of outreach educational programs to individuals and/or groups of people in a variety of community settings, which may include schools, civic and senior centers, camps and other meeting facilities.

Subject Matter Experts requested that an Informational Note be added to the class specifications to detail the need for certain positions to have specialized education and/or certification specific to the community based instructional program assigned. No other changes were necessary at that time.

Child Care Workers assist in preschool programs that are designed for care of children and for stimulation of their social, emotional, cognitive and physical development.

Minor changes were made to the duty statements and the knowledge, skills and abilities required. These changes were made to update language and/or terminology used in the



PERSONNEL COMMISSION MEETING

February 18, 2011

class. Also, additions were made in Special Requirements to acknowledge requirements pursuant to NRS 432A.170, regarding pre-employment background investigations and NAC 432A.310, regarding written evidence that an employee is free from communicable tuberculosis.

Teacher Assistants assist academic students in accomplishing educational objectives by: providing instructional assistance on a one-to-one basis or in a formalized classroom or lab setting to include interacting with students to answer questions; clarifying assignments, practicing skills and demonstrating the use of lab equipment or instructional aides; observing students in order to evaluate students' comprehension of the material; and discussing student progress with the instructor.

Minor changes were made to the duty statements and the knowledge, skills and abilities required. These changes were made to update language and/or terminology used in the class.

**Commissioner Brust:** Asked how many positions are you talking about.

**Heather Dapice:** There is one Community Based Instructor at CSN and UNR has approximately 50 to 60.

**Commissioner Brust:** Asked if there is a reduction in force and you have the specialized requirements, how do you handle the reduction since the Department head can typically select the class and if there is an option, are these specialized minimum qualifications going to be a problem relative to bumping?

**Mark Anastas:** answered that if he understood the question, if the positions have been recruited with those particular requirements, then those requirements will be utilized in the layoff process.

MOTION: Move to approve Education Occupational Group  
Subgroup: Academic-Vocational-Teaching  
BY: Commissioner Read  
SECOND: Commissioner Brust  
VOTE: The vote was unanimous in favor of the motion.

B. Sworn Law Enforcement Occupational Group

a. *Compliance/Enforcement Investigator Series*

**Brenda Harvey:** Compliance/Enforcement Investigators perform investigations and enforcement functions to monitor compliance and enforce State and/or federal laws or regulations pertaining to a specific program or regulatory area. Incumbents are sworn Category II peace officers who have police powers for the enforcement of the provisions of the Nevada Revised Statutes relating to their specific program area and any observed criminal activity. Previously the Chief Investigator, Compliance/Enforcement was on a separate class specification, the five levels were consolidated into one class

PERSONNEL COMMISSION MEETING

February 18, 2011

specification. Duty statements were updated but major changes were unnecessary. The minimum qualifications were modified to more clearly reflect the requirement of Category II peace officer training. If approved, the changes will become effective today, February 18, 2011.

**Commissioner Fox:** asked what area of enforcement are for the Category II peace officers?

**Mary Day:** The Category II peace officers are typically focused in a specific area. They do not have the broader range of law enforcement responsibility that Category I officers do, and the training is different. Category I cadets receive additional training in patrol, traffic enforcement and domestic violence.

MOTION: Move to approve Sworn Law Enforcement Occupational Group  
Compliance/Enforcement Investigator Series  
BY: Commissioner Fox  
SECOND: Commissioner Read  
VOTE: The vote was unanimous in favor of the motion.

C. Agriculture & Conservation Occupational Group

1. Subgroup: Conservation
  - a. *Seasonal Firefighter Series*
  - b. *Seasonal Fire Control Dispatcher Series*
  - c. *Forestry Program Manager*
  - d. *Firefighter/Paramedic Series*
  - e. *Firefighter Series*
  - f. *Forestry Regional Manager*

**Rachel Baker:** Personnel Analyst with the Department of Personnel's Compensation and Classification Division indicated that there were six class specifications that were revised or abolished as part of the class specification maintenance process for the Agriculture & Conservation Occupational Group, Conservation Subgroup.

Item C.1.a. - The Seasonal Firefighter series.

Since these class specifications were last reviewed, the number of full-time firefighters has decreased to the point where the Nevada Division of Forestry no longer has a full-time captain or firefighter on each fire engine as it was when the series was last reviewed.

In order to maintain appropriate leadership, it has become necessary for Seasonal Firefighters to function in new capacities such as Engine Boss.

Working with subject matter experts from the Division of Forestry, the Department of Personnel added a new level.

## PERSONNEL COMMISSION MEETING

February 18, 2011

With the addition of the Seasonal Firefighter II, the series now corresponds to the National Wildfire Coordinating Group (NWCG) fire qualifications system.

Additionally, the series concept was expanded to reflect the scope of work and level of responsibility that has always been associated with these positions and minor revisions were made to the knowledge, skills and abilities and minimum qualifications to clarify the type of acceptable and relevant experience necessary.

As the Division of Forestry receives a lump sum of money for seasonal positions, the addition of a third level has no fiscal impact.

Item C.1.b. - Fire Control Dispatcher series.

This is a new series being established at the request of the Nevada Division of Forestry.

Positions will function similar to the Fire Control Dispatchers, but on a seasonal-only basis.

Incumbents will dispatch personnel, supplies, aircraft and mobile equipment to fire scenes, medical emergencies, law enforcement incidents, hazardous materials incidents and other emergency situations.

Additionally, incumbents maintain records, logs and files related to incidents, personnel and equipment, billing information for cooperating agencies, controlled burns and other data; track out of state and out of district assignments; respond to questions or refer callers to the appropriate office; and broadcast routine announcements regarding meetings, training, weather forecasts and other notices.

Seasonal Fire Control Dispatcher II, grade 28, is the journey level in the series. Incumbents perform the full range of dispatching duties for State and federal natural resource agencies.

Seasonal Fire Control Dispatcher I, grade 26, is the trainee class.

Item C.1.c. - Forestry Program Manager.

Since the Division of Forestry's reorganization in 2006, experience has shown that some of the program areas need to be realigned to better serve the agency.

With input from Subject Matter Experts, the Department of Personnel recommends Option D. "Support Services", be re-titled to "Regional Forester" in order to specify that positions in that option operate on a regional basis.

Regional Foresters plan, coordinate and oversee activities in the western, southern or northern region. Incumbents manage support functions such as dispatch centers, air operations, support services and/or safety and training. Furthermore, they have budget

## PERSONNEL COMMISSION MEETING

February 18, 2011

oversight, facility management, and serve as the local division spokesperson and liaison with other agencies.

Additionally, minor revisions were made to the duty statements of both the Fire Management and Regional Forester options to clarify the type of work performed.

Minor changes were made to the minimum qualifications of the Regional Forester class to expand the type of acceptable and relevant experience necessary.

### Item C.1.d. - Firefighter/Paramedic series.

This series was established in 2001 at the request of the Division of Forestry. At that time they had contracted with several counties to provide paramedic services. Since then, the agency has transitioned over 40 fire personnel to Washoe County and now no longer provides those paramedic services. As a result, this particular series is no longer necessary, and we are recommending this series be abolished.

### Item C.1.e. – Firefighter series.

Working closely with subject matter experts, the Department of Personnel recommends removing the Forester IV, grade 37, from the Forester series, re-titling it to “Fire Management Officer”, and moving it to the Battalion/Chief Firefighter series.

Because positions that were allocated to the Forester IV class are responsible for the fire management program in an assigned geographic region and supervise fire staff, operations and activities, we felt the class is more appropriately aligned with classes in the firefighter series that manage, supervise and participate in structural and wildland fire suppression activities.

Fire management officers provide administrative oversight for applicable volunteer fire departments working under the direction of the Division of Forestry; work with cooperating fire agencies in planning and managing emergency incidents; manage and administer grant programs, prepare budgets; and monitor and direct emergency response and provide backup support and technical assistance. Additionally, minor revisions to the knowledge, skills and abilities and minimum qualifications were made to all levels in the series to clarify the type of acceptable and relevant experience necessary.

There is no change in grade level as the positions function as they always have.

### Item C.1.f. - Forestry Regional Manager.

Due to a reorganization of the Division of Forestry, the class is no longer being used in the capacity for which it was established.

The Department recommends that the two incumbents remaining in this class be reclassified to the Forestry Program Manager, Regional Forester option, also grade 39, through the NPD-19 process and the class be abolished through attrition.

PERSONNEL COMMISSION MEETING

February 18, 2011

MOTION: Move to approve Agriculture & Conservation Occupational Group  
Subgroup: Conservation  
BY: Commissioner Brust  
SECOND: Commissioner Read  
VOTE: The vote was unanimous in favor of the motion.

D. Regulatory & Public Safety Occupational Group

1. Subgroup: Safety Inspections
  - a. *Safety Consultation Series*
  - b. *Safety Representative, Loss Control*
2. Subgroup: Investigation & Inspections
  - a. *Compliance Investigator Series*

**Rachel Baker:** She indicated that the two class specifications on agenda item D.1.a. and D.1.b. were previously approved at the Commission meeting on December 10; however, since that time we have received information which warranted additional changes.

With regards to the Safety Specialist, Consultation series, the University of Nevada, Reno, Business Center North employs several Safety Specialists. These positions have previously been approved by the Commission for pre-employment screening for controlled substances and we are simply adding the requirement to the class specification.

Since the Safety Representative, Loss Control class specification was approved; we have received notification from management at the Nevada Department of Transportation indicating that they will not be conducting drug testing for this position.

For this reason, the Department of Personnel recommends the requirement for pre-employment screening for controlled substances statement be removed.

**Commissioner Brust:** Asked why did they say they wouldn't test for this position?

**Kimberley King:** Human Resource Manager, Nevada Department of Transportation. She answered that previously that position did not have drug testing and what was previously brought in front of the Commission was that this position trains CDL drivers and it does not.

**Commissioner Brust:** If this person is impaired in some way, will it affect public safety?

**Kimberley King:** It is a training position and is not driving any CDL required equipment.

MOTION: Move to approve Regulatory & Public Safety Occupational Group  
Subgroup: Safety Inspections

PERSONNEL COMMISSION MEETING

February 18, 2011

BY: Commissioner Read  
SECOND: Commissioner Brust  
VOTE: The vote was unanimous in favor of the motion

**Brenda Harvey:** Compliance Investigators are non-sworn positions who perform investigations regarding violations of State and/or federal laws, or regulations pertaining to a specific State program or regulatory area such as public assistance, real estate, insurance, employment discrimination or sexual harassment. The Chief Compliance Investigator II is not being used and therefore is being abolished. The Chief Compliance Investigator I is being consolidated with the Compliance Investigator series into one class specification for all four levels. Duty statements were updated but major changes were unnecessary. The minimum qualifications were modified to broaden the qualifying degree disciplines. If approved, the changes will become effective today, February 18, 2011.

MOTION: Move to approve Regulatory & Public Safety Occupational Group  
Subgroup: Investigation & Inspections  
BY: Commissioner Fox  
SECOND: Commissioner Brust  
VOTE: The vote was unanimous in favor of the motion.

E. Fiscal Management & Staff Services Group

1. Administrative & Budget Analysis

a. *7.631 Budget Technician*

**Heather Dapice:** Personnel Analyst with the Nevada Department of Personnel, Division of Compensation and Classification. She presented the class specification for the Budget Technician from the Fiscal Management & Staff Services Group, Subgroup Administrative & Budget Analysis.

The Nevada Department of Personnel, along with the University of Nevada Department of Human Resources, conducted a class specification maintenance review for the Budget Technician class. During the review, it was determined that the University of Nevada, Las Vegas is the only institution currently using this class. Management has indicated that they prefer to fill positions of this type with the more commonly used Accounting Assistant, Accounting Technician or Budget Analyst classes. It is therefore recommended that the Budget Technician class be abolished through attrition, as no positions will be allocated to the class in the future.

MOTION: Move to approve Fiscal Management & Staff Services Group  
Administrative & Budget Analysis  
BY: Commissioner Brust  
SECOND: Commissioner Read  
VOTE: The vote was unanimous in favor of the motion.

**VII. UNCONTESTED CLASSIFICATION ACTION REPORT**

***POSTINGS #3-11***

**Mary Day:** Read the posting into record.

**VIII. SPECIAL REPORTS**

**Teresa Thienhaus:** Director, Department of Personnel. She briefed the Commissioners on the upcoming merger. The Department of Personnel will become a Division under the Department of Administration. The other department that will be merged under the Department of Administration is another internal service fund agency which is the Department of Information Technology. What will happen is the Department of Personnel will be called by a new name, the Division of Human Resource Management and will assume its place with the Division of Enterprise IT Services which is what the Department of Information Technology will become. This will not cause any changes to the Personnel Commission as it will function as it does currently, as well as the Merit Award Board and the Employee Management Committee. This is proposed to be done, if approved by Legislature, it will be effective October 1, 2011. There will be some office moves and internal reorganization.

**Chairperson Sanchez:** Asked if this means that the Personnel Commission will survive?

**Teresa Thienhaus:** She answered that yes, that is correct. In regards to AB395, Speaker Ocegueda has decided not to bring that bill back for approval over the Governor's veto. There could very well be another bill introduced in regards to collective bargaining. She indicated that the Department of Personnel will update the Commission at the next meeting in May.

**Commissioner Fox:** Asked if in the next 4 to 6 months would be able to get an updated Organizational Chart.

**Teresa Thienhaus:** Indicated yes.

**IX. COMMENTS BY THE GENERAL PUBLIC- Action may not be taken on the matters considered during this period until specifically included on the agenda as an action item.**

No one came forward for public comments.

**X. SUGGEST DATES FOR NEXT MEETING**

Next scheduled tentative date: May 6, 2011 and September 23, 2011.

**XI. \*ADJOURNMENT**

**MOTION:** Move to adjourn the meeting at 10:23 AM  
**BY:** Commissioner Read  
**SECOND:** Commissioner Brust  
**VOTE:** The vote was unanimous in favor of the motion.