

**STATE OF NEVADA
PERSONNEL COMMISSION**

Carson City at the Legislative Building, Room 3138, 401 South Carson Street, and in Las Vegas at
the Grant Sawyer Building, Room 4412, 555 East Washington Avenue via videoconferencing

**MEETING MINUTES (Subject to Commission Approval)
Friday, September 14, 2012**

**COMMISSIONERS PRESENT
IN CARSON CITY:**

Ms. Katherine Fox, Chairperson
Mr. David Read, Commissioner
Mr. Mitch Brust, Commissioner

**STAFF PRESENT IN
CARSON CITY:**

Ms. Lee-Ann Easton, Administrator
Ms. Carrie Parker, Deputy Attorney General
Mr. Peter Long, Deputy Administrator, DHRM
Ms. Shelley Blotter, Deputy Administrator, DHRM

**COMMISSIONERS PRESENT
IN LAS VEGAS:**

Mr. David Sanchez, Commissioner
Mr. Gary Mauger, Commissioner

**STAFF PRESENT
IN LAS VEGAS:**

None

I. OPEN MEETING

Chairperson Katherine Fox: Opened the meeting at 9:00 A.M.

II. ADOPTION OF AGENDA Action Item

MOTION: Move to approve the adoption of the agenda
BY: Commissioner Read
SECOND: Commissioner Brust
VOTE: The vote was unanimous in favor of the motion

III. ADOPTION OF THE MINUTES OF PREVIOUS MEETING Action Item

MOTION: Move to approve the minutes of the 05/18/12 meeting
BY: Commissioner Read
SECOND: Commissioner Brust
VOTE: The vote was unanimous in favor of the motion

IV. PUBLIC COMMENT NOTICE: Read into record by Chairperson Katherine 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. (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 Committee Chair may elect to allow additional public comment on a specific agenda item when the item is being considered.

Chairperson Fox: Noted there was no public comment in the north or south.

V. PRE-EMPLOYMENT SCREENING FOR CONTROLLED SUBSTANCES REQUEST FOR REMOVAL AND/OR ADDITIONS PER NRS 284.4066 Action Item

Chairperson Fox: Noted that as Ms. Hughes had come forward for the Division of Human Resource Management (DHRM) and proposed that they take Items A. and B. together as they involved the class of Security Officer for both the Welfare Division and for the Department of Employment, Training and Rehabilitation (DETR). The motion would be entertained for those two items and then they would proceed to Item C.

Carrie Hughes, Personnel Analyst, Department of Administration, DHRM: Noted that NRS 284.4066 provides for the pre-employment testing for controlled substances of applicants for positions affecting public safety prior to hire. She stated the law required the appointing authority to identify specific positions that affect public safety subject to the approval of the Personnel Commission. She noted that the Department of Health and Human Services, (DHHS) Division of Welfare and Supportive Services (DWSS) and DETR requested the removal of positions in Class Code 11.263 Security Officer from the positions approved for pre-employment screening for controlled substances as they have no positions classified under this Class Code. She noted that the DWSS requested the removal of Position Classification Number (PCN) 3233 and DETR requested the removal of PCNs 2015 and 2872. She stated that the DHRM recommends the removal of these positions. She noted that a representative was available from each agency to respond to any questions.

- A. Welfare Division – Class Code 11.263 – Security Officer, PCN 3233
- B. DETR – Class Code 11.263 – Security Officer, PCNs 2015, 2872

Chairperson Fox: Asked Ms. Hughes for confirmation of her understanding that for DETR it was now a contract position which was being provided by a security firm. **Ms. Hughes:** Responded that was correct and what the department had confirmed to her. **Chairperson Fox:** Asked with respect to the Welfare Division, that there was no longer a position with that classification. **Ms. Hughes:** Confirmed that was correct.

Chairperson Fox: Noted there were no other questions.

MOTION: Moved to approve the removal of pre-employment screening for controlled substances for Security Officer Positions within the Welfare Division and DETR

BY: Commissioner Read

SECOND: Commissioner Sanchez

VOTE: The vote was unanimous in favor of the motion

Carrie Hughes: Personnel Analyst, Department of Administration, DHRM: Noted that the Nevada Department of Transportation (NDOT) requested the approval of pre-employment testing for the position numbers in Class Codes 7.925 IT Professional III and Class Code 7.926 IT Professional II. She added that the DHRM recommends the addition of these positions as the duties included access

to sensitive information and the physical conditions of the working environment are considered hazardous. She added that a representative was available from the agency to respond to any questions.

- C. NDOT – Class Code 7.925 – IT Professional III, PCNs 91001, 92001, 93002; Class Code 7.926 – IT Professional II, PCNs 91005, 92002, 93001, 93003, 95001, 96001, 92003, 93005 and 94003

Chairperson Fox: Noted that there were no questions for the DHRM and no public comment.

MOVED: Moved that the Commission approve pre-employment drug screening for the IT Professional III and IT Professional II Classes for the NDOT

BY: Commissioner Read

SECOND: Commissioner Mauger

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

VI. APPROVAL OF OCCUPATIONAL GROUP STUDY REVISED CLASS SPECS

Action Item

Chairperson Fox: Proposed that they proceed with sections A. through E. as separate motions. She asked that Brenda Harvey provide all information for A. 1 through 6 and then they would do a motion accordingly.

Brenda Harvey, DHRM: Confirmed that she worked on the revisions to the Subgroup: Agriculture and Related – Plant Industry.

- A. Agriculture & Conservation Occupational Group
 - 1. Subgroup: Agriculture & Related – Plant Industry
 - a. 1.112 – *Plant Industry Regional Manager*
 - b. 1.113 – *Plant Pathologist*
 - c. 1.114 – *Entomologist*
 - d. *Agriculturist Series*

Brenda Harvey, DHRM: Noted that for Item 1a. – Plant Industry and Regional Manager, positions within that class managed the overall functions of plant industry programs in assigned geographical regions. She added that minor revisions were made to Class and Series' concepts, special requirements and informational notes. She stated that budgetary, fiscal and administrative assignments as well as the Weights and Measures Program were removed as they were no longer applicable. She said that the duties related to plant and plant products were expanded.

She noted that for Item 1b. – Plant Pathologist, positions in this class diagnose, survey and detect economic plant diseases for the protection of the state's agriculture and native plants. She noted that minor revisions were made to the class specification. She added that minimum qualifications were expanded to include a master's degree and the knowledge, skills and abilities were updated to reflect current requirements of the class.

She noted that for Item 1c. – Entomologist, positions in the class conduct identification survey, noted detection, exclusion and control of the insects and other Arthropods for the protection of the state's agriculture and natural resources. Minor revisions were made to class specifications. The minimum

qualifications were expanded to include a master's degree and knowledge, skills and abilities were updated to reflect the current requirements of the class. She added that minor revisions were also made to the duty statements.

She noted that for Item 1d. – Agricultural Series, positions in this series perform a variety of inspections and enforcement duties related to regulate agricultural programs such as seed testing, certification, commercial pest control, nursery licensing and inspections and insect and plant disease quarantine surveys. She added that revisions were made to the series and class concepts and knowledge, skills and abilities to reflect program areas of responsibilities.

Frank Steinberg, Personnel Analyst, Compensation, Classification and Recruitment Section: Confirmed that he would continue with the Agriculture & Conservation Occupational Group.

2. Subgroup: Agriculture & Related – Weights & Measures
 - a. *1.403 – Weights & Measures Metrologist*

He noted that they had reviewed the class specifications for Weights & Measures Metrologist in cooperation with the responsible division administrator and the Department of Agriculture. He stated that their findings were that the existing class specifications were accurate and appropriate for the duties. He said that the Metrologist manages the Measurement Standards Laboratory and calibrates and certifies measurement devices. He added that they had designated that class specification as reviewed, no change and were asking for the Commission's concurrence.

3. Subgroup: Agriculture & Related – Livestock Inspection
 - a. *1.511 – Livestock Inspector*
 - b. *1.514 – Deputy Brand Inspector (Non Commissioned)*

He noted that Item 3a. - involve livestock inspection and stated that minor changes had been proposed for the class of Livestock Inspector which they had reviewed in cooperation with the state veterinarian. He added that the changes involved additions to representative tasks and several edits. He confirmed there were no changes to education and experience requirements. He explained that Livestock Inspectors collect blood, milk and tissue samples from animals, perform preliminary testing for disease, forward cultures or samples to the laboratory and brand exposed or infected cattle. He said that the DHRM requests approval of the revised class specification.

He noted that Item 3b. - concerned the position of Deputy Brand Inspector (Non Commissioned) and stated it was reviewed in cooperation with the responsible division administrator in the Dept. of Agriculture. He stated that Brand Inspectors respond to requests for inspections of animals for change of ownership, transportation or proof of ownership. He noted that extensive revisions are proposed to update and simplify the current document with redundant language being eliminated and the list of special requirements has been expanded to expressly state what currently exists. He added the minimum qualification had been clarified to specify experience with large livestock and the DHRM requests approval of the revised class specification.

4. Subgroup: Agriculture & Related – Predator & Rodent Control
 - a. *Field assistant (Predatory Animal & Rodent Control) Series*

He noted that Item 4 – concerned the Predatory Animal & Rodent Control Series known as PARC. He stated that the principal proposed change involved the abolishment of the top level in the Series

which is District Supervisor Predatory Animal & Rodent Control. He explained that PARC is a joint federal/state program in which the District Supervisor function is performed by federal employees. He added that there were no authorized positions at that level in the Nevada state service. He noted that PARC personnel survey, trap and eradicate predatory and nuisance animals to protect livestock, game and the economic interests of ranchers, wool growers and homeowners. He stated that preparations for the proposed revisions for both training and journey levels in the Series, which would continue to be filled by state employees working under federal supervision. He acknowledged that they benefited from the expertise of the U.S. Department of Agriculture, Animal and Plant Health Inspection Services. He stated that changes included adding informational notes, clarifying experience requirements for the Field Assistant I level and updating required knowledge, skills and abilities for both I and II levels to better coincide with current job requirements. He noted that the DHRM requests approval of the revised class specification for the Predatory Animal & Rodent Control Series including abolishment of the District Supervisor level.

Rachel Baker, DHRM, Compensation, Classification and Recruitment Unit: Confirmed that she would be presenting two class specifications revised as part of the Conservation Forestry Subgroup.

5. Subgroup: Conservation – Forestry
 - a. *Nursery Specialist Series*
 - b. *Fire Control Dispatcher Series*

She noted that Item 5a. Nursery Specialist Series has minor revisions to class concepts and knowledge, skills and abilities to recognize that Nursery Specialists no longer have the responsibility of managing the Seed Bank Program. She added that a minor change was made to reflect that Nursery Specialist III is now supervised by the Natural Resource Program Manager.

She noted that Item 5b. Fire Control Dispatcher Series has minor revisions to the Fire Control Dispatcher Series class concepts to recognize that positions in the series no longer access NCIC (National Crime Information Centre) or NCJIS (Nevada Criminal Justice Information System) systems as Fire Control Dispatchers. She stated that it was also noted that the Fire Control Dispatcher II's do not supervise Fire Control Dispatcher I's and as a result they recommended removing that reference. She said in addition the requirement for an applicant to be able to type 45 words per minute was added to the special requirements but that no changes to the minimum qualifications or knowledge, skills and abilities were necessary. She requested their approval on the class specifications.

6. Subgroup: Conservation – Parks
 - a. *Park Interpreter Series*

She noted that Item 6a. Park Interpreter has two issues. The first is the revised specification and the second is pre-employment drug screening. She stated that the Parks Division has indicated they no longer have positions allocated to the Park Interpreter I level. The DHRM recommends the abolishment of that class and retitling Park Interpreter II to Park Interpreter. She noted that special requirements were added that incumbents in the classes are required to work evenings, weekends and holidays. In addition an information note was added to indicate that positions may be subject to callback and shift work. She noted that the types of acceptable degree disciplines were expanded to attract more qualified applicants. She added that minor revisions to the knowledge, skills and abilities and minimum qualifications were made to clarify the type of acceptable and relevant skill

sets necessary. She stated that there were representatives present from the agency and the DHRM to speak concerning the request for pre-employment drug screening and to respond to any questions.

Chairperson Fox: Stated that they would be having individuals from Parks come forward and provide information regarding the request for pre-employment drug screening.

Steven Silva, Senior Law Enforcement Specialist for the Division of State Parks: Stated that he was present to respond to any questions regarding the function of the Park Interpreter. He provided some background and noted that the State Parks was relatively small and had less than 100 permanent employees and less than 45 across all of the Ranger classes including sworn and non-sworn Park Rangers, Park Interpreters, Park Supervisors and Regional Managers. He stated that there were a lot of crossover responsibilities between the Ranger classes. He added that the Park Interpreters perform field duties similar to the non-commissioned Ranger class. He stated that as they are non-commissioned they also do not carry firearms and cannot make arrests. He added that as a function of their position they do perform basic emergency medical services, respond to accidents or incidents in the park, work as part of search and rescue teams and supervise and have contact with children as part of interpretive programs in a Visitor Center setting and in hiking and outdoor activities in remote areas of the park.

Commissioner Read: Asked Mr. Silva to confirm that a Park Interpreter, as an individual employee, could be on a hike with either an individual or a group in the park. **Mr. Silva:** Responded yes, as a result of staffing numbers it was possible that on a given day the Park Interpreter might be the only Park Ranger on duty in that park which explained the position requirement to have the ability to be able to provide emergency medical services. He stated that they must be able to function as a first responder initiating medical care until medical care arrives on the scene from the fire department or emergency medical services.

Chairperson Fox: Asked about the terms 'sworn' and 'non-sworn' Park Rangers. She asked if she was correct in her understanding that they have some Park Rangers who are sworn and some non-sworn. **Mr. Silva:** Responded that was correct. He explained there were three Ranger classes: commissioned or sworn park rangers who attend the Post Basic Academy, are fully-sworn police officers of the state who carry firearms and are empowered to conduct criminal investigations and make arrests; non-commissioned Park Rangers who perform all the field duties of Park Rangers including contacting violators but with no arresting powers; and finally Park Interpreters who do the same field duties as a non-commissioned Park Ranger but with more of an educational emphasis. **Chairperson Fox:** Asked if a medical emergency occurred in a state park what type of medical equipment would the staff have at their disposal. **Mr. Silva:** Responded that it was basic life support, the basic EMT level or below, automatic defibrillators. He added that some parks have oxygen with staff trained to provide oxygen therapy and other basic emergency medical equipment.

Commissioner Sanchez: Noted that a presentation had been given for the Park Interpreter for drug testing. He asked if it was an agenda item that they would be taking action on. **Chairperson Fox:** Responded yes, she had received confirmation from the representatives from DHRM that it had been correctly agendaized. She noted that it was not necessarily clear from supporting documents. She indicated that Commissioner Read had confirmed it was covered later in a different document. She asked Commissioner Sanchez to look at the class specification for Park Interpreter on page two under special requirements at reference 284.4066. She requested confirmation from Ms. Blotter that the Commission had to take action on each job classification being considered for pre-employment drug testing.

Ms. Shelley Blotter, Deputy Administrator, DHRM: Confirmed for the record that that was their preference so it would be clear in the record which positions were approved.

Chairperson Fox: Noted there were no further questions or public comment. She asked Ms. Blotter for the preferences of the DHRM concerning the structure of the motion which included various subgroups not all of which contained a requirement for pre-employment drug testing. **Ms. Blotter**: Confirmed that they take a vote on all the class specifications to approve them and then hold out the special piece regarding the pre-employment drug testing. She asked Ms. Parker for her input.

Ms. Carrie Parker, Deputy Attorney General: Agreed that the process outlined by Ms. Blotter would be adequate.

MOVED: The Commission approve the Occupational Group Study Revised Class Specifications for the Agricultural and Conservation Occupational Group, Subgroup: Agriculture & Related Plant Industry; Subgroup Agriculture & Related Weights & Measures; Subgroup Agriculture & Related Livestock Inspection; Subgroup Agriculture and Related Predator & Rodent Control; Subgroup Conservation Forestry; and Subgroup Conservation Parks

BY: Commissioner Brust

SECOND: Commissioner Read

VOTE: The vote was unanimous in favor of the motion

Commissioner Read: Asked if they had the specific position numbers that should be included.

Steve Silva: Said they were not included. He stated that they had asked Mr. Silva to include all the position control numbers in that class. **Commissioner Read**: Asked if they could do that, make a request that all positions in that class be included. **Chairperson Fox**: Indicated that she was receiving confirmation from Mr. Peter Long that they could do it that way. **Chairperson Fox**: Asked for guidance from the DHRM that generally the Park Interpreter Series would not meet the definition for pre-employment testing for controlled substances. She asked if someone could speak to the standard that would be generally be applied.

Ms. Shelley Blotter, Deputy Administrator, DHRM: Stated that Ms. Carrie Hughes could speak to what the definition of what the courts have set out for that. She noted that the class specification did not list the knowledge of medical or the provision of any duties in safety-related circumstances. She added that might be why they did not evaluate it in the category.

Ms. Carrie Hughes, DHRM: Noted that generally their recommendations on pre-employment testing were based on a court case from the Ninth Circuit Federal Court of Appeals (Lanyard vs. City of Woodburn) that lays out the court's rationale on when pre-employment testing would be appropriate. She indicated that in discussions with the Parks Department they discussed the issue of access to children, not putting the emphasis on the medical provisions. She added that the court case had a strong indication that the access to children would be on the same level as a teacher or parental responsibility. She confirmed that the decision was made on that basis.

Commissioner Read: Asked the DHRM if it would have changed their opinion if they had heard about adding medical services to the class specification.

Ms. Carrie Hughes: DHRM: Responded that the rationale given in the court case did not specifically address first responders. She noted that she did not know if it would rise to the level that it couldn't be challenged in court if it did go forward and that pre-employment testing was allowed. **Commissioner Read:** Asked if there was not also an educational component to the class. **Peter Long:** Responded that there was. **Ms. Hughes:** Stated that the court case she was referencing was Library Page that had some educational component as well, however the court specifically said that it had to rise to the level of 'in loco parentis', a parental responsibility, a teacher that literally has that type of parental responsibility for them to consider that that was a factor for pre-employment drug testing.

Ms. Shelley Blotter, Deputy Administrator, DHRM: Noted that she did not want to misspeak in her description of the class concept, she wanted to clarify that there was medical assistance in the concept.

Commissioner Brust: Expressed a concern that if something should happen and they had not agreed as the Division or as a Commission to the request and something happened that went to court he stated that they might be faced with a recommendation from the Parks that the position should be included for testing for controlled substances. He said he thought that was a serious burden on the Division and Commission's part to consider it as an inclusion. He thought the risk was greater if they were not to approve the request and to be faced at a later time with a situation where the public had been put at risk. He added that it made both the Division and Commission vulnerable.

Commissioner Read: Agreed that their obligation today would be to approve it. He considered it appropriate considering it was a high classification and one might want to consider that if medical services might be 45 minutes away that it would be good sense to proceed.

Commissioner Sanchez: Supported the views given but stated he was concerned about the class specification they had approved and whether it was accurate or needed to be revised in terms of medical and/or educational component.

Peter Long: Responded to Commissioner Sanchez and stated that the class specification did refer to administering emergency medical assistance so that was included.

Chairperson Fox: Stated for the record that the last duty statement, before performs related duties as assigned, states in part, administer emergency medical assistance and ensure compliance with established Park Regulations and Policies.

MOVED: Approve pre-employment drug screening for the Park Interpreter Class Series
BY: Commissioner Read
SECOND: Commissioner Brust
VOTE: The vote was unanimous in favor of the motion

Ms. Heather Dapice, Personnel Analyst, Compensation, Classification and Recruitment Section, DHRM: Stated that she would be presenting the class specifications for the Domestic Services Occupational Group, Subgroups Food Service, Laundry & Related Services and Personal & Protective Services.

- B. Domestic Services Occupational Group
 - 1. Subgroup: Food Service

a. *Food Service Worker Series*

She noted that Food Service Workers perform basic food preparation duties to assist in the quantity food preparation in a correctional, residential, instructional or similar setting. She added that it was determined by subject matter experts that the concepts and the minimum qualifications in knowledge, skills and abilities were consistent with current expectations and no changes to the class specifications were needed.

2. Subgroup: Laundry & Related Services

a. *Laundry Worker Series*

She noted that Laundry Workers wash, dry, fold and/or press linens and clothing items in an institutional setting, pick up laundry at assigned locations and designated bin areas, collect and remove soiled clothing and linens and sort items by type, color and material. She stated that in consultation with subject matter experts it was recommended that experience in commercial and/or residential laundry be required based on the location of the position. She added that as a result an informational note was added to the minimum qualifications to specify the required experience at the time of recruitment. She stated that minor changes were made to the knowledge, skills and abilities to reflect this change.

3. Subgroup: Personal & Protective Services

a. *Driver Series*

She noted that Drivers operate different types of motor vehicles such as shuttle buses, automobiles, vans or light trucks to transport people and/or materials to and from specified locations. She stated that it was recommended that minor revisions be made to the Driver Series concept to include pick-up and transport duties for university events and the performance of pre-trip inspection of vehicles. She added that the driver shuttle bus position is subject to random testing for drugs and alcohol per code of Federal Regulations Title 49 Chapter 3, Part 3.82. She noted that minor revisions were made to the entry-level knowledge, skills and abilities to reflect these changes. She asked that they approve the class specifications effective September 14, 2012.

Chairperson Fox: Noted there were no questions.

MOVED: Approve the changes to the Domestic Services Occupational Group specifically Food Service, Laundry & Related Services and Personal & Protective Services

BY: Commissioner Sanchez

SECOND: Commissioner Read

VOTE: The vote was unanimous in favor of the motion

Ms. Heather Dapice, Personnel Analyst, Compensation, Classification and Recruitment Section, DHRM: Stated that she would be presenting the class specification for the Fiscal Management & Staff Services Occupational Group, Subgroup Materials Acquisition & Services Prison Industries Supervisor series.

C. Fiscal Management & Staff Services Occupational Group

1. Subgroup: Materials Acquisition & Services

a. *Prison Industries Supervisor Series*

She noted that Prison Industries Supervisors manage, plan, organize and supervise the operations of prison industry programs and ensure their profitable operation. She stated that in consultation with subject matter experts it was recommended that an informational note be added to the minimum qualifications to indicate that certain positions in the Prison Industries Supervisor Series may require industry-specific education and experience. She noted that changes were made to the education and experience requirements to reflect this change. She added that minor changes were made to the duty statements in the series concept in the knowledge, skills and abilities. She asked that the Commission approve the class specification effective September 14, 2012.

Chairperson Fox: Noted there were no questions.

MOVED: Approve the changes to the Fiscal Management & Staff Services Occupational Group, Subgroup Materials Acquisition & Services, specifically the Prison Industries Supervisor Series
BY: Commissioner Sanchez
SECOND: Commissioner Read
VOTE: The vote was unanimous in favor of the motion

Mr. Frank Steinberg, Personnel Analyst, Compensation, Classification and Recruitment Section, DHRM: Referred to the Medical Health & Related Services Occupation Group and reviewed the proposed changes.

D. Medical Health & Related Services Occupational Group

1. Subgroup: Environmental & Health Inspection
 - a. 10.565 – *Environmental Services Supervisor*

He noted that they reviewed the class specifications for Environmental Services Supervisor, a single position class in the NDOT responsible for heading a section concerned with environmental policy and statutory and regulatory compliance as they pertain to highway and bridge projects. He stated that with the assistance of the head of NDOT's Environmental Services Division they were proposing eliminating references to water quality and pollution control which were no longer the responsibility of the position. He added they were also proposing deleting resource economics as a qualifying degree field as they did not consider it directly related to the majority of position duties. He stated that the DHRM was asking the Commission for its approval of the revised class specification effective September 14, 2012.

Chairperson Fox: Noted there were no questions.

MOVED: Approve the changes to the Medical Health & Related Services Occupational Group, Subgroup Environmental & Health Inspection, and specifically 10.565 Environmental Services Supervisor
BY: Commissioner Mauger
SECOND: Commissioner Sanchez
VOTE: The vote was unanimous in favor of the motion

Mr. Frank Steinberg, Personnel Analyst, Compensation, Classification and Recruitment Section, DHRM: Referred to the Regulatory & Public Safety Occupational Group and reviewed the proposed changes.

E. Regulatory & Public Safety Occupational Group

1. Investigation & Inspections

a. *11.305 – Chief of Recovery Services and Investigations*

He noted that it is a single-position class in the Division of Welfare and Supportive Services that plans, organizes and directs the detection, deterrence and reduction of fraud and abuse by applicants, recipients, staff, providers and vendors. He stated that the list of representative duties has been rewritten to concisely and accurately reflect current responsibilities of the position. He added that minimum qualifications have been updated to better recognize the evolving needs of the DWSS. He noted they had done some late revisions to the proposed changes at the request of the DHHS. He detailed two changes made. He said the first was in the list of representative tasks shown at the bottom of page two. He said the original language read: “Conduct employee misconduct investigations”. He noted that the DHHS expanded the language to read: “Conduct investigations of suspected misconduct by employees related to public benefits at the request of the administrator”. He stated that the DHRM had concurred with the request of the DHHS.

He noted that the second change made concerned the minimum qualifications, specifically the education and experience requirements. He noted that at an earlier date the area of auditing as a qualifying field had been deleted. He said that originally it read: “Professional level investigative and/or program-related experience”. He stated that the DHHS requested that auditing as a qualifying field be added back and the DHRM agreed it was appropriate. He noted that the DHRM request the Commission’s approval of the revised class specifications with the late modifications effective September 14, 2012.

Rachel Baker, DHRM, Compensation, Classification and Recruitment Unit: Referred to the Regulatory & Public Safety Occupational Group, Subgroup: Licensing & Regulations which she would be reviewing.

2. Subgroup: Licensing & Regulations

a. *Motor Vehicle Inspector Series*

b. *11.434 – Motor Vehicle Appraiser*

She noted that with regard to 2.a. – Motor Vehicle Inspector Series, minor revisions were made to the series concepts and the knowledge, skills and abilities of the series to reflect changes in duties being performed by incumbents. She added that revisions were made to the concepts of the Motor Vehicle Inspector III to reflect the full scope of responsibility and assignments performed by incumbents. She added the knowledge, skills and abilities were adjusted for formatting consistency with other class specifications.

She noted that with regard to 2.b. – Motor Vehicle Appraiser, minor revisions were made to the class specification to remove duties no longer being performed and to the minimum qualifications for clarification purposes.

Ms. Heather Dapice, Personnel Analyst, Compensation, Classification and Recruitment Section, DHRM: Noted that she was presenting the class specifications for Item E. 3.a.

3. Subgroup: Safety Inspections

a. *Taxicab Vehicle Inspector Series*

b. *Emission Control Technician Series*

- c. *11.556 – Supervising Emission Control Officer*
- d. *11.565 – Agency Loss Control Coordinator*

She noted that with regard to 3.a – Taxicab Vehicle Inspector Series and stated that inspectors in the position inspect taxicabs for compliance with applicable federal and state laws, rules and regulations. She added that in consultation with subject matter experts it was recommended that a special requirement be added to the minimum qualification for the Taxicab Vehicle Inspector II level. She stated that the change detailed additional education certification requirements that may better screen applicants to meet the needs of the agency. She added that additions were also made to the education and experience requirements about the Taxicab Vehicle Inspector I and II to clarify and align requirements between the two levels. She noted that additional minor changes were made to the duty statements in the series concept and the knowledge, skills and abilities.

Rachel Baker, DHRM, Compensation, Classification and Recruitment Unit: Noted that she was presenting the class specifications for Item E.3.b.

She noted with regard to 3.b. – Emission Control Technician Series the DHRM recommended minor revisions to the duty statements in order to update and expand duty statements and provide clarifying information.

She noted with regard to 3.c. – Supervising Emission Control Officer the DHRM recommended minor revisions in order to reflect the full scope of responsibility of that class. She added that the experience required for the Supervising Emission Control Officer was decreased by one year to maintain consistency within the class plan.

She noted with regard to 3.d. – Agency Loss Control Coordinator that the DHRM recommended minor revisions to the class specification to remove a reference to state industrial insurance system rehabilitation counselors. She added that minor edits were made to the duty statements, minimum qualifications and knowledge, skills and abilities. She stated that the Agency Loss Control Coordinator class is utilized by the Departments of Transportation and Corrections and both agencies were in agreement with the proposed changes. She stated that they are requesting the approval of the Commission for the class specifications effective September 14, 2012.

Chairperson Fox: Noted that there were no questions.

MOVED: Approve the changes to the Regulatory & Public Safety Occupational Group, Subgroup Investigation & Inspections, Subgroup Licensing & Regulations and Subgroup Safety Inspections – Revised specifications within all subgroups
BY: Commissioner Read
SECOND: Commissioner Brust
VOTE: The vote was unanimous in favor of the motion

VII. REPORT OF UNCONTESTED CLASSIFICATION CHANGES

Chairperson Fox: Stated that this item does not require action by the Board. She indicated that it concerned Postings #11-12, #12-12, #13-12 and #14-12 but as the item did not require action she did not consider it necessary to read the full text into the record.

VIII. PUBLIC COMMENT

Read into record by **Chairperson Katherine 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. (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 Committee Chair may elect to allow additional public comment on a specific agenda item when the item is being considered.

Chairperson Fox: Noted there was no public comment from the north or south.

IX. ANNOUNCE DATES FOR UPCOMING MEETINGS

Chairperson Fox: Indicated that they had Friday, December 7, 2012 as the next meeting. She added that they were to do a place holder for March 2013. She noted that starting in March the Commission might also want to consider changing the day of the meeting to a Thursday or a Wednesday as potentially some state employees might be on the alternate schedule where their unpaid day off could be a Friday. Some commissioners expressed preferences and Ms. Shelley Blotter noted that they have Employee-Management Committee meetings on the third Thursday of the month and as a result asked if that could be avoided. Ms. Carrie Parker noted that she represented the Employee-Management Committee and had scheduled meetings for March 7th and 14th of 2013. **Chairperson Fox:** Proposed that considering the comments and her own schedule they would stay with Friday, March 8, 2013.

X. ADJOURNMENT

MOTION: Move to adjourn the meeting at 10:00 a.m.
BY: Chairperson Fox
SECOND: Commissioner Sanchez
VOTED: The vote was unanimous in favor of the motion