

**STATE OF NEVADA
PERSONNEL COMMISSION**

Carson City at the Legislative Counsel Bureau, 401 S. Carson Street, Room 3138, Carson City, Nevada 89701; and via video conference in Las Vegas at the Grant Sawyer State Building, Room 4412, 555 East Washington Avenue.

**MEETING MINUTES (Subject to Commission Approval)
Friday, September 30, 2016**

COMMISSIONERS PRESENT

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

STAFF PRESENT IN CARSON CITY:

Peter Long, Administrator, DHRM
Tawny Polito, Executive Assistant, DHRM
Shelley Blotter, Deputy Administrator, DHRM
Cassie Moir, Deputy Administrator, DHRM
Michelle Garton, Supervisory Personnel Analyst, DHRM
Carrie Hughes, Personnel Analyst, DHRM
Denise Woo-Seymour, Personnel Analyst, DHRM
Patricia Kreymborg, Personnel Analyst, DHRM

COMMISSIONERS PRESENT

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

STAFF PRESENT IN

LAS VEGAS: Heather Dapice, Supervisory Personnel Analyst, DHRM

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

Chairperson Fox: Opened the meeting at 9:00 a.m. She announced that Ms. Cassie Moir has joined as Deputy Administrator in charge of Classification, Compensation and Recruitment. She welcomed Ms. Moir and commented that she comes from a human resources background most recently with the Food Bank of Northern Nevada. She moved on to taking roll call. A quorum was established.

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.

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

III. APPROVAL OF MINUTES OF PREVIOUS MEETINGS

Action Item

A. June 10, 2016

MOTION: Motion to approve the minutes of the meeting dated June 10, 2016.

BY: Commissioner Read

SECOND: Commissioner Mauger
VOTE: Motion passed unanimously.

Chairperson Fox: Explained that an agenda item would be taken out of order, and the Commission would be considering an item under Item V, Discussion and Approval or Denial of Proposed Regulation Changes to Nevada Administrative Code, Chapter 284. LCB File No. R097-16, specifically Item V-D in the agenda.

D. LCB File No. R097-16

Sec. 1. Amends Chapter 284 to add Sections 2-4.

Sec. 2. NEW “Reassignment” or “reassign” defined.

Sec. 3. NEW Rate of Pay: Reassignment.

Sec. 4. NEW Reassignment: Process for placement of a classified employee with a disability as part of the accommodation process.

Sec. 5. NAC 284.094 “Reclassification” defined.

Sec. 6. NAC 284.120 Adoption by reference of federal law, regulations and manual regarding persons with disabilities.

Sec. 7. NAC 284.439 Reports of appointments.

Sec. 8. NAC 284.611 Separation for physical, mental or emotional disorder.

Shelley Blotter: Introduced herself as the Deputy Administrator for the Division of Human Resource Management. She stated that the Division will be proposing changes to the regulations that were not previously posted as part of the 30-day posting process. The Commissioners have been provided versions of the regulations that the Division is requesting to be adopted, and there are copies available for the public in the meeting rooms both in Las Vegas and Carson City.

Additionally, in regards to the permanent regulations proposed, the language is required to be reviewed and approved by the Legislative Counsel Bureau’s Legal Division, to ensure that they conform to construction standards and does not exceed the statutory authority of the Commission. That process was completed for all of the proposed regulations. The LCB approved new language is in blue, bold, and italic font. The language that is requested to be removed is in red and is bracketed with strikethroughs. Additionally, the Administrative Rule Making Process does allow for the Commission to adopt language that is presented at the time the regulations are considered for adoption. The Division has noted, by highlighting in yellow and underlining, the words that are requested to be added, and strikethroughs in blue that represent deletions. The request is for the Commission to approve the regulation language, with these additional changes.

Carrie Hughes: Introduced herself as a Personnel Analyst with Human Resource Management. She presented LCB File No. R097-16 for the purposed regulations following consultation with the Divisions legal counsel and stakeholders, to bring closer alignment between Nevada Administrative Code 284 and the federal American's with Disabilities Act.

Section 1 incorporates the newly created Sections 2, 3, and 4. Section 2 defines “reassignment” or “reassigned”. It is requested that language related to “permanent” employees be removed, as federal law does not restrict the process for employees who have completed a probationary period. Section 3 explains how an employee's rate of pay will be determined upon reassignment. This provision is consistent with how

other employee's rate of pay is determined when they experience a similar change in status.

Section 4 establishes a process for the accommodation of last resort, which is reassignment. It is the agency's responsibility to look at all accommodations first, and if reassignment is all that is left, determine if a position is available at the employee's current pay grade. If there is not such a position, the agency will contact the Division of Human Resource Management to see if one or more positions are available at another agency with the employee's same pay grade level. This process occurs for 30 days.

If there are no positions available at the employee's current grade level, the agency will look to see if there is a position available at a grade lower than the employee's current grade level. If not, the agency will contact the Division of Human Resource Management to see if such a position is available at another agency at a grade lower than the employee's current grade level. While this process is occurring, for a period of 60 days, an employee may be placed into a position for which he or she meets the minimum qualifications and is able to perform the essential functions.

Section 5, the word reassignment is removed as it is now a defined term. Section 6, adopts by reference, the term "interactive process". The language stricken in Subsection 2, was purposed by the Legislative Counsel Bureau, and the Division of Human Resource Management agrees that it should be removed as a housekeeping item. Section 7 adds reassignment as an appointment type. Section 8 outlines the steps required to be taken prior to an employee being separated due to a physical, mental, or emotional disorder, and that will now include the reassignment process.

Commissioner Sanchez: Asked, in regards to the rate of pay reassignment, might there be an effect of a demotion for the employee taking a lower paygrade? **Carrie Hughes:** Answered, after an agency, and then later the Division of Human Resource Management, has looked for positions at the employee's current grade level, if those are not available, then there would be the effect of looking at a lower grade level which could be viewed as a demotion, yes.

Chairperson Fox: Stated that it is her understanding that these proposed changes take the Nevada Administrative Code into alignment with the ADA, the federal law. **Carrie Hughes:** Answered, yes, that is the intent of the regulations.

Chairperson Fox: Asked if there was public comment. **Dennis Perea:** Introduced himself as the Deputy Director for the Department of Employment Training and Rehabilitation. Stated, that this is a well-written policy and is consistent with the ADA. He further noted that this policy will help to ensure that the interactive process continues and it has their support.

Commissioner Sanchez: Stated, there is no language in Section 8 that specifically states psychiatric evaluation, and it basically talks about medical evaluations. He noted that he is confused about this, asked, will the individual have to go through a mental evaluation with a mental health professional using the new DSM5? **Carrie Hughes:** Stated, this regulation applies to not just mental or emotional disorders, but also to physical ones. It is written broadly to cover all of those eventualities. Typically, as we've seen agencies handle this, the most appropriate source of getting this information is used, whether that healthcare provider would be specifically versed in psychiatric or in a more physical medicine.

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

MOTION: Approval of Item V-D, LCB File No. R097-16
BY: Chairperson Fox
SECOND: Commissioners Read and Sanchez
VOTE: Motion passed unanimously.

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

Action Item

A. Department of Public Safety

Chairperson Fox: Took Agenda Item IV after Agenda Item V-D. She noted that they would hear each section and entertain a motion.

Denise Woo-Seymour: Introduced herself as Personnel Analyst with Human Resource Management. She noted in accordance with NRS 284.742, an Agency shall develop policies that describe activities considered inconsistent, incompatible, or in conflict with employee's duties and penalties for such. She noted, that the Department of Public Safety has updated their Prohibition and Penalties previously approved by the Personnel Commission and in effect since September 28, 2011.

Employees and employee associations were requested to submit comments and suggestions prior to the revised version being submitted. With exception to the discipline level on Items No. L-11, 0-2 and 0-9, all items submitted for approval were generally consistent with those already approved by the Commission. She stated that revision of new matter has been tracked in blue italics, and deletions as red strikethroughs. She further stated that prohibitions that were simply relocated from one section to another were not noted since the language has already been previously approved.

Commissioner Sanchez: Asked, on Page 6, under dishonesty, soliciting or accepting gratuity has been deleted, how is this going to be handled in the future? **Jackie Muth:** Introduced herself as the Deputy Director of the Department of Public Safety and responded that Item 5E was repetitive to E6. She stated that E6 covers gratuities so it has been streamlined into one prohibition.

Chairperson Fox: Stated, it mentions poor performance. She stated, she would imagine and hope that more affirmative steps are taken before moving to a disciplinary action with training. She asked, can you speak to poor performance and training activities? **Mavis Affo:** Stated, all factors are taken into consideration before disciplinary action is implemented.

Chairperson Fox: Asked if there was additional comment. There was none.

MOTION: Motion to approve Item IV, Prohibition and Penalties, Discussion and Approval or Denial of Policies that Describe Activities Considered Inconsistent, Incompatible, in Conflict with the Employees' Duties and the Process of Progressive Discipline.
BY: Commissioner Mauger
SECOND: Commissioner Read
VOTE: Motion passed unanimously.

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

Action Item

A. LCB File No. R017-16

Sec. 1. Amends Chapter 284 to add Sections 2-4.

Sec. 2. "Child" interpreted.

Sec. 3. "Parent" interpreted.

Sec. 4. "In loco parentis" defined.

Sec. 5. NAC 284.523 Definitions.

Sec. 6. NAC 284.52315 "Child" defined.

Sec. 7. NAC 284.5237 "Parent" defined.

B. LCB File No. R024-16

Sec. 1. NAC 284.5405 Annual leave: Credit upon reinstatement, rehiring, reemployment or transfer.

Sec. 2. NAC 284.551 Sick leave: Credit upon rehiring, reemployment or transfer.

C. LCB File No. R076-16

Sec. 1. NEW Request for extension to complete internal administrative investigation.

Sec. 2 NAC 284.6561 Hearing.

E. LCB File No. R100-16

Sec. 1. Appeal of refusal to examine or certify.

Sec. 2. NAC 284.152 Appeal of allocation of position or change in classification.

Chairperson Fox: She explained the process that they would take and noted there would be discussion and decisions for the remaining items, recognizing that action has already been taken on Item D.

Carrie Hughes: Introduced herself as a Personnel Analyst for Human Resource Management's Consultation and Accountability Unit. She noted that the Nevada Administrative Code 284.5811, requires in almost all cases, an employee to use his or her applicable paid leave concurrent with the Family of Medical Leave Acts provisions. The different definitions of the typically synonymous terms child, from the Nevada Administrative Code 284, and son or daughter, from the Family of Medical Leave Acts Regulations, which also impacts the definition of parent, creates difficulty and potential liability in the Administration of the Family and Medical Leave Act, leave.

She presented a regulation amendment proposed in LCB File No. R017-16, to define "child" and "parent" as used in the Attendance and Leave Section of the Nevada Administrative Code 284, in a manner that is consistent with the interpretation by the Wage and Hour Division of the United States Department of Labor's definition of "son" or "daughter" and "parent", in the Family and Medical Leave Act. Additionally, the Department of Labor's Family and Medical Leave Act definition of child will be provided in an informational note in the Rules from State Personnel Administration. Additionally, Section 1 of LCB File No. R017-16, incorporates newly created Sections 2, 3, and 4, into Nevada Administrative Code Chapter 284.

Chairperson Fox: Asked if there were any questions or public comments. There was none.

MOTION: Motion to approve Item V-A, LCB File No: R0017-16.
BY: Chairperson Fox
SECOND: Commissioner Read
VOTE: Motion passed unanimously.

Chairperson Fox: Stated, Item B, LCB File No. R024-16 has been removed from consideration at this time, moved to Item C.

Michelle Garton: Introduced herself as the Supervisory Personnel Analyst with Human Resource Management's Consultation and Accountability Unit. She presented a newly proposed regulation and NAC 284.6561 in LCB File No. R076-16. She noted, Pursuant to NRS 284.387, an appointing authority must notify an employee of disciplinary action within 90 days after the employee is provided notice of the investigation.

The new regulation explains that if an appointing authority wishes to make a request for an extension of this time period, he or she must use the form prescribed by the Division of Human Resource Management, and submit the request on or before the 90th day, after the employee was notified of the investigation. Further, the new regulation states that the appointing authority must explain the reasons why the investigation was not completed within the 90-day time frame, and provide a copy of the request to the employee.

Additionally, this regulation also explains that if an appointing authority wishes to make a request for an extension beyond the initial extension period granted by the Administrator, he or she must submit the request in writing to the Administrator for submission to the Governor, explaining the reasons why the investigation was not completed during the initial extension period and provide a copy of the request to the employee.

During the drafting process, the word "administrative" was omitted in error from "internal investigation" in Subsection 2 of this regulation. The Legislative Counsel Bureau recommends, and the Divisions concurs, that the word "administrative" should be included into this Section of the regulation. The final two Subsections of this new regulation explain that the Administrator may deny the initial request, and the Governor may deny a secondary request if not submitted within the periods required in the regulation.

Section 2 of this LCB File contains NAC 284.6561, which is related to the notification provided to an employee of his or her dismissal, demotion, or suspension. Senate Bill 62 of the 2015 Legislative Session, amended NRS 284.385 to require the Personnel Commission to adopt regulations setting forth the proper notification to an employee. The statute had required the use of U.S. mail and now allows for other options such as UPS and FedEx. While the preferred method of delivery is in person, if the notice of disciplinary action must be sent, this change will provide increased speed of delivery and reliability, by modernizing methods which agencies may provide such notice to an employee.

Chairperson Fox: Asked, in the past, what happened? If there was an internal administrative investigation and it wasn't completed within 60-days, was it just being extended via communication between the employee and management? **Michelle Garton:** Answered, in the past, the request would come through similar to this. It would come through to the Administrator and the Administrator would grant or deny. If it was an extension past the initial 90 days, it went to the Governor.

Chairperson Fox: Asked, were you having issues with investigations being completed in a timely fashion? **Shelley Blotter:** Answered, it was actually 90 days that the investigation had to be completed. There were two Hearing Officer decisions and they conflicted in their determination. The intent of the written procedure is to make it clear what the rules of the game are to everyone.

Chairperson Fox: Commented that 90 days is responsive and timely to complete an internal investigation.

Commissioner Sanchez: Asked, what is defined as social media under NAC 284.656? **Shelley Blotter:** Answered. What it says in Subsection 2, of NAC 284.656 as used in this Section, social media includes without limitation any electronic service, or account, or electronic content including without limitation any

video, photographic, blog, video-blog, podcast, instant message, text message, electronic mail program or service, online service or Internet website profile. She further stated, because future technology cannot be anticipated, this was written broadly to further enforce that the appropriate way to give an employee notice of a hearing would be in person, through the regular mail, or another approved delivery method, not social media.

Commissioner Sanchez: Asked, does the State have access to social media accounts of employees? **Shelley Blotter:** Answered, as an employer, no. There will be instances when an employee chooses to accept friends, but that is up to them.

Chairperson Fox: Asked if there were any questions or public comments. There was none.

MOTION: Motion to approve Item V-C, LCB File No: R076-16 Sections 1 and 2.
BY: Commissioner Read
SECOND: Commissioner Sanchez
VOTE: Motion passed unanimously.

Beverly Ghan: Introduced herself as a Supervisor Personnel Analyst with Human Resource Management. She presented a newly purposed regulation, and an amendment to NAC 284.152 in LCB File No. R100-16. She noted, Pursuant to NRS 284.245, when the Administrator refuses to examine an applicant or after an examination, refuses to certify an eligible applicant, the applicant or eligible person may request of the Administrator to furnish to the applicant, or eligible person, a statement of the reasons for the refusal to examine, or the refusal to certify as the case may be. The Administrator shall furnish the statement upon request. NRS 284.245, also states if the Administrator refuses to examine an applicant, or after an examination refuses to certify an eligible person, the applicant or eligible person may take an appeal to the Commission in accordance with regulations adopted by the Commission. If the Commission finds that the Administrator is in error in refusing to examine an applicant, or in refusing to certify an eligible person, the Commission shall order the Administrator to examine or certify and the Administrator shall comply.

This regulation will simply document the procedure of the appeal process, and it mirrors the process in place currently for Classification Appeals in NAC 284.152. The Division of Human Resource Management has also recommended an amendment to 284.152 which changes the timeframe for Classification Appeals from 20 working days to 30 days, to mirror the timeframe required by NRS 284.165.

Chairperson Fox: Asked, the Commission may hear an appeal of somebody that was deemed to be not qualified to test, or for the position? **Beverly Ghan:** Answered, typically they have met the qualifications and have gone through the recruitment process. If the applicant goes to the Administrator and he says, no, then that person will come to the Commission.

Chairperson Fox: Stated, I just wanted the Commissioners to be aware that we could be hearing some appeals of denial of an applicant that the Division has determined does not meet the minimum qualifications for a position. **Peter Long:** Noted, this is already being done, this regulation just basically puts a timeframe of 30 days on the appeal. **Commissioner Spurlock:** Confirmed, there is not an anticipated change in terms of volume of appeals, this is not a new opening or path, it is documentation.

Chairperson Fox: Asked, in looking at this regulation, it says, an applicant affected by the refusal. It could be that if somebody not in State service, could come before this Commission? **Peter Long:** Answered, that is correct, that is straight from statute.

Chairperson Fox: Asked if there were any questions or public comments. There was none.

MOTION: Motion to approve Item V-E, LCB File No: R100-16, Section 1 and 2.
BY: Commissioner Read
SECOND: Commissioner Sanchez
VOTE: Motion passed unanimously

VI. DISCUSSION AND APPROVAL OR DENIAL OF CLASS SPECIFICATION MAINTENANCE REVIEW OF CLASSES RECOMMENDED FOR REVISIONS AND ABOLISHMENT

Action Item

- A. Fiscal Management & Staff Services
 - 1. Subgroup: Financial
 - a. 7.139 Audit Manager Series
 - 2. Subgroup: Administrative & Budget Analysis
 - a. 7.620 Budget Analyst Series
 - b. 7.634 Executive Branch Budget Officer Series
- B. Regulatory & Public Safety
 - 1. Subgroup: Licensing & Regulations
 - a. 11.401 Chief Insurance Examiner
 - 2. Subgroup: Emergency Management
 - a. 11.600 Deputy Administrator, Emergency Management
- C. Social Service & Rehabilitation
 - 1. Subgroup: Employment Security Claims, Examination & Placement
 - a. 12,103 Deputy Administrator, DETR
 - b. 12.110 Chief ESD Appeals Referee
 - c. 12.136 ESD Manager Series
 - 2. Subgroup: Rehabilitation
 - a. 12.450 Orientation/ Mobility Instructor Series
 - b. 12.460 Correctional Substance Abuse Program Director

Heather Dapice: Introduced herself as a Supervisory Personnel Analyst with the Division of Human Resource Management Classification Unit. She presented Item VI-A, 1.a., the Audit Manager. This series was reviewed by subject matter experts in the various agencies. It was determined that titles Supervising Auditor 2, and Supervising Auditor 1, were changed to Audit Manager and Audit Supervisor respectively. The Auditor 3 was expanded to differentiate between those who supervise, and those who conduct internal audits the preponderance of time.

Further, the Education and Experience section of the Minimum Qualifications, was amended to allow for a bachelor's degree in any field to include specific course work in either accounting and/or auditing. This change will allow for expanded recruitment and increase the applicant pool. Lastly, changes were made to the entry-level and full knowledge skills and abilities to account for these modifications, as well as to maintain consistency with formatting and structure.

Moving on to Items VI-A, 2.a and b., Budget Analyst and Executive Branch Budget Officer Series. In consultation with subject matter experts from various agencies, it was determined that the Budget Analyst IV and V, be removed from the Budget Analyst Series and placed into its own series with a title change, to Executive Branch Budget Officer 1 and 2. Minor revisions were made to the duty statements and Class Concepts of the Budget Analyst series to account for the removal of the two levels, and also to maintain consistency with formatting and structure. Also, an informational note was added to identify that certain positions may require specialized and/or agency specific certification and/or experience.

The duty statements and Class Concepts associated with the Budget Analyst IV and V, were incorporated into the new Executive Branch Budget Officer series, with minor revisions to the duty statements, Class Concepts, and minimum qualifications to account for this change and to maintain consistency with formatting and structure. We respectfully request your approval of the class specification, effective today.

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

MOTION: Approval of Item VI-A, Fiscal Management and Staff Services
BY: Chairperson Fox
SECOND: Commissioner Sanchez
VOTE: Motion passed unanimously.

Heather Dapice: stated, with regards to Item VI-B, 1.a, Chief Insurance Examiner Series, it is recommended that minor revisions be made to refresh language, and to maintain consistency with formatting and structure. These are general housekeeping items.

Regarding Item VI-B, 2.a., Deputy Administrator, Emergency Management Series, it is recommended that this series be abolished, as the series is no longer utilized and will not be utilized in the future. These class specifications reviewed and revised as part of the Class Specification Maintenance Review Process. We respectfully ask that the Personnel Commission approve these recommendations effective this date.

Chairperson Fox: asked, what job title is the Department of Public Safety using for the individual that is responsible for Emergency Management for the State? **Patty Kreymborg:** Introduced herself as a Personnel Analyst with Human Resource Management. She stated, the information she received was from the Division Administrator for Emergency Management and all that he stated was that the position was eliminated after the last incumbent vacated it, with no plans to bring it back. **Peter Long:** added, these duties have been assumed by the Administrator of that division.

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

MOTION: Approval of Item VI-B, Item 1. Subgroup, Licensing and Regulations, Chief Insurance Examiner and 2. Subgroup Emergency Management, Deputy Administrator Emergency Management
BY: Commissioner Mauger
SECOND: Commissioner Sanchez
VOTE: Motion passed unanimously.

Heather Dapice: Presented Items VI-C, 1.a., Deputy Administrator DETR, VI-C, 1.b., Chief ESD Appeals Referee, VI-C, 1.c., ESD Manager, VI-C, 2.a., Orientation Mobility Instructor, and VI- C, 2.b., Correctional Substance Abuse Program Director.

It is recommended that minor revisions be made to refresh language to maintain consistency with formatting and structure. These are housekeeping items related to the Class Specification Maintenance Review Process. The changes are identified in red in the handouts provided in your binders. We respectfully ask that the Commission approve these recommendations effective this date.

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

MOTION: Approval of Item VI-C, Subgroups 1 and 2.
BY: Commissioner Sanchez
SECOND: Chairperson Fox
VOTE: Motion passed unanimously.

VII. REPORT OF UNCONTESTED CLASSIFICATION CHANGES

Postings: #38-16, #39-16, #40-16, #41-16, #42-16, #43-16,
#44-16, #45-16, #46-16, #47-16, #48-16, #49-16, #50-16, #51-16,
#52-16, #53-16, #01-17, #02-17.

Chairperson Fox stated that no action was required on the part of the Commission

VIII. DISCUSSION AND ANNOUNCEMENT OF DATES FOR UPCOMING MEETINGS

Chairperson Fox stated that the next meeting is certain for December 9, 2016. The next meeting would be March 10, 2017.

IX. 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.

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

X. ADJOURNMENT

Chairperson Fox: Adjourned the meeting.

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FOR DISCUSSION AND POSSIBLE ACTION

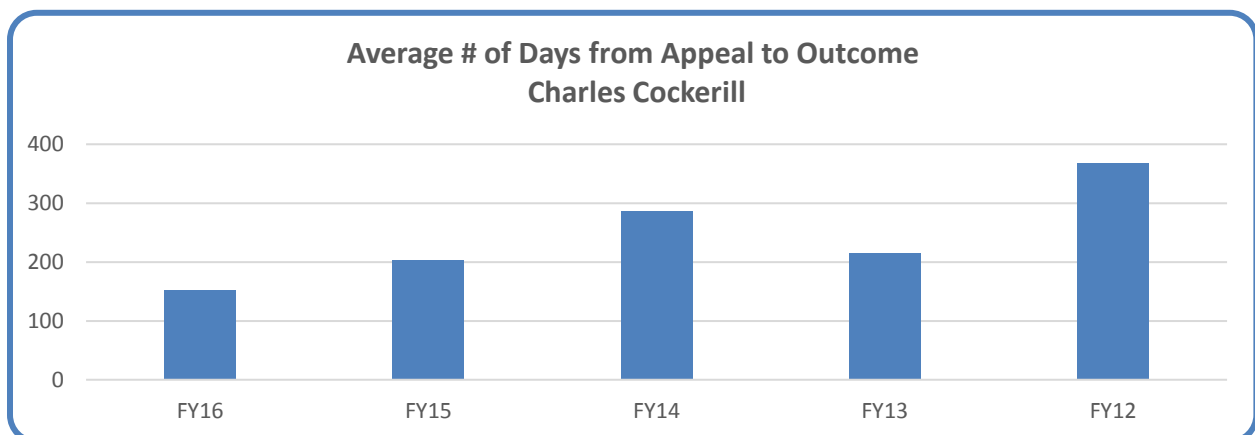
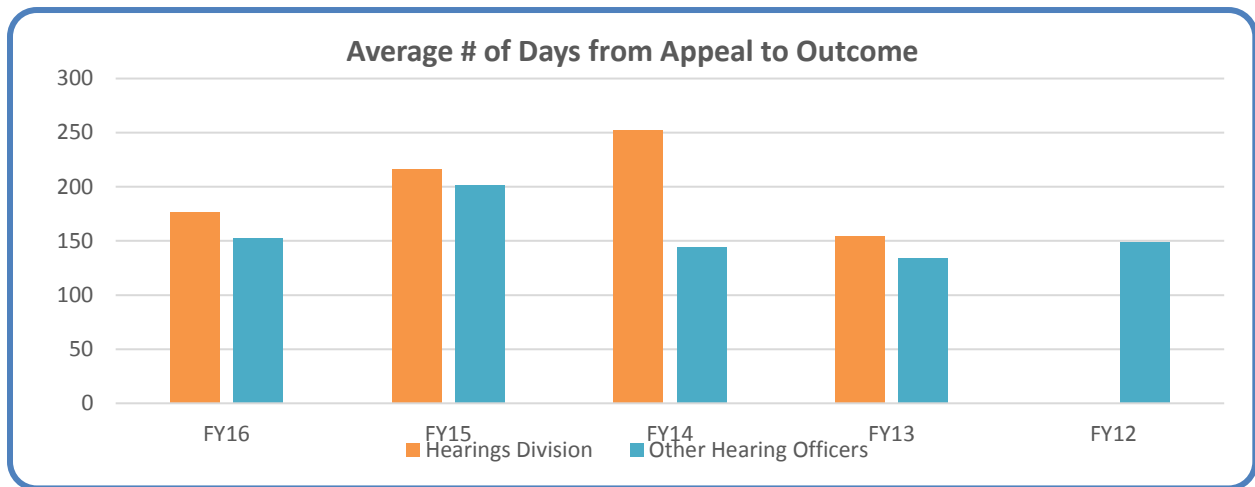
Presentation of Hearing Officer Case Handling Statistics

At the time that the Hearings Division was selected as the primary hearing officers for disciplinary and Whistle Blower appeals, the Commission requested periodic updates. The Division of Human Resource Management has provided statistics and analysis of fiscal years (FY) 2012 – 2016:

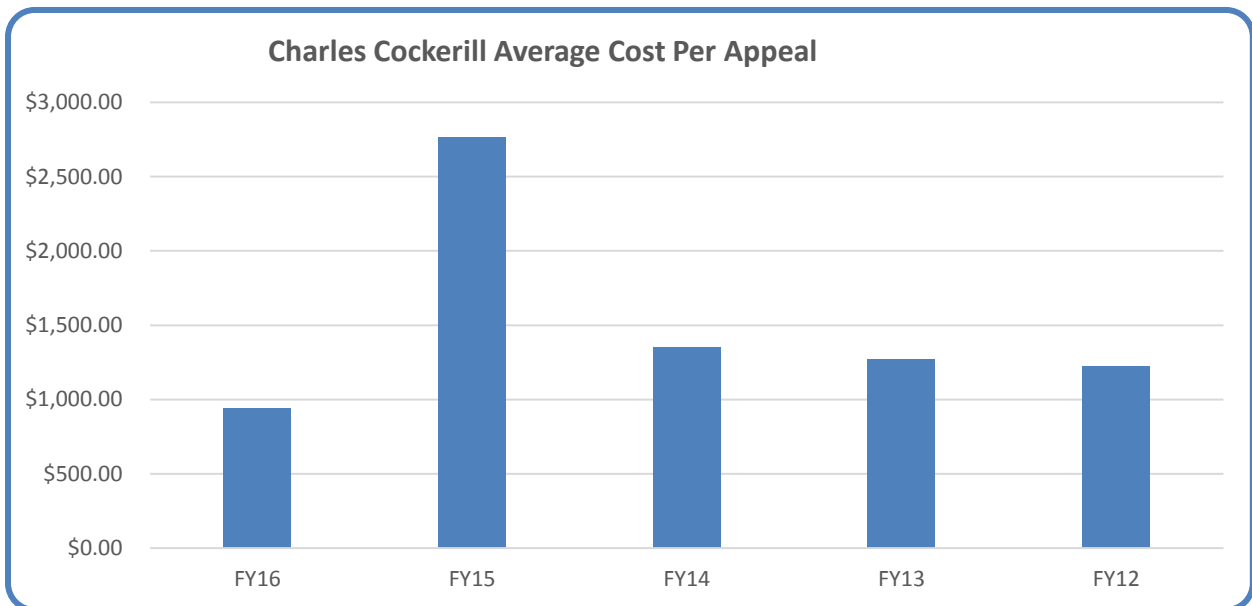
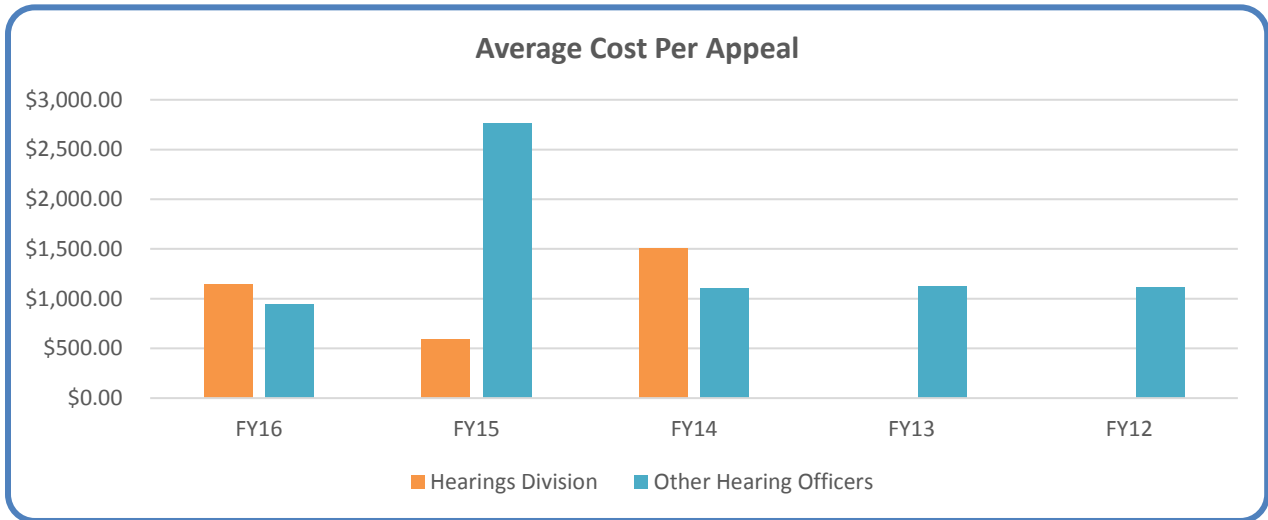
- Average # of Days from Appeal to Outcome
- Average Cost Per Appeal
- Type of Outcomes

The Hearings Division conducted a customer satisfaction survey but did not receive a statistically valid response to report.

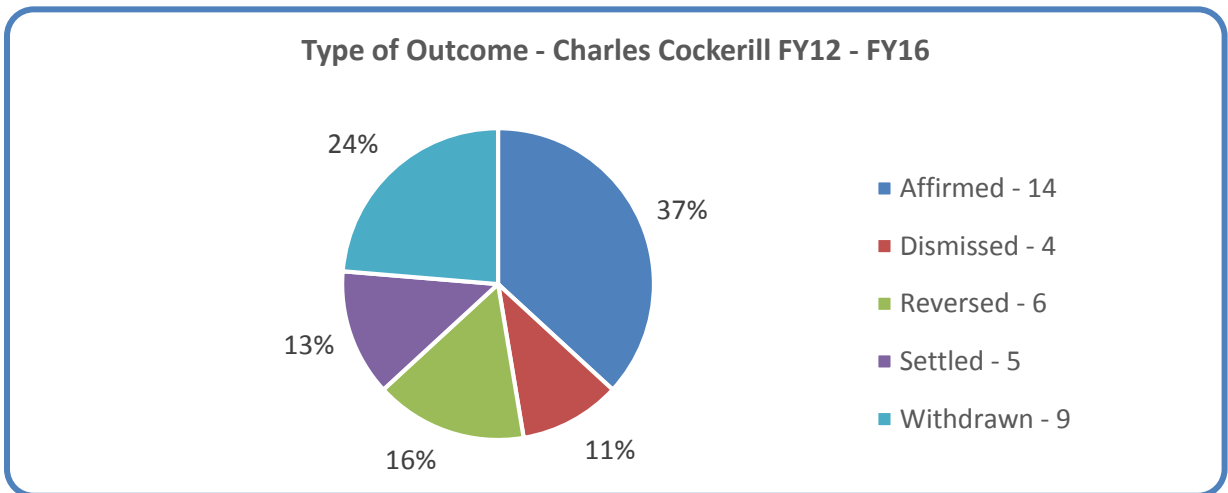
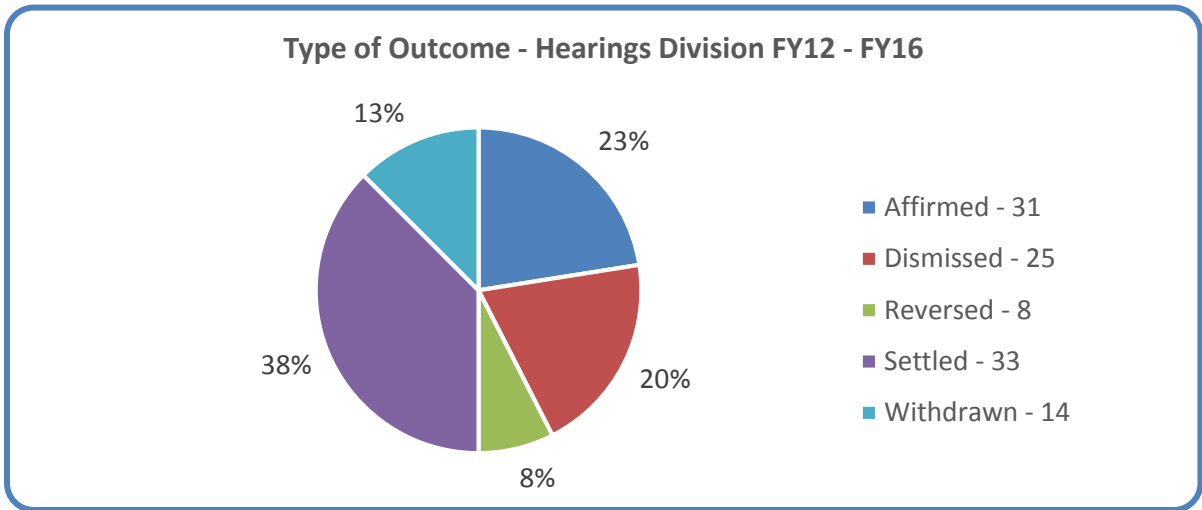
The Hearings Division average number of days from appeal to outcome remains below the 6-month processing time, and there has been a decrease in processing time during the last two fiscal years. Charles Cockerill’s average number of days from appeal to outcome is also below the 6-month processing time, and has also decreased over the past several fiscal years.



The cost per appeal has dropped since the Hearings Division was contracted to perform the hearings function. Compared over time the cost per appeal for Charles Cockerill is approximately the same as the Hearings Division hearing officers. In FY15, Charles Cockerill heard a total of three cases, two of which incurred high costs. These cases included travel expenses which were out of his control and longer than usual hearings. The cost of the third case was \$950.00.

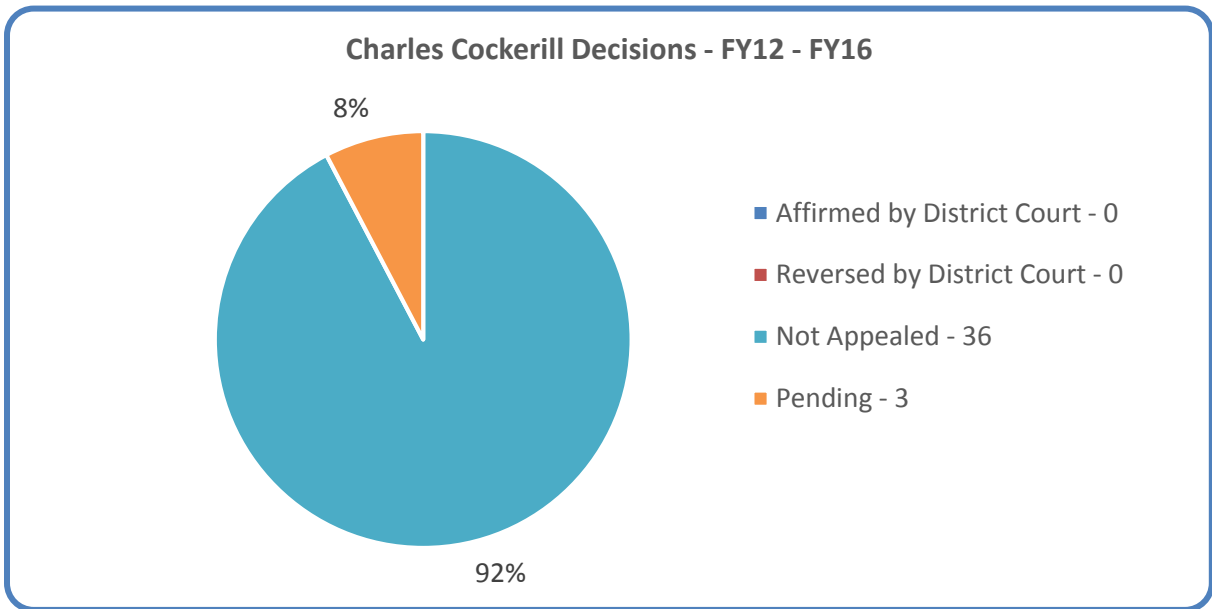
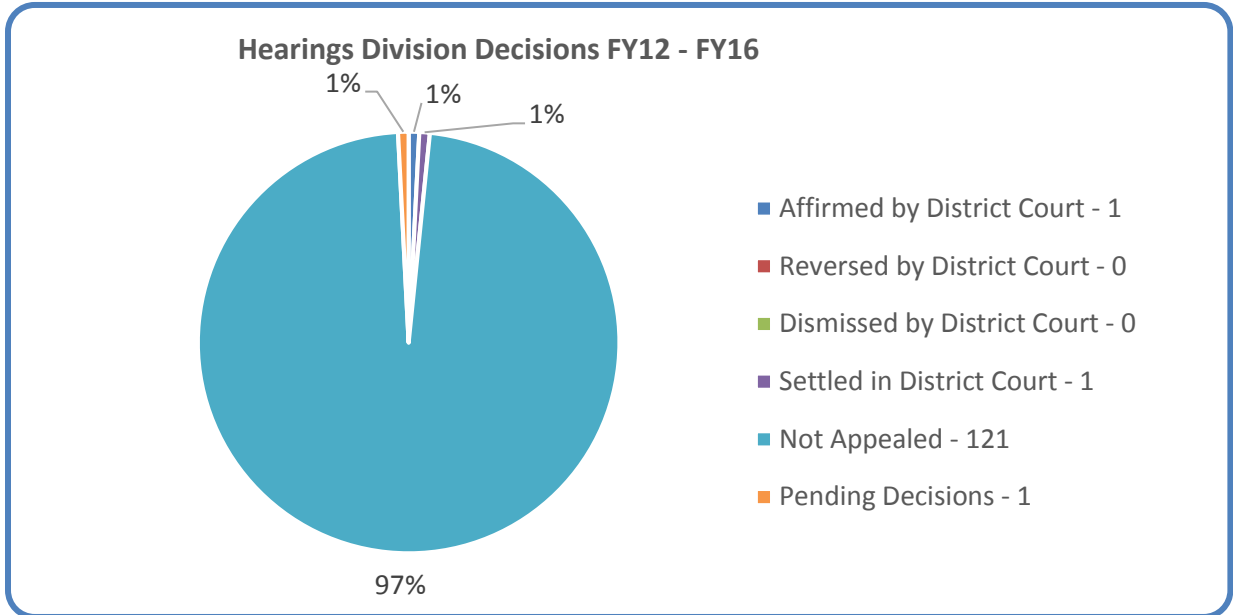


Most cases assigned to the Hearings Division hearing officers and Charles Cockerill did not result in a hearing as they were either settled, withdrawn, or dismissed. Of the cases heard, Charles Cockerill upheld a higher percentage of appeals compared to the Hearings Division hearing officers.



- Affirmed:** The agency disciplinary action was upheld.
- Dismissed:** The hearing officer determined that the appeal was filed in the wrong jurisdiction, was filed untimely, the employee left state service, or the employee did not have the right to appeal.
- Reversed:** The agency disciplinary action was reversed.
- Settled:** The appellant and the agency agreed upon a resolution prior to the appeal being heard by a hearing officer.
- Withdrawn:** After filing an appeal, the appellant decided to no longer seek a hearing officer decision. Appeals are typically withdrawn prior to a hearing.
- Other:** The appellant did not have the right to appeal.

Over 90% of decisions by the Hearings Division hearings officers and Charles Cockerill have not been appealed. In neither case have their decisions been overturned by District Court.



Summary

The Hearings Division hearing officers and Charles Cockerill’s performance is considered timely, has resulted in lower costs compared to when a pool of independent contractors were used, and their decisions are not being overturned by District Court.

Additionally, the Hearings Division is now providing hearing room space and clerical support to Charles Cockerill which no longer requires the Division of Human Resource Management (DHRM) to maintain staff and locate rooms to support hearing officers. As such, staffing changes

have been made and reversion to a pool of hearing officers requiring the full support of DHRM would cause a strain on existing resources.

DHRM has received one request from the northern Labor Representative from the American Federation of State, County and Municipal Employees (AFSCME). He has requested a larger selection of hearing officers to choose from in Northern Nevada. Strike lists for Northern Nevada contain three hearing officers to choose from, and strike lists in Southern Nevada contain five hearing officers from which to choose. He feels that labor and management consistently strike the same hearing officers in Northern Nevada which leaves just one hearing officer to hear all cases. DHRM has asked the Hearings Division if a list five hearing officers can be provided on strike lists both in the north and in the south.

Recommendation

The current contracts with the Hearings Division and the independent contractor, Charles Cockerill will expire on June 30, 2017. DHRM is requesting that the Personnel Commission advise the Division whether to extend one or both of the contracts.

Based on the above data and analysis, DHRM recommends continuing the contract with the Hearings Division. The Hearings Division has the facilities and expertise to continue performing as the primary hearing officers for disciplinary and Whistle Blower appeals. Additionally, because the Hearings Division is primarily using Special Appeals Officers appointed by the Governor and not regular State employees, we do not believe it is necessary to continue the contract with Charles Cockerill. With that said, the Division does not have any objection to continuing the contract with Charles Cockerill especially if the Hearings Division is unable to provide five hearing officers on the northern strike lists without his services.

Personnel Commission Meeting
December 9, 2016

FOR INFORMATION ONLY

The minutes of the June 25, 2015 and January 27, 2016 regulation workshops have been included for your review and consideration of the proposed regulations. The Small Business Impact Statement has also been included for your review and consideration of the proposed regulations.

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
DIVISION OF HUMAN RESOURCE MANAGEMENT

Attorney General's Office
Mock Court Room, 2nd Floor
100 North Carson St.
Carson City, Nevada.

and

Grant Sawyer Building, Room 4500
555 East Washington Avenue
Las Vegas, Nevada

The sites will be connected by videoconference. The public is invited to attend at either location.

REGULATIONS WORKSHOP
MINUTES

Thursday, June 25, 2015

Speakers Present

In Carson City:

Lee-Ann Easton, Administrator, Division of Human Resource Management
Shelley Blotter, Deputy Administrator, Division of Human Resource Management
Michelle Garton, Supervisory Personnel Analyst, Division of Human Resource Management
Carrie Hughes, Personnel Analyst, Division of Human Resource Management
Kimberley King, Human Resources Manager, Department of Transportation
Kareen Masters, Deputy Director, Department of Health and Human Services
Kevin Ranft, Labor Representative, American Federation of State, County and Municipal Employees

Speaker Present

In Las Vegas:

Brian Boughter, Personnel Officer, Department of Corrections

1. CALL TO ORDER

Shelley Blotter: Opened the meeting at 9:00 a.m. She introduced herself and asked everyone to sign-in. She indicated the purpose of the workshop is to solicit comments from affected parties with regard to regulations proposed for permanent adoption. She explained that the regulations maybe heard at a future Personnel Commission meeting. She stated that the format would be that the staff would provide an explanation of the proposed regulation change which would be followed by comments. She indicated that comments would be summarized for the Personnel Commission and

provided to them at the time that it would be proposed for adoption. She noted that there were comment cards available if participants wanted to use that format or comments could be sent through the mail.

2. REVIEW OF PROPOSED CHANGES TO NAC 284:

NAC 284.470 Preparation, Filing, Contents, Discussion and Distribution of Reports, Powers and Duties of Employees, Review, Adjustment of Grievances.

Michelle Garton: Stated that the amendment to NAC 284.470 would clarify the effect that an evaluation would have on the employee's pay and performance rating including different circumstances such as a late evaluation or an evaluation that was not submitted. The goal of the clarification is to encourage supervisors to submit evaluations even though the employee may have already received his or her merit salary increase. She referred to Subsection 4(a) a description of the process as it should be followed, a timely standard or exceeds standard evaluation is submitted, the employee is eligible for a merit increase if they have not reached the top step of his or her grade, and the inclusion of that rating into the personnel file. She noted that Subsection 4(b) states if the evaluation was not filed on time the employee is deemed standard for the purposes of pay and would receive a merit increase if he or she has not reached the top step of his or her grade. The employee's performance rating would be the most recent rating the employee received. She noted that NEATS (Nevada Employee Action and Timekeeping System) was undergoing an upgrade and this would handle all online evaluations. DHRM believes that this will support supervisors in getting evaluations in punctually and simplify the process. She stated that the second amendment allows a designate to be appointed by the appointing authority to extend any timeframes as outlined for the request for review process.

Shelley Blotter: Reviewed how this change affected the process. She noted that if anyone had a supervisor that had submitted an evaluation late and it was past the point where the employee would be eligible for the merit salary increase then the employee would normally receive it. She explained the true change is that in the past it had been assumed that the employee's performance is "meets standards" if there was no new evaluation. The amendment is saying it would only be "meets standards" for the purposes of pay and whatever the evaluation rating is in the system would be what that person had actually been rated.

She asked if there were any comments. There were none in Las Vegas.

Kimberley King: Noted that she agrees with the change as at times the evaluation deadline could be missed while trying to work with an employee and agency wouldn't want then have to worry about the evaluation defaulting to a standard rating.

NAC 284.097 Reviewing Officer defined.

Michelle Garton: Stated that if the proposed amendment to NAC 284.470 is adopted then NAC 284.097 Reviewing Officer defined would need to be amended to change the reference to subsection 7 of NAC 284.470 to subsection 8 because a new subsection was being added to NAC 284.470.

Shelley Blotter: Asked if there were any comments. There were no comments.

NAC 284.52315 "Child" Defined

Carrie Hughes: Stated that the change to the regulation would bring it into alignment with federal FMLA (Family and Medical Leave Act) regulations and those regulations had been interpreted to not require an employee to prove that he or she provides both the day-to-day care and the financial support in order to be found to stand in *loco parentis*.

Shelley Blotter: Asked if there were any comments.

Brian Boughter: Asked if there was any proposal on how to document whether the employee had day-to-day care or financially supports a child.

Carrie Hughes: She stated that this was like most of the things that were not addressed on the FMLA certification forms and agency staff could either take a statement either verbally or in writing. She confirmed that there is a provision for the requirement of supporting documentation.

Kareen Masters: Expressed that she had concerns with the concept of patterning state regulations after federal regulations or interpretations as they could change. She referred to the administrator's ruling which stated it was based on a two-page document. She noted that this document contained substantial information which she considered important. She stated that if the document was reviewed the conclusion stated whether any employee stood *in loco parentis* and this would depend on particular facts. She noted that the intention appeared to be that a number of facts would have to be weighed to determine if it would fall within that document. She suggested that they hold true to the federal regulations and perhaps include an informational box to replicate the administrator's ruling or provide an email link. She considered this preferential. She added that it should be kept in mind that the rule of the administrator talks about an individual caring for the child but once you change the 'and' to 'or' you would also have to look at the other part of the equation, e.g. financial support, as one aspect only would not suggest that it was that individual's child.

Shelley Blotter: Asked Kareen if she felt it would be preferable to adopt the federal definition of "child" and also "loco parentis" and not try to deal with it at the state level.

Kareen Masters: Agreed as the agencies would be in a difficult position because they would have to conform with both federal and state regulations and if federal law changed they would have this on the books and it could create confusion.

Shelley Blotter: Asked for confirmation that she was suggesting that they repeal the action and then adopt the other sections by reference.

Kareen Masters: Agreed and noted they had done that in other parts of the regulation where they would adopt the definition by reference.

Shelley Blotter: Asked for any other comments including comments on Kareen Masters' suggestion. There were no other comments.

NAC 284.589 Administrative Leave with Pay.

Michelle Garton: Stated that the changes would create consistency in the granting of administrative leave for an employee to prepare or attend hearings related to his or her dismissal, demotion, suspension, involuntary transfer, and/or a claim of retaliation for the disclosure of improper governmental action, otherwise referred to as a 'whistleblower appeal'. She stated that currently the regulation did not specifically provide preparation time for an employee's whistleblower appeal so it would be added. This change would also require the appointing authority to grant the employee administrative leave to attend his or her hearing. She added that the employee would receive administrative leave for preparation and attendance at all hearings before a hearing officer. The current time allowed was 8 hours for preparation but there was no timeframe given for actual attendance at the hearings. She noted that what had been reflected was that administrative leave would be available to the employee for the duration of the hearings. The appointing authority could grant leave time to the employee to make up the difference between the length of the hearing and the remainder of the employee's shift.

Shelley Blotter: Asked for comments and there were none.

NAC 284.394 Transfers Initiated by Appointing Authorities.

Michelle Garton: Stated that the proposed amendment to NAC 284.394 is recommended due to the amendments proposed for NAC 284.589. She noted that the proposal is to remove the last sentence, subsection 5, which stated that the employee might receive administrative leave to prepare for a hearing on any involuntary transfer. If the amendment to NAC 284.589 is adopted, it is unnecessary to have it in NAC 284.394.

Shelley Blotter: Asked for comments and there were none.

NAC 284.778 Request for Hearing and Other Communications.

Michelle Garton: Stated that on July 1, 2014 the Personnel Commission selected the Hearings Division of the Department of Administration as the primary hearing officers for employee appeals. As a result, there is no need to have all the written communication come through the Division of Human Resource Management. She stated that the Hearings Division employs clerks that work for the hearing officers and any written communication would be directed to the clerk who is supporting the hearing officer for that particular hearing.

Shelley Blotter: Asked for comments and there were none.

NAC 284.262 Longevity Pay: Eligibility.

NAC 284.270 Longevity Pay: Required Rating of Performance.

NAC 284.274 Longevity Pay: Dates of Payment and Eligibility, Responsible Agency.

NAC 284.278 Longevity Pay: Formulas for Calculation.

NAC 284.282 Longevity Pay: Particular Circumstances.

NAC 284.284 Longevity Pay: Return to State Service.

Michelle Garton: Stated that these were the regulations related to longevity pay. Assembly Bill 436 of the 2015 Legislative Session repealed NRS 284.177 and NRS 284.179 and these statutes included the provisions for longevity pay. Therefore DHRM is recommending the repeal of the associated regulations for longevity pay.

Shelley Blotter: Asked for comments and there were none.

NAC 284.656 Notice.

Michelle Garton: Stated that the regulation was related to appeal hearings and concerned notices of dismissal, demotion and suspension of classified State of Nevada employees. She added the intent was to open the method to communicate to an employee by providing for a delivery service or a carrier such as FedEx or UPS or any company providing tracking information and proof of delivery.

Shelley Blotter: Asked for comments and there were none.

NAC 284.726 Access to Confidential Records

Carrie Hughes: Stated that NAC 284.894 required the removal of an applicant who tested positive for the use of a controlled substance from all hiring lists requiring pre-employment testing for a year or until the applicant provided evidence of successful conclusion of a rehabilitation program. She noted that Senate Bill 62 of the 2015 Legislative Session in part amended NRS 284.4068 to allow the Division of Human Resource Management access to those confidential results of applicants' pre-employment test results. She stated that that would allow for the statewide implementation of the requirement in NAC 284.894. She added that the proposed amendment to NAC 284.726 outlined the access in regulation.

Shelley Blotter: Asked for comments.

Kimberley King: Indicated that this was helpful and she supported it.

Shelley Blotter: Stated that currently the Division receives this information anecdotally. She noted that it would allow for a more systematic implementation.

NAC 284.888 Request for Employee to Submit to Screening Test, Interpretation of Grounds, Completion of Required Form.

Carrie Hughes: Stated that effective January 1, 2016 Senate Bill 62 of the 2015 Legislative Session concerned the involvement in a work-related accident or injury, the circumstances being listed in NRS 284.4065 for which an agency could request an employee to submit to an alcohol and/or controlled substance test. She added that SB62 additionally mandated that the Personnel Commission should by regulation define the term "work-related accident or injury" as it was currently used in Subsection 2 of NRS 284.4065. She added that the amendment to NAC 284.888 defined "work-related accident or injury".

Shelley Blotter: Asked for comments.

Kimberley King: Indicated that this was helpful and they supported having it in that section. She asked if they still wanted to retain e) in Subsection in 1.

Carrie Hughes: Indicated it was something to think about but she did not think it hurt. She added it might not be necessary.

Kevin Ranft: Indicated that AFSCME was in support and thought that it would clarify many of the concerns that had been brought forward in the past.

Shelley Blotter: Asked for additional comments.

Kareen Masters: Asked if they were being too restrictive saying it would have to occur on the premises of the workplace as they often had employees who worked out in the field.

Shelley Blotter: Responded that the injury or accident that would happen in the course of employment. She considered that working in the field would fall under the course of employment.

Carrie Hughes: Stated the phrase "premises of the workplace" was picked specifically because it was defined in regulation in NAC 284.0875. She suggested that that section could be reviewed and the description was fairly broad.

NAC 284.448 Time Not Counted Toward Completion of Probationary Period and LCB File Number R138-13 Military Leave with Pay

Carrie Hughes: Stated on June 19th the Personnel Commission approved the amendments to NAC 284.448 in LCB File Number R138-13 as emergency regulations. She added that as emergency regulations were only effective for 120 days they were proposing adopting the amendments as permanent regulations. She noted that both the amendment to NAC 284.448 and LCB File Number R138-13 were intended to bring the regulations into agreement with the statutory change to NRS 281.145 made by Assembly Bill 388 in the 2015 Legislative Session. She stated that the amendments' explanation of proposed changes stated that the amendments were contingent upon the passage and approval of AB388.

She stated that the Governor signed AB388 into law on June 4th. Effective July 1st NRS 281.145 would require the Personnel Commission to prescribe a 12-month period that state agencies would use to determine the eligibility of their employees who were reservists or members of the National Guard who would take military leave without loss of their regular compensation. In LCB File Number R138-13 they were proposing that all state agencies with the exception of the Office of the Military continue to use the calendar year for that purpose. She noted that the Office of the Military requested that they be able to use the federal fiscal year for the purpose due to the funding source and some of their affected positions. She added that all of the existing language in LCB R138-13 would be removed as it was now obsolete due to the amendment to NRS 281.145. She stated that the amendment to NAC 284.448 referenced the change to the period for calculating employees' military leave in NRS 281.145.

Shelley Blotter: Stated that they would be discussing military leave and changes in the law later in the day. This amendment was getting the regulations to conform to what the statute currently provided.

She asked if there were any comments in general and any proposed changes.

3. ADJOURNMENT

Shelley Blotter: Adjourned the Regulations Workshop.

**STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
DIVISION OF HUMAN RESOURCE MANAGEMENT**

**REGULATIONS WORKSHOP
MEETING MINUTES**

Wednesday, January 27, 2016

Gaming Control Board
1919 College Parkway
Carson City, Nevada

and

Grant Sawyer State Building, Room 2450
555 East Washington Avenue
Las Vegas, Nevada

STAFF PRESENT IN CARSON CITY:

Shelley Blotter, Deputy Administrator, DHRM
Lee-Ann Easton, Administrator, DHRM
Peter Long, Deputy Administrator, DHRM
Carrie Hughes, Personnel Analyst, DHRM
Rosana Woomer, Personnel Analyst, DHRM
Angelica Gonzalez, Personnel Analyst, DHRM
Beverly Ghan, Personnel Analyst, DHRM

STAFF PRESENT IN LAS VEGAS:

Adrian Foster, Personnel Analyst, DHRM

OTHERS PRESENT IN CARSON CITY:

Melody Duley, NDOT
Kimberly King, NDOT
Alys Dobel, DMV
Allison Wall, DETR
Stephanie Neill, NSHE
Jared Keller, NDOT
Tonya Sieben, NDOT
Nicole Waddell, NDF
Deborah Harris, BHHS
David Wright, NDOC
Ann Para, ADSD
Kathleen Kirkland, AHRS
Dave Badger, DMV

Susie Bargmann, DPBH
Scott Anderson, SOS
Sue Dunt, NSHE
Renee Depaoli, DWSS

OTHERS PRESENT IN LAS VEGAS:

Allan Gliponeo, DMV
Dottie Martin, ADSD
Lori Gaston, ADSD
John Scarborough, CSN

I. CALL TO ORDER

Shelley Blotter: Opened the meeting and explained the reason for the workshop was to solicit comments from affected parties with regard to the regulations proposed for permanent adoption. She noted that based on the feedback received, the proposed language may be changed, be deleted, additional regulations may be affected, or they may not move forward.

Lee-Ann Easton: Commented that the Division staff are here to listen and that nothing is set in stone. Asked that everyone give their comments because they do want a cooperative relationship with agencies.

II. Review of Proposed Changes to NAC 284

NEW	“Professional employee” defined.
284.5405	Annual leave: Credit upon reinstatement, rehiring, reemployment or transfer.
284.551	Sick leave: Credit upon rehiring, reemployment or transfer.
284.204	Adjustment of steps within same grade.
284.581	Adoption by reference of federal law and regulations.
284.52315	“Child” defined.
NEW	Use of medical marijuana.
284.650	Causes for disciplinary action.

Shelley Blotter: Explained that staff explain each section and then time would be allowed for comments.

Carrie Hughes: Introduced herself as a Personnel Analyst with the Division of Human Resource Management. She explained, The Nevada System of Higher Education employs individuals in positions which are categorized as professional or administrative faculty. The proposed new regulation, as well as the amendments to NAC 284.5405 and 284.551 are intended to address the inconsistent treatment of Nevada System of Higher Education professional employees when they transfer into classified or unclassified positions.

The proposed new regulation defines a Professional Employee as an employee of the Nevada System of Higher Education, with administrative duties that is not in the classified or unclassified service.

The proposed amendment to subsection 9 of NAC 284.5405 provides that a professional employee’s annual leave is recomputed based on what it would have been had the employee been in a classified or unclassified position and made available following a transfer into a classified or unclassified position without a break in

service.

The proposed amendment to subsection 5 of NAC 284.551 provides that a professional employee's sick leave is recomputed based on what it would have been had the employee been in a classified or unclassified position and made available following a transfer into a classified or unclassified position without a break in service.

Shelley Blotter: Requested comments.

Kimberly King: Introduced herself as being from NDOT. She asked if something could be put in front of 'professional employee' to identify that it's for Nevada System of Higher Education. Her concern is that it would not be clear as NDOT also has professional employees.

Shelley Blotter: Noted that the Legal Division of the Legislative Council will draft a lead line for that to be clearer.

Stephanie Neill: Introduced herself as being from NSHE. She noted that she feels this is a wonderful regulation as a long-term classified employee. She felt this guarantees the security of her leave accrual regardless of her decision to stay classified or move to administrative faculty type position.

Shelley Blotter: Asked Carrie Hughes if administrative faculty is also included.

Carrie Hughes: Stated that it is her understanding that it also include administrative faculty, and that may be something to clear up in the definition.

Shelley Blotter: Moved to the next item, NAC 284.204.

Peter Long: Introduced himself as Deputy Administrator for the Division of Human Resources Management. He explained, the revision is proposing modifications to NAC 284.204, adjustment of steps within the same grade, at the request of and in coordination with the Office of the Governor, the Governor's Office of Finance and the Department of Administration.

He reiterated that, this is the draft and they are looking for any and all comments on how it can work for agencies. He noted, basically what this does is modifies when an accelerated rate may be given, clarifies an adjustment for equity among positions within the same department or agency and not across State service. It removes the ability to create an inequity unless approval is obtained from the Office of the Governor and makes revocation of the accelerated rate a requirement when the criteria that caused the adjustment no longer exists or the employee moves to a position in an area where a recruiting problem does not exist.

He noted, there was feedback in written form from the Secretary of State's Office, specifically from Scott Anderson, Chief Deputy Secretary of State and that memo will be entered into the record as part of the minutes from this meeting.

Scott Anderson: Introduced himself as Chief Deputy Secretary of State from the Office of the Secretary of State, Barbara Cegvaske. He appreciated the opportunity to give comments in regards to this and from the letter that was sent, there were a couple of concerns. They have spoken with the Governor's Office and understand the concerns which brought this regulation forward. They did have a few concerns, especially about the 'mandating' and the 'must', as far as taking back an increase that may have been otherwise warranted.

There were no objections to subsections 1(a) or 1(b). It was mainly in regards to subsection 1(c). They feel

that there could be problems with a supervisor that has to say, discipline somebody that was the cause for the supervisor's increase and there may be some hesitation to do that, knowing that if they were to demote or dismiss an employee that it wouldn't negatively impact on the supervisor's pay. He noted, there are some issues, unforeseen issues that may occur because of that.

Further he noted, there were also some concerns about the mandate and the 'must' language. They felt that leaving it as a 'may' and perhaps adding some additional review of such circumstances by DHRM, that there could be still some discretion left to the agency.

Kimberly King: Stated she had some questions. She asked, what is to be accomplished with these regulations?

Peter Long: Explained that what they are trying to accomplish is to maintain fairness and equity across agency lines, specifically for equity adjustments. He stated, EMC has had their fair share of grievances lately, from departments that can't afford to adjust pay based on equity and those employees are comparing themselves with agencies that can. Per the feds, the State could be perceived as one employer. To allow adjustments within one agency and not across other agencies, could be seen as an Equal Pay for Equal Work issue. The intent is to narrow the criteria. They're certainly not trying to stop someone or any agency who does have a need for an accelerated rate or equity adjustments, they're just trying to get a handle on how to maintain fairness across State service.

Kimberly King: Stated, her comment on that would be, everyone knows there is a problem. They've been doing budget Band-Aids for a while now. Those budget Band-Aids are now coming into play that there are inequities across the State, even within departments. That's what is happening with the employees complaining and what the EMC is seeing.

Her understanding of this regulation in the past, is that they couldn't make an adjustment of a step unless it was fiscally possible to adjust others to make sure there were no inequities. It appears that this regulation change is actually going to give the ability to create inequities. She thinks that's going to be problematic.

She further stated, now it looks like an inequity can be created, it makes it clear that is allowable if the Governor's Office approves it. The question there is, how will discriminatory type decisions be prevented, or defended if it's not discriminatory? Because, what will happen is, the agencies no longer have delegated authority, so they're actually giving them what they need but it's going to be up to them to make that decision. She thinks that might become problematic in the big picture.

She further noted the term "critical to agency operations." That might be difficult to defend. She is unsure on the definition of that is, so that would be another question.

Also, in subsection 3, this subsection applies to only initial appointments. She noted, that makes it so that if there are recruitment difficulties, if there is an exceptional candidate, as long as they don't work for the State, they can look at an accelerated salary, but if they work for the State—let's say they came in as a clerk because they needed a job, but this person has experience, they have the criteria and now they want to put them up here and they want to keep them that employee would not be able to receive an accelerated rate. Should that be allowable for existing employees? Because it's telling State employees, you aren't valued as much as the outside candidates.

Lee-Ann Easton: Stated, that's not the intent.

Kimberly King: Acknowledged that and stated, they get a lot of comments. She stated, she thinks she knows what this means, but the subsection only applies to initial appointment in State service. It does not

apply if a selective criteria was used in the recruitment and it does not apply if the adjustment will cause an inequity between current employees, which would require the adjustment of steps for those employees, unless upon submitting written justification the appointed authority obtains written concurrence from the Officer of the Governor. She thinks that plays into that the Governor's Office can create an inequity.

She further noted, this does not apply if selective criteria was used in their recruitment. They have a 15.39 vacancy rate in her department. They are recruiting. They have snow plows that don't have people to put in them. They don't believe in shortening the recruitment period because that just means that you get less numbers, it doesn't mean that you get the best qualified.

She explained, they use selective criteria to get the best qualified for those jobs, which in reality, if selective criteria is used, it's going to make it even more difficult to show that somebody has exceptional qualifications because they will be compared to other people who have those great criteria. If they can use selective criteria, they're getting the better crop that they're comparing to.

In addition, they do vacancy based recruitment at NDOT as much as they can. They want to give managers lists that they can use that people are interested in. Currently, they would not be able to continue doing that because DHRM requires a selective criteria if there is an existing list. That would be problematic.

The matrix. The matrix is already required procedurally by DHRM. It's been an interesting process. Those matrixes can take staff two full days to do one, because they're doing a good comparison. They look at the minimum qualifications and the exceptional qualifications for a job.

She stated, they've been using those matrixes and doing accelerated offers, and they are having people turn them down. They have a couple of problems. One is that it takes too long and candidates are getting other jobs. They're also having people turn them down because they can't meet the salary needed because they can't get it up any higher and create an inequity with existing employees.

She noted that under subsection 4(a) the term "criteria" is used, and believes that is more vague than what was there before, and that a definition of exactly what is meant be included.

Lee-Ann Easton: Gave thanks and appreciation for the comments and added she just wanted to state that Ms. King is not alone in this. They do know that there are issues with hiring and there are a lot of difficult positions to fill out there. They're trying to do the best they can on regulations, and do understand the concerns.

Kimberly King: Proposed getting a task force together and do some brainstorming to find solutions to the big picture.

Lee-Ann Easton: Explained that the Governor's Office has a task force put together that is going to be meeting in the next week to look at exactly this and as a global, overall State process. Unfortunately, revenue streams haven't been at a level where everyone can be adjusted at this point. The Governor's Office definitely recognizes the difficulties with hiring.

Peter Long: Noted that he and the Department understands the concerns with this. He asked that any solutions to these concerns would be useful and that they could be submitted to him.

He stated, "critical" was just a term that was used. Another broader term could be used, possibly a term that is already in regulation, for example, "urgent and compelling." That is when someone contests an exam and an agency can still get a list if they demonstrate an "urgent and compelling" need.

The intent is to remain a little vague on these so that they address your concerns as they come up and not be tied to something so specific that they have to say no. If there is another word that might fit better there, please suggest it. The intent is to limit this to positions that really do need an accelerated rate.

The intent was not to devalue State employees at all. In the merit system, they were tasked to do internal recruitments before going to open competitive. Open competitive must be requested first. What this is doing is saying, there are no internal candidates, then the rate for an outside candidate may be accelerated. This is clarifying what is already in practice based on questions from agencies. There's a regulation related to the pay on promotion. Also, the Division has assisted agencies in the last few years by unranking a number of lists. So, there's no need to do an internal promotional recruitment for someone to be in the top 5 ranks. This enables agencies to reach candidates down to what used to be six or seven or eight, which may be the better candidate. It was not intended to devalue State employees in any way.

Kimberly King: Recognized it wasn't intended. She explained that at this time, State employees are leaving State employment. They do better leaving State employment and coming back because of the recruitment difficulties. Basically, they're unable to retain good employees. In addition, when they do these evaluations on whether or not there should be an accelerated salary, they are comparing to everybody else on that list. They have to create that matrix, first of all comparing everybody on that list, and then if they're going to do the accelerated salary, then they have to do a matrix comparing to everybody else in that job class, in her Department, unless they can identify a location that's different. This isn't something where they're going down to just pick an internal candidate where they're asking for the accelerated salary. These are the truly exceptional and outstanding employees that they need to keep the State moving forward.

Peter Long: Added that the way the regulation is written now, it could be open to abuse. An agency is fortunate to get a list of 20-30 people, and they are starting to produce lists with more people. He can't address the quality of the list, except through feedback that they've gotten since they started with Careers in Government and being out on some of the social media; they have gotten feedback that the quality of the applicants has improved. They don't ask you to compare every person on the list. They ask you to compare five or six. The system could be abused if the five least qualified on that list are compared against the person for which an accelerated rate is being requested. They don't go through all the other 15 or 25 to see if maybe they had better qualifications than the five that was used for comparison. They were just trying to tighten that up so that it truly is the top candidate that's being asked to receive an accelerated rate.

Kimberly King: Recognized the comment. Wanted to make it known how they work the selective criteria to bring up the cream of the crop instead of having a two or three day recruitment to get applicants in, if a lot of good candidates are expected, they will put a selective on there. The next thing that they do is to use the clarifying questions to help hiring managers identify which people are going to be most qualified for that position so that they're interviewing those people. They have to be able to define what their selection criteria was for the interviews. And then from there, they make their selection. She noted, if there is concern about that, she would rather do a comparison of everybody on the list rather than to make it so that selective criteria cannot be used. This could be more work for them and the managers.

Peter Long: Noted, he's not suggesting that. If the selective is working, then that was just put in there. There is a statement included that any experience or education which is considered by the appointed authority must be given a greater weight for those areas which are directly related to the position than general education and experience. If an open recruitment is done, the desired experience could be included. When a selective is used, it doesn't really tie to what's written there, other than general education and experience, because everyone is going to have the selective criteria to be on the list. He was actually trying to clarify that when he wrote it. He thanked Ms. King for the feedback on how it could be more difficult to administrate.

He continued by discussing the term "create an inequity." He noted, they may be doing that now in equity

adjustments in that someone is selected based on special experience and the years of experience that they have to get the accelerated rate. Then other employees are adjusted or asked to have their steps adjusted for equity based on what he's seen, and he may be missing something, based on their years of experience. It is not years of experience tied to the specific type of experience that caused the original candidate to get the accelerated rate. He further noted, if they're adjusting for equity, it should be for the specific employees that have the experience related to why that person got an accelerated rate, not every employee that has a certain number of years' experience that ties to that employee who got the accelerated rate.

He added, what they're seeing is, the system itself is a little messed up due to the freeze of MSIs. They're seeing employees that are upset because someone comes in at an accelerated rate and they've been there a year and they're at a higher step than someone who worked through the years without MSIs, was a dedicated State employee, and can't be adjusted if the Department doesn't have the money to adjust them. What it also does is limit the Department from hiring a good employee because they can't afford to adjust everyone else. So they're taking an employee that is at a lower step so they don't create an inequity. The intent was that, yes, they can create an inequity if that specific experience was what they needed and not just based on years of experience across the board.

Kimberly King: Stated that could create a problem with morale amongst current employees. They've got people starting to leave the State and get other jobs and then they'll come back because they do have exceptional experience and education that they want to retain but are losing. Some come back, some don't.

Peter Long: Acknowledged that may not be working, but that was the intent to try and address that situation so an inequity could be created.

Kimberly King: Stated she would go through the regulations and see if there was anything she could make recommendations on. She stated, she thought the regulations were already clear that each agency is different.

Peter Long: Explained that it was clear to those in HR, but not to the layman, and that's why we have seen some grievances going before the EMC. The changes are trying to clarify what DHRM already thought was clear.

Kimberly King: Stated she thought the regulations were already clear, and at the same time, she doesn't believe they should be making inequities.

Shelley Blotter: Asked for further comment. There was none. Move on to NAC 284.52315 and 284.581.

Carrie Hughes: Explained, that the repeal of NAC 284.52315 and the amendment to NAC 284.581 will apply to the Family Medical Leave Act's definition of the term "child" to the use of "child" in the Attendance and Leaves section of Nevada Administrative Code, Chapter 284. The intent is to provide a uniform definition for family sick and administrative leave use, both when the FMLA does and does not apply. The FMLA's current definition of 'child' will be provided in an informational note, in the Rule State Personnel Administration publication.

Shelley Blotter: Asked for further comment. There was none.

Carrie Hughes: Explained that SB 447 of the 2015 Legislative Session amended NRS 453A.800 to include new subsections allowing law enforcement agencies to prohibit an employee from engaging in the medical use of marijuana. Two versions of the new amendment were proposed based on these statute changes.

In subsection 1 of both versions, employees who are "peace officers," as defined in NRS 289.010, employees who are in positions that have been determined by the Personnel Commission to "affect the public's safety"

and positions and subject of random testing such as those under the Federal Motor Carrier Safety Administration's rules are prohibited from using medical marijuana.

Also in both versions, it provides that an employee who is pre-employment tested when conditionally offered another position and who tests positive for marijuana but holds a valid registry identification card to engage in the medical use of marijuana will be removed from all lists requiring pre-employment testing and will have the offer withdrawn but will not be subject to disciplinary action on the basis of being under the influence of medical marijuana nor will the employee be subject to a return to work test.

Version 2 differs in that it additionally addresses post-accident and reasonable suspicion testing. It provides that an employee who tests positive due to a post-accident or reasonable suspicion test and holds a valid registry identification card to engage in the medical use of marijuana may be disciplined as provided for in NAC 284.650. However, the employee will not be subject to a return to work test.

The intent of exempting an employee who holds a valid registry identification card to engage in the medical use of marijuana from a return to work test is to prevent an automatic disciplinary separation as most agency's Prohibitions and Penalties allow for or require a disciplinary separation upon an employee's testing positive twice. This gives an agency an opportunity to investigate whether it is possible to "make reasonable accommodations for the medical needs" of the employee as outlined in NRS 453A.800.

Shelley Blotter: Stated that they know that this is a very contentious issue and that many have concerns regarding this. She noted, they are still going through the process of trying to determine what is legally appropriate under Nevada State Law and federal law. They welcome comments, either on the topic in general or one of the two versions.

Kimberly King: Noted she had a statement and then one comment. NDOT has concerns as a recipient of federal funds which requires the agency to follow the federal Drug-Free Workplace Act. The agency would not want to risk any federal funding. She further stated, her other comment related to 284.650(15), use of marijuana. It is important to be clear on that; if the intent is not smoking or ingesting on the work site. Her understanding is, if an employee has a positive test and it's in his or her system, he or she is using marijuana.

Deborah Harris: Introduced herself as Deputy Director, Administrative Services, Department of Health and Human Services. She thinks that it's been discussed in prior meetings but their main concern is that they did obtain an Attorney General opinion from Linda Anderson who was also responsible for the medical marijuana program with the State. Ms. Anderson feels that the regulations suffice as currently written.

She further noted, they don't really believe that there's a need to separate medical marijuana from any other drugs or controlled substances that employees are utilizing due to medical conditions. They believe that they should manage them consistently across the board. The concern is, why is medical marijuana now any different from any other prescription that an employee may have for a medical condition?

Version two is the most palatable but they still have concerns because they believe it's an unnecessary regulation changes and they are comfortable with regulation as it currently stands.

Kimberly King: She noted that she was coming up as a private citizen of the State of Nevada. She explained that she has made the State her home and she intends to retire here in the future.

She stated she understands that the Legislature and the State of Nevada support medical marijuana. She also supports the availability of medical marijuana for individuals for whom this drug will help with their medical needs. However, she is concerned that these regulations, as written, will not allow agencies to receive federal funding to comply with the federal Drug-Free Workplace Act.

Although the State of Nevada has legalized medical marijuana, at this time the federal government has not, and still considers medical marijuana an illegal drug. The Drug-Free Workplace Act requires the recipient of federal funds to publish a statement notifying employees that the unlawful manufacturing, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantees workplace and specifying the actions that will be taken against employees for the violations of such prohibition.

She sees this regulatory language as contrary to the law, the federal law. She's requesting the Division of Human Resource Management and subsequently the Personnel Commission, review and ensure that the regulatory language will allow agencies that are federal recipients to be in compliance with the Drug-Free Workplace Act.

Sue Dunt: Introduced herself as being Risk Manager with Nevada System of Higher Education. From their perspective of the two versions, they would clearly prefer Version 2. That allows them to do management in regard to liability if they have employees that may be over-utilizing their medical marijuana or maybe not using it at night, versus during the day. They would definitely support, if this were to move forward, that this second version be the one that would be considered.

She further explained that they are also a recipient of a large amount of federal funds. They think it would be beneficial to have some kind of acknowledgment within the regulations that, if there are federal funds involved, that maybe legality of allowing this in the workplace should be looked at.

Overall, NSHE has developed an internal policy that doesn't allow the use of medical marijuana, primarily due to the federal funding issues. So, they just would be hopeful that it could somehow work out that the issue is considered and it's somehow being worked into the regulation.

Shelley Blotter: Asked if there were further comment.

Lee-Ann Easton: Explained that she also had some concern after the workshop and this is why these workshops are so important, that we all try to work together and get as much information as possible.

Shelley Blotter: Noted, there is one other regulation – 284.650. One of the commenters already commented on the changes, but in the event someone wants to speak to that one directly, comments would be accepted on that before closing. She commented that, with that, it looks like all the territory had been covered. She expressed appreciation and reminded attendees to feel free to send any written comments to her, or Lee-Ann or Peter.

III. ADJOURNMENT

Shelley Blotter: Adjourned the meeting.

Brian Sandoval
Governor



Patrick Cates
Director

Peter Long
Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
209 E. Musser Street, Suite 101 | Carson City, Nevada 89701
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October 6, 2016

Regulation Small Business Impact Statement

The Division of Human Resource Management has determined that the adoption of this proposed regulation does not impose a significant economic burden on small businesses, nor will it restrict the formation, operation or expansion of small business.

These regulations only impact the classified service of Executive Branch departments and the Nevada System of Higher Education.

I certify that to the best of my knowledge or belief, a concerted effort was made to determine the impact of the proposed regulation on small business and that the information contained in this statement was prepared properly and is accurate.


Peter Long, Administrator


Date

FOR DISCUSSION AND POSSIBLE ACTION

The following regulations have been proposed for permanent adoption. A brief explanation precedes each section and summarizes the intent of the regulation change. **NOTE:** Language in *italics* is new, language in brackets ~~[omitted material]~~ is to be omitted.

The following summarizes the recommended action of the Personnel Commission and identifies if there has been support or opposition to the proposed action.

LCB File No. R024-16

The Division of Human Resource Management recommends the amendments included in this LCB File to address the treatment of leave balances of Nevada System of Higher Education employees when they transfer into nonclassified, unclassified, or classified positions. As the Nevada System of Higher Education currently has no unclassified employees, the language has been amended to clarify which Nevada System of Higher Education employees are provided this benefit. In order to ensure the consistency of the process and to allow the employee to retain his or her full benefit, the requirement for the annual and sick leave balances to be recomputed has been removed, and, the balances will simply transfer to the new position, not to exceed the classified rate of accrual.

Regulation changes were discussed at the workshop held on January 27, 2016. Comment in support of the changes was received from an employee of the Nevada System of Higher Education. Additionally, comment was received from the Senior Associate Vice President and Chief HR Officer of the College of Southern Nevada requesting that the regulations be amended to either eliminate or limit the recalculation of annual and/or sick leave when employees transfer without a break in service. The draft proposed at the workshop was revised in response to this request and after further consideration. No comment was received in opposition to the amendments.

LCB File No. R024-16

Section 1. NAC 284.5405 is hereby amended to read as follows:

Explanation of Proposed Change: The following amendment, proposed by the Division of Human Resource Management, changes the procedures related to the transfer of nonclassified, employees of the Nevada System of Higher Education, and employees included in NRS 284.022, to the nonclassified, unclassified or classified service. As the Nevada System of Higher Education currently has no unclassified employees, the regulation has been amended to clarify which Nevada System of Higher Education employees will have all or a portion of their annual leave balance transferred to their new appointments. The requirement for the annual leave to be recomputed has been removed to allow employees to retain their full benefit when transferring.

NAC 284.5405 Annual leave: Credit upon reinstatement, rehiring, reemployment or transfer. (NRS 284.065, 284.155, 284.345, 284.350)

1. Except as otherwise provided in this section, any employee who returns to state service following a separation is eligible to accrue annual leave based on his or her total service with the State after he or she has completed 3 years of continuous service. The employee must requalify after each break in service.

2. An employee who is rehired within 1 year after being laid off accrues annual leave at a rate based on his or her total state service. He or she may use the annual leave immediately upon accruing it if he or she has completed a total of 6 months of employment.

3. An employee with a permanent disability arising from a work-related injury or occupational disease who is reemployed following a separation from state service within 1 year after the date on which he or she sustained the permanent disability as determined pursuant to NAC 284.6013 accrues annual leave at a rate based on his or her total state service. He or she may use the annual leave immediately upon accruing it if he or she has completed a total of 6 months of employment.

4. An employee who is rehired within 1 year after being laid off is entitled to buy back the balance of the annual leave for which he or she received payment in a lump sum on the date of the layoff. The rate of pay at which he or she is rehired applies to the buying back of annual leave.

5. An employee with a permanent disability arising from a work-related injury or occupational disease who is reemployed following a separation from state service within 1 year after the date on which he or she sustained the permanent disability as determined pursuant to NAC 284.6013 is entitled to buy back the balance of the annual leave for which he or she received payment in a lump sum at the time of separation. The rate of pay at which he or she is reemployed applies to the buying back of annual leave.

6. If an employee who was laid off before completing 6 months of employment is rehired within 1 year after the layoff, the amount of the unpaid annual leave he or she had earned before the layoff must be restored.

7. If a person eligible for military reemployment is reemployed, he or she accrues annual leave at the rate which he or she would have earned if he or she had not left state service.

8. If an employee is appointed without a break in service from a position under one appointing authority to a position under another appointing authority, the balance of the employee's annual leave is charged to the agency to which he or she is appointed.

9. If a nonclassified employee, an ~~[unclassified]~~ employee ~~[of]~~ *occupying a position within* the Nevada System of Higher Education, or an employee included in the State Personnel System pursuant to NRS 284.022 is appointed without a break in service to the *nonclassified*, classified or unclassified service, his or her annual leave ~~[must be recomputed to reflect the amount that would have accrued to him or her as a classified or unclassified employee less any annual leave which he or she used during his or her nonclassified, Nevada System of Higher Education or governmental agency employment, and the remaining balance]~~ will be transferred to the new appointment. The amount of annual leave transferred by the employee pursuant to this subsection may not exceed the maximum amount which is permitted by the classified or unclassified rate of accrual as set forth in NRS 284.350 and NAC 284.538. The agency to which the employee is appointed is not responsible for payment of any annual leave in excess of the amount which is transferable. It is the responsibility of the employee who is transferring annual leave to seek payment of any excess amount of annual leave remaining to his or her credit from his or her former employer. ~~[If the amount of annual leave which is recomputed pursuant to this subsection results in a negative amount, the employee will begin the new appointment in the classified or unclassified service without any hours of annual leave.]~~

(Added to NAC by Dep't of Personnel, eff. 10-26-84; A 8-28-85; 4-19-88; 3-27-92; 11-12-93; 3-1-96; R031-98, 4-17-98; A by Personnel Comm'n by R096-03, 10-30-2003; R022-05, 10-31-2005; R142-05 & R145-05, 12-29-2005)

Section 2. NAC 284.551 is hereby amended to read as follows:

Explanation of Proposed Change: The following amendment, proposed by the Division of Human Resource Management, changes the procedures related to the transfer of nonclassified, employees of the Nevada System of Higher Education, and employees included in NRS 284.022, to the nonclassified, unclassified or classified service. As the Nevada System of Higher Education currently has no unclassified employees, the regulation has been amended to clarify which Nevada System of Higher Education employees will have all or a portion of their sick leave balance transferred to their new appointments. The requirement for the sick leave to be recomputed has been removed to allow employees to retain their full benefit when transferring.

NAC 284.551 Sick leave: Credit upon rehiring, reemployment or transfer. (NRS 284.065, 284.155, 284.345, 284.355)

1. An employee who is rehired within 1 year after he or she is laid off is entitled to the restoration of the accrued and unused sick leave remaining in his or her account at the time of the layoff.

2. The balance of a seasonal employee's sick leave must be restored to him or her for each subsequent term of appointment if the employee is rehired within 1 year after the date of his or her last seasonal separation.

3. An employee who is reemployed within 1 year after sustaining a permanent disability arising from a work-related injury or occupational disease as determined pursuant to NAC 284.6013 is entitled to restoration of the accrued and unused sick leave that remained in his or her account at the time of separation.

4. If an employee is appointed without a break in service from a position under one appointing authority to a position under another appointing authority, the balance of his or her sick leave is charged to the agency to which he or she is appointed.

5. If a nonclassified employee, an ~~unclassified~~ employee ~~off~~ *occupying a position within* the Nevada System of Higher Education, or an employee covered by NRS 284.022 is appointed to the *nonclassified*, classified or unclassified service without a break in service, his or her sick leave ~~[must be recomputed to reflect the amount that would have accrued to him or her as a classified or unclassified employee less any sick leave which he or she used during his or her nonclassified, Nevada System of Higher Education or governmental agency employment and the remaining balance]~~ will be transferred to the new appointment. ~~[If the amount of sick leave which is recomputed pursuant to this subsection results in a negative amount, the employee will begin the new appointment in the classified or unclassified service without any hours of sick leave.]~~

(Added to NAC by Dep't of Personnel, eff. 10-26-84; A 4-19-88; 3-1-96; A by Personnel Comm'n by R142-05 & R145-05, 12-29-2005)

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective:

December 9, 2016.

Item VI-A-1-a

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
12.443	Rehabilitation Technician II	27	E	<i>12.443</i>	<i>Rehabilitation Technician II</i>	<i>27</i>	<i>E</i>
12.444	Rehabilitation Technician I	25	E	<i>12.444</i>	<i>Rehabilitation Technician I</i>	<i>25</i>	<i>E</i>

EXPLANATION OF CHANGE

The Nevada Department of Administration, Division of Human Resource Management conducted a class specification maintenance review for the Rehabilitation Technician series.

In consultation with Subject Matter Experts from the Department of Employment, Training and Rehabilitation, and recruitment experts from Human Resource Management, it was determined that the concepts, minimum qualifications and knowledge skills and abilities are consistent with current expectations.

Minor revisions, however, were made to the minimum qualifications in order to maintain consistency with formatting and structure.

Rehabilitation Technicians provide a broad variety of technical and clerical support services to professional rehabilitation counseling staff and spend a preponderance of the time independently coordinating and ensuring the acquisition of required case documentation for disabled applicants during intake and eligibility processing. Incumbents also prepare, record and process authorizations and invoices for client services, and function as the office manager in a rural satellite office or metropolitan outreach office.

12.443 – Rehabilitation Technician II, Grade 27: Incumbents independently perform the full range of duties described in the series concept in support of a Rehabilitation Counselor or Supervisor a preponderance of the time. Case files are reviewed for completeness and accuracy periodically by the Rehabilitation Counselor. Other work is reviewed for clarification of policies or procedures as needed. This is the journey level in the series.

12.444 – Rehabilitation Technician I, Grade 25: Incumbents either receive training in performing the full range of duties described in the series concept or perform part of the duties described in the series concept and function as a member of a support unit which provides technical/clerical services to professional staff. These positions are permanently assigned to this level, and there is no automatic progression to Rehabilitation Technician II.

Throughout the course of the study, management and agency staff participated by offering recommendations and reviewing changes as the process progressed, and they support this recommendation.

Note: Changes, additions and/or deletions on the class specification are noted in red.



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
REHABILITATION TECHNICIAN II	27	E	12.443
REHABILITATION TECHNICIAN I	25	E	12.444

SERIES CONCEPT

Rehabilitation Technicians provide a broad variety of technical and clerical support services to professional rehabilitation counseling staff and spend a preponderance of the time independently coordinating and ensuring the acquisition of required case documentation for disabled applicants during intake and eligibility processing. Incumbents also prepare, record and process authorizations and invoices for client services, and function as the office manager in a rural satellite office or metropolitan outreach office.

Establish, develop and maintain records for designated applicants with disabilities during the intake and eligibility process; present orientation sessions; conduct intake interviews with applicants to elicit information and explain program requirements; initiate and coordinate the collection of required case documentation; assist clients in completing application and release of information forms to permit access to confidential records; coordinate clients' appointments with service providers; transport clients to interviews and appointments; compose correspondence and generate form letters; maintain a variety of database systems.

Prepare, record and process authorizations and invoices for client services; authorize services within assigned spending authority as needed; research and verify costs for client services and purchases; monitor and maintain caseload budget accounts and individual client accounts; coordinate accounting activities with district and central accounting offices; ensure compliance with internal controls procedures.

Recommend the necessity for additional diagnostic information as appropriate; authorize and schedule diagnostic appointments required to determine eligibility in accordance with established guidelines or as approved; compile data into preliminary diagnostic reports; respond to client questions and provide referrals to appropriate community services; attend and provide input during preliminary rehabilitation team staffing with rehabilitation professionals and medical consultants to review information documented during the intake process and clarify issues which may assist in determining eligibility.

Plan, organize and coordinate office activities in a satellite or outreach office; establish procedures for office support functions; prepare and submit required personnel and payroll forms; order supplies and maintain inventories; maintain motor pool and agency vehicle records; open and route mail; track and reconcile office expenditures.

Provide ongoing technical support to Rehabilitation Counselors; administer aptitude and interest tests as directed; attend meetings and case consultations on behalf of the Rehabilitation Counselor as assigned; assist clients in using the resource center to research career information; conduct labor market surveys or studies and other placement activities; represent the agency in the community to explain and promote programs; provide training to lower level technicians and support staff.

Perform related duties as assigned.

CLASS CONCEPTS

Rehabilitation Technician II: Under limited supervision, incumbents independently perform the full range of duties described in the series concept in support of a Rehabilitation Counselor or Supervisor a preponderance of the time. Case files are reviewed for completeness and accuracy periodically by the Rehabilitation Counselor. Other work is reviewed for clarification of policies or procedures as needed.

This is the journey level in the series. It is distinguished from the lower level by a greater variety and complexity of duties; a higher level of independence in dealing with applicants and clients and authorizing expenditures for goods and services; a broader scope of responsibility; and a higher level of judgment and decision making required to monitor and maintain caseload and client budgets, coordinate the intake and eligibility process, and/or function as an office manager in an outreach or rural satellite office.

Rehabilitation Technician I: This is the entry level in the series and incumbents either:

- 1) Receive training and gain experience in performing the duties described in the series concept. Incumbents work under close supervision of a Rehabilitation Counselor, receive training in office policies and procedures from a Rehabilitation Technician II, and may progress to the next level upon meeting the minimum qualifications and with the recommendation of the hiring authority; or
- 2) Perform part of the duties described in the series concept and function as a member of a support unit which provides technical/clerical services to professional staff. Incumbents work under general supervision of a Rehabilitation Counselor and do not have full responsibility for the intake and eligibility process for designated applicants and do not exercise spending authority. These positions are permanently assigned to this level, and there is no automatic progression to Rehabilitation Technician II.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * A valid driver's license *or evidence of equivalent mobility* is required at time of application and as a condition of continuing employment.

REHABILITATION TECHNICIAN II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of administrative support experience which included using a computer to perform word processing, spreadsheet and database functions; maintaining and monitoring budgets; conducting interviews to elicit required information; and exercising judgment to interpret rules, regulations, policies and procedures. One year of the above experience must have been in a rehabilitation setting; **OR** one year of experience as a Rehabilitation Technician I in Nevada State service; **OR** an equivalent combination of education and experience *as described above*. (See Special Requirement)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Working knowledge of: interviewing techniques; clerical accounting practices and procedures as applied to monitoring case services and office operating expenses; *agency rules of confidentiality in relation to client cases; medical terminology sufficient to identify information pertinent to the eligibility process; Rehabilitation Division manuals and procedures; agency office practices and procedures.* **General knowledge of:** functions and programs of various social service agencies within the community. **Ability to:** work independently under limited supervision; communicate effectively to explain complex policies and procedures both verbally and in writing; conduct interviews to elicit required information; exercise judgment in the evaluation and interpretation of rules, regulations, policies and procedures; coordinate

REHABILITATION TECHNICIAN II
REHABILITATION TECHNICIAN I

27 **E** **12.443**
25 **E** **12.444**

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REHABILITATION TECHNICIAN II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
communications with other work groups, both within and outside the agency; research information from a variety of department and external sources; speak publicly in formal and informal settings; *identify and understand the needs of persons with disabilities; apply rehabilitation policies, procedures and practices to specific situations.* **Skill in:** using word processing, data base and spreadsheet computer programs; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
Working knowledge of: functions and programs of various social service agencies within the community; division manuals, procedures, eligibility requirements, and other related regulations governing the provision of client services; State and agency rules and regulations applicable to travel advances and claims, personnel/payroll functions and purchasing; **Ability to:** monitor and maintain accounts using the agency's accounting system; identify and understand needs of disabled people and coordinate resources to meet those needs; discuss problems with clients and make decisions as to the appropriate course of action; receive and resolve complaints from program clientele; compile and update information and prepare reports related to specific program/management activities; read and understand medical and psychological terminology

REHABILITATION TECHNICIAN I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of administrative support experience which included fiscal recordkeeping; using a computer to perform word processing, database and spreadsheet related duties; and reading and applying rules, regulations, policies and procedures to specific situations; **OR** an equivalent combination of education and experience *as described above.* (See Special Requirement)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Working knowledge of: basic customer service techniques; common office practices and procedures applicable to making travel arrangements, opening and distributing mail, filing, answering the telephone and making/confirming appointments; word processing and spreadsheet software; data entry techniques; English grammar and punctuation. **General knowledge of:** fiscal recordkeeping methods; rules of confidentiality in relation to client cases; medical terminology sufficient to identify information pertinent to the eligibility process. **Ability to:** use computerized word processing, database management and spreadsheet software; read and apply rules, regulations, policies, and procedures to specific situations; organize and prioritize work; establish and maintain effective working relationships with co-workers, other agencies and the general public; convey information both verbally and in writing to clients; receive, review and process a variety of documents according to established guidelines, policies, regulations and timelines; compile, organize and summarize data; operate common office equipment such as fax machines, calculators, phones, and video equipment; organize and maintain filing systems both manually and on a computer. **Skill in:** using a computer to enter and retrieve data.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Rehabilitation Technician II.)

~~[Working knowledge of:— agency rules of confidentiality in relation to client cases; medical terminology sufficient to identify information pertinent to the eligibility process; Rehabilitation Division manuals and procedures; agency office practices and procedures.— Ability to:— identify and understand the needs of persons with disabilities; apply rehabilitation policies, procedures and practices to specific situations.—]~~

This class specification is used for classification, recruitment and examination purposes. It is not to be

REHABILITATION TECHNICIAN II

27

E

12.443

REHABILITATION TECHNICIAN I

25

E

12.444

Page 4 of 4

considered a substitute for work performance standards for positions assigned to this class.

12.443

12.444

ESTABLISHED:

6/5/81

6/5/81

REVISED:

7/18/86

7/18/86

REVISED:

10/19/90-3

10/19/90-3

REVISED:

7/1/93P

7/1/93P

10/23/92PC

10/23/92PC

REVISED:

6/27/03PC

6/27/03PC

REVISED:

12/9/16PC

12/9/16PC

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective:

December 9, 2016.

Item VI-A-1-b

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
12.449	Rehabilitation Instructor II	33	B	<i>12.449</i>	<i>Rehabilitation Instructor II</i>	33	<i>B</i>
12.453	Rehabilitation Instructor I	31	B	<i>12.453</i>	<i>Rehabilitation Instructor I</i>	<i>31</i>	<i>B</i>

EXPLANATION OF CHANGE

The Nevada Department of Administration, Division of Human Resource Management conducted a class specification maintenance review for the Rehabilitation Technician series.

In consultation with Subject Matter Experts from the Department of Employment, Training and Rehabilitation, and recruitment experts from Human Resource Management, it was determined that the concepts, minimum qualifications and knowledge skills and abilities are consistent with current expectations.

Minor revisions, however, were made to the class concept at the Rehabilitation Instructor I and the minimum qualifications at each level in order to maintain consistency with formatting and structure.

Rehabilitation Instructors assist blind and visually impaired clients in achieving employability, personal adjustment and maximum independence through training in alternative techniques of worksite functionality and daily living in clients' work site, residence and in the community; counsel clients toward a positive self-image; and instruct clients in the use of assistive computer technology and low vision aids.

12.449 - Rehabilitation Instructor II, Grade 33: Under general direction, incumbents perform the full range of duties described in the series concept. Work is reviewed through written status reports and verbal progress reports. This is the journey level in the series.

12.453 - Rehabilitation Instructor I, Grade 31: Under general supervision, incumbents learn to instruct visually impaired and blind clients in advanced methods of orientation and adjustment. This is the entry level in the series which provides for progression to the journey level upon meeting the minimum qualifications and with the recommendation of the appointing authority.

Throughout the course of the study, management and agency staff participated by offering recommendations and reviewing changes as the process progressed, and they support this recommendation.

Note: Changes, additions and/or deletions on the class specification are noted in red.



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
REHABILITATION INSTRUCTOR II	33	B	12.449
REHABILITATION INSTRUCTOR I	31	B	12.453

SERIES CONCEPT

Rehabilitation Instructors assist blind and visually impaired clients in achieving employability, personal adjustment and maximum independence through training in alternative techniques of worksite functionality and daily living in clients' work site, residence and in the community; counsel clients toward a positive self-image; and instruct clients in the use of assistive computer technology and low vision aids.

Conduct assessments to determine the extent of clients' visual and secondary disabilities; interview clients; interpret medical records; identify client needs related to daily living, barriers to employment, mobility, computer proficiency, and communication abilities and deficiencies; coordinate other services based on clients' needs.

Assist clients in their orientation and adjustment to visual impairment; provide instruction and alternative techniques for shopping, food preparation, personal grooming, use of assistive devices for managing finances, and developing Braille reading and writing skills; provide instruction in the use of magnifiers, illumination controls, adaptive aids and assistive computer technologies.

Counsel clients to address the psychological aspects of vision loss relative to a positive self-image and instill motivation; identify and address clients' anxieties and provide skills necessary to cope with attitudes generated by the public and family members.

Conduct functional near vision evaluations; assimilate medical information regarding clients' eye conditions, visual acuities, visual fields and secondary disabilities; determine clients' functional residual vision; evaluate clients' need for adaptive computer technology hardware and software and make appropriate recommendations.

Conduct work site evaluations; determine adaptability; identify and recommend modifications and/or alternative techniques to meet clients' needs for the performance of job duties.

Use computers, software and hard copy files to maintain required case file documentation; report and evaluate clients' progress toward goals and objectives as a member of the rehabilitation team.

Conduct in-service training and educational lectures and demonstrations for employers, schools, clubs and organizations in the community; provide information regarding visual rehabilitation and foster awareness and understanding of persons with visual disabilities; act as a consultant and liaison to the community; provide information; transcribe Braille; identify vendors of adaptive computer technologies, aids and appliances.

Perform related duties as assigned.

CLASS CONCEPTS

Rehabilitation Instructor II: Under general direction, incumbents perform the full range of duties described in the series concept. Work is reviewed through written status reports and verbal progress reports. This is the journey level in the series. It is distinguished from the lower level by a greater scope of responsibility and a greater consequence of error required to conduct the full range of orientation and adjustment duties.

Rehabilitation Instructor I: Under general supervision, incumbents learn to *perform the duties described in the series concept in a training capacity.* [~~instruct visually impaired and blind clients in advanced methods of orientation and adjustment.~~] This *class represents the trainee [is the entry]* level in the series [~~which~~] and provides for progression to the journey level upon meeting the minimum qualifications, *satisfactory performance* and with the [~~recommendation~~] *approval* of the appointing authority.

MINIMUM QUALIFICATIONS

REHABILITATION INSTRUCTOR II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in rehabilitation teaching of the blind or closely related field and one year of professional experience training persons who are blind or visually impaired in alternative techniques of independent living and providing instruction in the use of low vision aids in a rehabilitation setting; **OR** one year of experience as a Rehabilitation Instructor I in Nevada State service.

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

Working knowledge of: advanced techniques of the application of low vision aids and assistive devices; advanced application of educational principles and practices applicable to the orientation and instruction of persons who are visually impaired; *principles of orientation and adjustment instruction; Grade I and II Braille.* **Ability to:** evaluate effectiveness of instructional methods used in teaching blind and visually impaired persons; evaluate visually impaired clients to determine needs in employment functionality and independent living skills; *evaluate functional near and distance vision skills; recognize and minimize clients' fear and anxiety; independently prioritize, schedule and conduct lessons, evaluations and meetings; choose appropriate instructional methods; and all knowledge, skills and abilities required at the lower level.*

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

Working knowledge of: anatomy of the human eye; diseases of the eye and their functional implications; techniques used to develop auditory, olfactory and orientation skills in visually impaired or blind persons; low vision/assistive devices; magnification and its properties; illumination and its effect on functional vision and electronic visual aids; social and economic issues and secondary disabling conditions of visually impaired and blind persons; effective adaptive techniques used to achieve independent living. **Ability to:** develop and evaluate low vision training techniques; independently prioritize, schedule and conduct lessons, evaluations and meetings; choose appropriate instructional methods in visual and non-visual situations. **Skill in:** the use of slate, stylus and Braille equipment.

REHABILITATION INSTRUCTOR I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with a major in rehabilitation teaching of the blind or closely related field.

MINIMUM QUALIFICATIONS (cont'd)

REHABILITATION INSTRUCTOR I (cont'd)

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

Working knowledge of: theories, principles and practices associated with the counseling and instruction of persons with visual disabilities and blindness; methods used to communicate with individuals with visual disabilities and blindness; effective educational principles, practices and techniques; utilization of medical and psychological consultation services; human growth and development; medical terminology; eye functions, eye pathologies, and principles of optics. **Ability to:** adapt educational principles to teaching visually impaired individuals; establish rapport and gain the trust of others; work with and teach persons from a variety of ethnic, social and educational backgrounds; read and analyze medical and psychological reports; make oral presentations to individuals and groups; accurately document casework activities and prepare written status and progress reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Rehabilitation Instructor II.)

~~[Working knowledge of: principles of orientation and adjustment instruction; Grade I and II Braille. Ability to: evaluate functional near and distance vision skills; recognize and minimize clients' fear and anxiety; independently prioritize, schedule and conduct lessons, evaluations and meetings; choose appropriate instructional methods.]~~

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>12.449</u>	<u>12.453</u>
ESTABLISHED:	10/1/67	1/17/72
REVISED:	4/21/78-3	
REVISED:	7/1/93P	7/1/93P
	10/23/92PC	10/23/92PC
REVISED:	2/15/01UC	2/15/01UC
REVISED:	6/27/03PC	6/27/03PC
REVISED:	12/9/16PC	12/9/16PC

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective:

December 9, 2016.

Item VI-A-2-a

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
12.523	Assistant Superintendent, Youth Facility	41*	A	12.523	<i>Assistant Superintendent, Youth Facility</i>	41*	A

**Reflects a 2-grade, special salary adjustment authorized by the 2005 Legislature to improve recruitment and retention*

EXPLANATION OF CHANGE

As part of the biennial Class Specification Maintenance Review process, the Division of Human Resource Management has conducted a review of the Assistant Superintendent, Youth Facility series

In consultation with Subject Matter Experts from the Department of Health & Human Services and the Division of Child & Family Services, as well as, recruitment experts from the Division of Human Resource Management, it is recommended that minor changes be made to the series concept to account for changes in verbiage used.

It is also recommended that a special requirement be added requiring applicants to submit to a criminal and child abuse background check pursuant to NRS 62B.270 and the Federal Prison Rape Elimination Act. It is further recommended that minor revisions be made to the education and experience section of the minimum qualification to allow for expanded degree fields.

Lastly, changes were made to the minimum qualifications to maintain consistency with formatting and structure.

Under administrative direction of the Superintendent, the Assistant Superintendent, Youth Facility, oversees the care, custody, education, counseling and training of committed youth in a State youth training facility; develops and implements institutional policy, procedure and programs regarding the security, treatment, education and rehabilitation of youth, monitors facility budget and prepares reports; coordinates the release of paroled youth and performs related duties as assigned.

Throughout the course of the study, management and agency staff participated by offering recommendations and reviewing changes as the process progressed, and they support this recommendation.

Note: Changes, additions and/or deletions on the class specification are noted in red.



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
ASSISTANT SUPERINTENDENT, YOUTH FACILITY	41*	A	12.523

Under administrative direction of the Superintendent, oversees the care, custody, education, counseling and training of committed youth in a State youth ~~[correctional]~~ **training** facility; develops and implements institutional policy, procedure and programs regarding the security, treatment, education and rehabilitation of ~~[wards]~~ **youth**; monitors facility budget and prepares reports; coordinates the release of paroled youth and performs related duties.

Supervise~~[s-the "]~~Home Life~~[-]~~ **and** treatment **in facilities with State of Nevada academic staff and/or contracted** academic staff, including the Principal, through direct observation and review of completed work assignments and reports checking for compliance with institutional policy and procedures; provide~~[s]~~ guidance and instruction on daily work activities and appraise~~[s]~~ individual performance to ensure the goals and objectives of the agency are met and that problems are resolved in a timely manner. Assume~~[s]~~ responsibility for the facility in the absence of the Superintendent.

Prepare~~[s]~~ statistical reports regarding the operation of assigned youth facility. Review~~[s]~~ the daily population report and master roster of committed and paroled youth; information is used to generate quarterly ~~[and]~~, biennial status reports~~[-]~~ and all required federal, state, and American Correctional Association reports. Completed documents are submitted to the Superintendent for review.

Communicate~~[s]~~ with local employers, organizations, citizen groups, and law enforcement agencies on a continuous basis to explain goals and objectives and to develop awareness and gain acceptance of the facility's rehabilitation program.

Assess~~[es]~~ the training needs of assigned staff through the review of performance evaluations and the impact of policy or procedural changes; submits recommendations to the Superintendent for the development of training programs. Coordinate~~[s]~~ training and conducts follow-up reviews to determine effectiveness of program.

Assist~~[s]~~ the Superintendent in the planning and development of the facility's budget, internal policy and procedure and the implementation of state and federal legislation involving institutional operations and programs for youth offenders that provide for employment, recreation, education, rehabilitation and health and safety needs. Participate~~[s]~~ in budget and program implementation, and follow-ups on health and safety problems.

Serve~~[s]~~ as facilitator between the ~~[wards]~~ **youth** and their parents, the Youth Parole Division, Welfare and Supportive Services Division and District Courts by providing information concerning ~~[ward]~~ **youths'** welfare, progress of rehabilitation, future goals, readiness to function outside the youth facility and placement upon parole.

Review~~[s]~~ all facility incident reports and the appropriateness of actions taken by staff based upon institutional policy and procedure; ensure~~[s]~~ that sufficient documentation is provided to accurately assess the situation, and evaluates for consistency.

Monitor~~[s]~~ and grants approval on requests to withdraw money from ~~[ward]~~ **youth** accounts and dorm funds. Ensure~~[s]~~ spending is prudent and budgeted to provide for present as well as future needs of the ~~[wards]~~ **youth** and institutional programs.

* **Reflects a 2-grade, special salary adjustment authorized by the 2005 Legislature to improve recruitment and retention.**

Provide[s] recommendations to the Superintendent regarding the hiring, promotion, demotion or termination of all institutional program staff.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Pursuant to NRS 284.4066, all positions in this class series have been identified as affecting public safety. Persons offered employment in this series must submit to a pre-employment screening for controlled substances.
- * *Pursuant to NRS 62B.270 and the Federal Prison Rape Elimination Act, applicants must submit to a criminal and child abuse background check and said background must be clear of any disqualifying offenses.*

EDUCATION AND EXPERIENCE: *Bachelor's degree from an accredited college or university in psychology, social work, sociology, counseling and guidance, human services, social services, education, criminal justice, business management or closely related field and two years of supervisory experience in directing and supervising staff involved in the custody, treatment, counseling, education and rehabilitation of incarcerated individuals in a correctional facility; OR [High school graduation] graduation from high-school or equivalent education and four years of experience as described above; [supervisory experience in directing and supervising staff involved in the custody, treatment, counseling, education and rehabilitation of incarcerated individuals in a correctional facility; OR graduation from an accredited college or university with major coursework in psychology, social work, counseling and guidance, education, criminal justice or related field and two years experience as indicated above;] OR an equivalent combination of education and experience as described above. [however, applicants must have a minimum of two years of supervisory experience as described above.] (See Special Requirements)*

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

General [K]knowledge of: causes, nature and result of juvenile delinquency, neglect or abuse as applied to the care and supervision of delinquent juveniles; principles and practices of vocational education; principles and practices of physical and mental hygiene, and psychology; ~~[fundamental requirements of a physical education program in a school for youth; State requirements for academic accreditation;]~~ federal and state affirmative action and equal employment opportunity laws and regulations applicable to public institutions sufficient to analyze proposed personnel policies and procedures. **Ability to:** plan, direct and coordinate the work of others; establish and maintain cooperative relations with the general public, local business and organizations to develop community awareness and promote program support; perform routine statistical computations to provide information to the Superintendent and other agencies upon request; motivate others and stimulate people to effective action; mediate between contending parties or groups; establish and maintain cooperative working relationship with subordinates and outside agencies; discuss a variety of job-related topics on short or no notice; speak with persons of various social, cultural, economic and educational backgrounds to explain program treatment modalities, etc.; analyze information, problems, situations, practices or procedures to define problems or objectives; identify relevant [C]concerns, factors, patterns, tendencies and relationships and formulate logical and objective conclusions; recognize alternatives and their implications; instruct or direct staff on application of individual treatment and education methods.

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

Working [K]knowledge of: operation of a state facility for delinquent juveniles *or similar organization* to properly manage programs and alleviate problems; vocational guidance and educational methods as related to the rehabilitation and treatment of delinquent juveniles; budgeting and fiscal management; inventory methods and controls; Nevada Revised Statutes pertaining to the care and treatment of juvenile offenders; ~~[State and Northwestern accreditation requirements for certification of educational programs;]~~ vocational programs and/or available employment opportunities for vocational training students.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

12.523

ESTABLISHED: 1/1/61
REVISED: 6/30/69
REVISED: 7/1/91P
7/6/90PC
REVISED: 11/26/96UC
REVISED: 7/30/03UC
REVISED: 7/1/05LG
REVISED: 12/9/16PC

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective:

December 9, 2016.

Item VI-A-2-b

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
12.532	Head Group Supervisor	39*	D	12.532	<i>Head Group Supervisor</i>	39*	D
12.534	Assistant Head Group Supervisor	36*	D	12.534	<i>Assistant Head Group Supervisor</i>	36*	D

**Reflects a 2-grade, special salary adjustment authorized by the 2005 Legislature to improve recruitment and retention*

EXPLANATION OF CHANGE

As part of the biennial Class Specification Maintenance Review process, the Division of Human Resource Management has conducted a review of the Head Group Supervisor series.

In consultation with Subject Matter Experts from the Department of Health & Human Services and the Division of Child & Family Services, as well as, recruitment experts from the Division of Human Resource Management, it is recommended that minor changes be made to the series concept to account for changes in verbiage used.

It is also recommended that a special requirement be added requiring applicants to submit to a criminal and child abuse background check pursuant to NRS 62B.270 and the Federal Prison Rape Elimination Act. It is further recommended that minor revisions be made to the education and experience section of the minimum qualification to allow for expanded degree fields.

Lastly, changes were made to the minimum qualifications to maintain consistency with formatting and structure.

Head Group Supervisors and Assistant Head Group Supervisors supervise the care and custody of youth residing in a State Youth Training Center by: scheduling and planning work activities of home life staff; maintaining safety and security of facility, staff and youth; provide training; coordinating emergency situations; monitoring treatment plans; and performing related duties as assigned.

12.532 – Head Group Supervisor, Grade 39: Under general supervision of the Superintendent or Assistant Superintendent, supervises home life and treatment staff and

assist in managing the 24-hour operation of a youth facility by designing work assignments, preparing master shift rosters, inspecting facility and making safety and security checks, reviewing purchase requisitions and monitors unit accounts, develops and implements institutional policy and procedures, and follow up on and reviews work assignments of staff to ensure accuracy and completeness and that institutional policy and procedures are followed. Conducts intake interviews; evaluates personality traits and characteristics for potential health or security risks; consults with supervisor on final recommendation; prepares reports and statistical data on the daily operation of the facility; and prepares reports on youth documenting current status and progress of treatment.

12.534 – Assistant Head Group Supervisor, Grade 36: Under general supervision of the Head Group Supervisor, supervises the home life staff of a youth facility on assigned shift by scheduling and planning work activities; reviewing staff reports, forms, and records for clarity, completeness, accuracy, and conformance with institutional and agency policy and procedure.

Throughout the course of the study, management and agency staff participated by offering recommendations and reviewing changes as the process progressed, and they support this recommendation.

Note: Changes, additions and/or deletions on the class specification are noted in red.



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
HEAD GROUP SUPERVISOR	39*	D	12.532
ASSISTANT HEAD GROUP SUPERVISOR	36*	D	12.534

SERIES CONCEPT

Head Group Supervisors and Assistant Head Group Supervisors supervise the care and custody of youth *residing* in a ~~[detention facility]~~ *State Youth Training Center* by: scheduling and planning work activities of [^]home life[^] staff; maintaining safety and security of facility, staff and youth; provide training; coordinating emergency situations; monitoring treatment plans; and performing related duties.

Monitor the work performance of subordinate supervisors and professional staff through direct observation and review of work activities and completed reports and forms. Work is checked for accuracy and completeness and compliance with institutional policy and procedure. Prepare performance evaluations and submit to supervisor for review.

Maintain the safety and security of facility by observing the movement and activities of [~~wards~~] *youth*; inspecting institutional grounds and buildings to ensure they are secure and locked, visits units to inspect for health and safety violations and welfare of [~~wards~~] *youth* and staff members; coordinate and oversee indoor-outdoor recreational activities; coordinate radio communications with assigned unit to ensure availability in the event of an emergency.

Provide on-the-job training to staff members by explaining treatment programs, institutional and agency procedures and guidelines; provide classroom training to staff in counseling techniques, role modeling, and related job activities.

Coordinate and manage emergency situations involving runaways, hostile or aggressive behavior and the medical needs of [~~wards~~] *youth* by overseeing or assisting in the restraint, treatment, counseling, or transportation of wards. May contact off duty staff to aid in searches of runaways or provide additional security for the facility and supervision of [~~wards~~] *youth*.

Maintain and monitor treatment plans of [~~wards~~] *youth* ensuring treatment schedules and goals are followed and proper documentation is provided in accordance with institutional and agency policy and procedure; distribute a list of treatment plan due dates to institutional staff.

~~[Oversee the distribution of prescribed medication as designated by the institutional doctor or nurse.]~~
Responsible for the coordination of medical treatment of [~~wards~~] *youth* by scheduling visits and arranging transportation.

Assist in the release and pickup of [~~wards~~] *youth* by compiling release packets and providing transportation to predetermined destination; pick up new [~~wards~~] *youth* at detention facility and transports back to the youth facility.

Assist in the hiring process by participating in the recruitment, testing and interviewing of qualified applicants and establishing a list of desirable candidates; make recommendations to the superintendent and inform candidates of hiring decision.

***Reflects a 2-grade, special salary adjustment authorized by the 2005 Legislature to improve recruitment and retention.**

CLASS CONCEPTS

Head Group Supervisor: Under general supervision of the Superintendent or Assistant Superintendent, supervises [²]home life[²] and treatment staff and assists in managing the 24-hour operation of a youth facility by designating work assignments, preparing master shift rosters, inspecting facility and making safety and security checks, reviewing purchase requisitions and monitors unit accounts, develops and implements institutional policy and procedures, and follows up on and reviews work assignments of staff to ensure accuracy and completeness and that institutional policy and procedures are followed.

Conducts intake interviews of committed youth to determine if placement in facility is appropriate based on age, maturity and physical size, their ability to participate and cooperate with assigned groups. Evaluates personality traits and characteristics for potential health or security risks to ensure that the [**ward**] **youth** will benefit from the reformatory treatment provided by the [~~school~~] **facility**. Consults with supervisor on final recommendation.

Prepares reports and statistical data on the daily operation of the youth facility by tracking population counts, length of committal time, number of youth paroled, staff to youth ratio and establishes population trends and projections to ensure the needs, goals and objectives of the institution and the agency are met.

Prepares parole reports on [**wards**] **youth** documenting current status and progress of treatment. Provides documentation regarding attitude and behavior problems, school courses completed and transcripts, medical records, drug and alcohol abuse treatment, records of staff evaluations and treatment plans. Reports are completed prior to the release of youth for review by committing judge and parole officer.

Assistant Head Group Supervisor: Under general supervision of the Head Group Supervisor, supervises the [²]home life[²] staff of a youth facility on assigned shift by scheduling and planning work activities; reviewing staff reports, forms, and records for clarity, completeness, accuracy, and conformance with institutional and agency policy and procedure. Approves staff work and adjustments in work schedules and prepares performance evaluations.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, positions in this series have been identified as affecting public safety. Persons offered employment in these positions must first submit to a pre-employment screening for controlled substances.
- * ***Pursuant to NRS 62B.270 and the Federal Prison Rape Elimination Act, applicants must submit to a criminal and child abuse background check and said background must be clear of any disqualifying offenses.***

HEAD GROUP SUPERVISOR

EDUCATION AND EXPERIENCE: [~~Graduation from high school or equivalent (G.E.D.) and seven~~] ***Bachelor's degree from an accredited college or university in psychology, social work, sociology, counseling and guidance, human services, social services, education, criminal justice or closely related field and five*** years of experience [~~in youth employment, parole and probation, corrections, rehabilitation, or in a public service setting~~] which involved the supervision, direction, or training of youth through the implementation of educational, youth employment, vocational training, rehabilitation or counseling programs, or providing casework services ***in a youth employment program, parole and probation, corrections, rehabilitation, or in a public service setting; OR*** graduation from [~~an accredited college or university in counseling and guidance, psychology, social services, sociology, criminal justice, education, or related field, and five~~] ***high school or equivalent education and seven*** years of experience as described

MINIMUM QUALIFICATIONS (cont'd)

HEAD GROUP SUPERVISOR (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

above; **OR** two years of experience as an Assistant Head Group Supervisor in Nevada State service; **OR** an equivalent combination of education and experience *as described above.* [~~and with at least two years of experience comparable to the Assistant Head Group Supervisor.~~] (See Special Requirements)

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

Detailed knowledge of: State health and safety rules and regulations; administrative policy, rules and regulations of the institution; standard issue supply items for units and quantity required; institutional safety and security policies and procedures; principles and practices of personnel administration as they relate to selection, motivation, and disciplining of employees. **Working knowledge of:** basic principles of personnel management. **Ability to:** make oral group presentations; perform routine statistical computations such as correlation, coefficients, graph charts, percentages of factors and analysis of variances to prepare proper reports in relation to population trends and projections; mediate between contending youth or employees; supervise youth and subordinate employees, organize workflow, delegate responsibility, evaluate effectiveness and administer discipline; systematically arrange youth into groups or categories according to established guidelines and requirements; coordinate the scheduling of programs, work projects and transportation by determining the time, place and sequence of events; modify and/or adopt programs, procedures or methods to accomplish reform in youth; *and all knowledge, skills and abilities required at the lower level.*

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

Detailed knowledge of: fundamentals of Cognitive Behavioral Therapy *or similar therapy*; Nevada Revised Statutes pertaining to [~~the incarceration of~~] committed youth; principles and practices of vocational education; principles and practices of physical and mental hygiene, and psychology; principles and practices of a physical education program in a school for youth.

ASSISTANT HEAD GROUP SUPERVISOR

EDUCATION AND EXPERIENCE: [~~Graduation from high school or equivalent (G.E.D.) and five~~] *Bachelor's degree from an accredited college or university in psychology, social work, sociology, counseling and guidance, human services, social services, education, criminal justice or closely related field and three* years of experience [~~in youth employment, parole and probation, corrections, rehabilitation, or in a public service setting~~] which involved the supervision, direction or training of youth through the implementation of educational, youth employment, vocational training, rehabilitation or counseling programs, or providing casework services *in a youth employment program, parole and probation, corrections, rehabilitation, or in a public service setting*; **OR** graduation from [~~an accredited college or university in counseling and guidance, psychology, social services, sociology, criminal justice, education or related field and three~~] *high school or equivalent education and five* years of experience as described above; **OR** one year of experience as a Group Supervisor IV in Nevada State service; **OR** an equivalent combination of education and experience *as described above.* [~~with at least two years of experience as described above.~~] (See Special Requirements)

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

Working knowledge of: proper security procedure in the transportation of [~~wards~~] *youth* in order to provide proper training to staff; scheduling and staffing techniques of a 24-hour detention facility; federal laws and regulations pertaining to the institutional care of juveniles; principles and techniques used in counseling, care and training of juveniles. **Ability to:** adjust priorities quickly as dictated by circumstances; follow prescribed treatment plans of [~~wards~~] *youth* by institutional doctor or nurse; accept equivocal circumstances and take action when answers to a problem are not readily apparent; perceive and define cause and effect relationships with staff, [~~wards~~] *youth* and the institution; organize material information, or people in a systematic way to optimize efficiency and minimize duplication of effort;

MINIMUM QUALIFICATIONS (cont'd)

ASSISTANT HEAD GROUP SUPERVISOR (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)
establish rapport and gain the trust of others; sell or promote ideas, policy or trends in juvenile justice; establish and maintain cooperative working relationships with staff, **[wards] youth**, supervisors and outside agencies; foster a stimulating, accepting, learning environment; maintain composure, equanimity and self control in the face of resistance, indifference or hostility; negotiate, exchange ideas, and information with others to arrive jointly at decisions concerning time, dates and places.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Head Group Supervisor.)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>12.532</u>	<u>12.534</u>
ESTABLISHED:	12/1/61	4/13/70
REVISED:	12/1/68	
REVISED:	8/1/80R	8/1/80R
	12/12/80PC	12/12/80PC
REVISED:	7/1/91P	7/1/91P
	7/6/90PC	7/6/90PC
REVISED:	11/15/91PC	11/15/91PC
REVISED:	7/1/05LG	7/1/05LG
REVISED:	7/31/15UC	7/31/15UC
REVISED:	12/9/16PC	12/9/16PC

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective:

December 9, 2016.

Item VI-A-2-c

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
12.535	Group Supervisor IV	34*	D	12.535	<i>Group Supervisor IV</i>	<i>34*</i>	<i>D</i>
12.537	Group Supervisor III	32*	D	12.537	<i>Group Supervisor III</i>	<i>32*</i>	<i>D</i>
12.538	Group Supervisor II	31*	D	12.538	<i>Group Supervisor II</i>	<i>31*</i>	<i>D</i>
12.541	Group Supervisor I	29*	D	12.541	<i>Group Supervisor I</i>	<i>29*</i>	<i>D</i>

**Reflects a 2-grade, special salary adjustment authorized by the 2005 Legislature to improve recruitment and retention*

EXPLANATION OF CHANGE

As part of the biennial Class Specification Maintenance Review process, the Division of Human Resource Management has conducted a review of the Group Supervisor series.

In consultation with Subject Matter Experts from the Department of Health & Human Services and the Division of Child & Family Services, as well as, recruitment experts from the Division of Human Resource Management, it is recommended that minor changes be made to the series concept to account for changes in verbiage used.

It is also recommended that a special requirement be added requiring applicants to submit to a criminal and child abuse background check pursuant to NRS 62B.270 and the Federal Prison Rape Elimination Act, as well as, to clarify working conditions. It is further recommended that minor revisions be made to the education and experience section of the minimum qualification to allow for expanded degree fields and to account for different areas of experience. This change will assist in recruitment by expanding the applicant pool.

Lastly, changes were made to the minimum qualifications to maintain consistency with formatting and structure.

Group Supervisors perform duties involving the education, employment, training, treatment, care and custody of juvenile offenders residing within a State Youth Training Center; maintain comprehensive records of assigned youths' program activities; and provide individual guidance pursuant to State or federal laws and regulations; supervise the activities of youths within assigned unit; conduct intake interviews; perform security checks; respond to emergency situations; maintain individual case records of youths' behaviors and activities; instruct youths in

life, education and vocational skills following prescribed methods; and participate in activities and act as a role model.

12.535 – Group Supervisor IV, Grade 34: Under limited supervision, incumbents perform the full range of duties in the series concept, supervise a staff of Group Supervisor II's and III's and monitor daily operation of an assigned unit. This is the supervisory level in the series.

12.537 – Group Supervisor III, Grade 32: Under limited supervision, incumbents perform the full range of duties in the series concept and participate as a member of a treatment team by assisting in the formulation and evaluation of a treatment plan and making recommendations on alternative treatment methods. Additionally, Group Supervisor III's coordinate and oversee group and individual treatment sessions; develop session goals, rules and content using prescribed methods; document group and individual treatment and activities; and prepare individual progress summary reports for review by the treatment team, committing judge, parole officer, legal guardian, and institution staff. This is the advanced journey level in the series.

12.538 – Group Supervisor II, Grade 31: Under general supervision, incumbents perform the full range of duties in the series concept and continue to receive training in counseling techniques, writing treatment team reports, and assist the Group Supervisor III in coordinating and overseeing group and individual treatment sessions. This is the journey level in the series.

12.541 – Group Supervisor I, Grade 29: Under close supervision, incumbents receive training and gain experience in performing all or part of the duties outlined in the series concept. This is the entry level in the series which provides for progression to the journey level upon meeting minimum qualifications, satisfactory performance and with the recommendation of the appointing authority.

Throughout the course of the study, management and agency staff participated by offering recommendations and reviewing changes as the process progressed, and they support this recommendation.

Note: Changes, additions and/or deletions on the class specification are noted in red.



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
GROUP SUPERVISOR IV	34*	D	12.535
GROUP SUPERVISOR III	32*	D	12.537
GROUP SUPERVISOR II	31*	D	12.538
GROUP SUPERVISOR I	29*	D	12.541

SERIES CONCEPT

Group Supervisors perform duties involving the education, employment, training, treatment, care and custody of juvenile offenders ~~[incarcerated]~~ **residing** within a State Youth Training Center; maintain comprehensive records of assigned youths' program activities; and provide individual guidance ~~[as stipulated]~~ **pursuant to [in]** State **or federal** laws and regulations.

Supervise the activities of youths within assigned unit; directly observe work habits, social behavior, and attitude to ensure conduct meets established rules and regulations of the institution; provide assistance and direction to youths in the performance of assignments, acceptable behavior, proper dress and personal hygiene; participate as a member of a treatment team to implement a treatment plan; document progress or problems in youths' development.

Conduct intake interviews; review case history file and complete required intake forms and documents concerning personal and medical history and family data; interview youths and document personality traits and functioning levels; supply immediate needs such as clothing, supplies and room assignment; orient and instruct youths in unit rules and regulations; conduct physical search of persons and possessions for unauthorized articles and contraband.

Perform security checks of assigned unit to ensure safety and security of residents and the facility; conduct head counts and room and body searches; check locks on windows and doors; secure the location of residents to prevent escape and detect the presence of controlled substances, contraband, or weapons; document actions and inform supervisor of abnormalities.

Respond to emergency situations such as searching for runaway youths and applying first aid; implement appropriate verbal, behavioral or physical interventions to control youth displaying aggressive, hostile or violent behavior according to established laws, policies and procedures; notify appropriate personnel of action taken and document as required.

Maintain individual case records of youths' behaviors and activities; complete incident reports, chronological reports, accountability lists, off grounds reports, personal account logs, money withdrawal requests and clothing file sheets for review by unit staff and supervisor and placement in ward's case file.

Instruct youths in life, educational and vocational skills following prescribed methods; provide vocational and pre-employment training to youths in areas such as fire suppression, culinary processes and procedures, laundry work and first aid procedures; assist youths with homework; monitor, evaluate and report youths' progress.

Participate in activities and act as a role model; officiate at events; provide individual or team instruction and explanation of rules; secure and set up equipment; arrange and provide transportation as required; coordinate schedules with the facility's overall program and security needs.

Perform related duties as assigned.

* **Reflects a 2-grade, special salary adjustment authorized by the 2005 Legislature to improve recruitment and retention.**

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CLASS CONCEPTS

Group Supervisor IV: Under limited supervision, incumbents perform the full range of duties in the series concept, supervise a staff of Group Supervisor II's and III's and monitor the daily operation of an assigned unit. Supervisory responsibilities include preparing work schedules and coordinating staff assignments; monitoring the performance of subordinate staff by reviewing logs, reports and direct observation; preparing and conducting performance reviews; providing training and direction in counseling techniques, report writing, record keeping and institutional policy and procedure; and preparing documentation for first level disciplinary actions. Monitoring responsibilities include inspecting the unit for security and safety violations, needed maintenance, repairs and supplies, and preparing and submitting work orders and supply requests as required. This is the supervisory level in the series.

Group Supervisor III: Under limited supervision, incumbents perform the full range of duties in the series concept and participate as a member of a treatment team by assisting in the formulation and evaluation of a treatment plan and making recommendations on alternative treatment methods. Additionally, Group Supervisor III's coordinate and oversee group and individual treatment sessions; develop session goals, rules and content using prescribed methods; document group and individual treatment and activities; and prepare individual progress summary reports for review by the treatment team, committing judge, parole officer, legal guardian, and institutional staff. This is the advanced journey level in the series.

Group Supervisor II: Under general supervision, incumbents perform the full range of duties outlined in the series concept and continue to receive training in counseling techniques, writing treatment team reports, and assist the Group Supervisor III in coordinating and overseeing group and individual treatment sessions. This is the journey level in the series.

Group Supervisor I: Under close supervision, incumbents receive training and gain experience in performing all or part of the duties outlined in the series concept. This is the entry level in the series which provides for progression to the journey level upon meeting the minimum qualifications, *satisfactory performance*, and with the recommendation of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, all positions in this series have been identified as affecting public safety. Persons offered employment in these positions must first submit to a pre-employment screening for controlled substances.
- * *Pursuant to NRS 62B.270 and the Federal Prison Rape Elimination Act, applicants must submit to a criminal and child abuse background check and said background must be clear of any disqualifying offenses.*
- * A valid driver's license is required at time of appointment and as a condition of continuing employment.
- * Per NAC 284.317, applicants must be at least 21 years of age at the time of appointment.
- * *[Some positions require work on evenings, weekends, and/or holidays] As a condition of appointment and continuing employment, positions are subject to call-back, overtime on short notice, stand-by status, and may require work on evenings, weekends, or holidays.*

INFORMATIONAL NOTE:

- * ~~Incumbents must obtain and maintain current first aid certification as a condition of continuing employment.]~~

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MINIMUM QUALIFICATIONS (cont'd)

GROUP SUPERVISOR IV

EDUCATION AND EXPERIENCE: ~~[Graduation from high school or equivalent education and three]~~ *Bachelor's degree from an accredited college or university in psychology, social work, sociology, counseling and guidance, human services, social services, education, criminal justice or closely related field and two* years of ~~[progressively responsible]~~ experience working with youth in a custodial, *employment program*, therapeutic, educational, *recreational program* or correctional setting with responsibility for performing vocational assessments, making oral presentations during group sessions and treatment team meetings, and providing vocational and life skills training to juvenile offenders; **OR** ~~[a Bachelor's degree from an accredited college or university in psychology, social work, criminal justice, education or related field and two]~~ *graduation from high school or equivalent education and four* years of experience as described above; **OR** *one year as a Group Supervisor III in Nevada State service;* **OR** an equivalent combination of education and experience *as described above.* ~~[OR one year as a Group Supervisor III in Nevada State service.]~~ (See *Special Requirements and Informational Note*)

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

Working knowledge of: federal laws and regulations and industry standards pertaining to the institutional care of delinquent juveniles. **Detailed knowledge of:** institutional policies and procedures. **Ability to:** analyze information, problem situations, practices or procedures pertaining to the care, custody and treatment of youth to define problems or objectives and to form logical and objective conclusions or recommendations; assume control and resolve critical situations in a safe and expedient manner; establish priorities which accurately reflect the relative importance of job responsibilities and standards; develop and maintain a cohesive relationship within the work unit and with the management team; *and all knowledge, skills and abilities required at the lower levels.*

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

Working knowledge of: State regulations related to personnel administration. **Ability to:** supervise subordinate staff including organizing workflow, delegating responsibility, training, evaluating subordinate effectiveness and initiating discipline actions.

GROUP SUPERVISOR III

EDUCATION AND EXPERIENCE: ~~[Graduation from high school or equivalent education and two]~~ *Bachelor's degree from an accredited college or university in psychology, social work, sociology, counseling and guidance, human services, social services, education, criminal justice or closely related field and one* year of ~~[progressively responsible]~~ experience working with youth in a custodial, *employment program*, therapeutic, educational, *recreational program* or correctional setting with responsibility for performing vocational assessments, making oral presentations during group sessions and treatment team meetings, and providing vocational and life skills training to juvenile offenders; **OR** ~~[a Bachelor's degree from an accredited college or university in psychology, social work, criminal justice, education or related field and one]~~ *graduation from high school or equivalent education and three* years of experience as described above; **OR** *one year as a Group Supervisor II in Nevada State service;* **OR** an equivalent combination of education and experience *as described above* ~~[OR one year as a Group Supervisor II in Nevada State service.]~~ (See *Special Requirements and Informational Note*)

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

Working knowledge of: treatment team concepts and processes; related juvenile justice agencies; applicable State laws related to the juvenile justice system; vocational assessment techniques; principles of treatment and therapeutic approaches such as reality therapy, behavior modification, anger management and rational emotive therapy; training and supervisory techniques; group processes and dynamics; prescribed methods used to develop goals, rules and content for treatment sessions. **Ability to:** systematically arrange

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MINIMUM QUALIFICATIONS (cont'd)

GROUP SUPERVISOR III (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)
sophistication and delinquent behavior into groups or categories; make oral group presentations during group sessions and treatment team meetings; perceive and define cause and effect relationships in group settings; evaluate case histories and participate in offender classification; control aggressive and maladaptive behaviors in accordance with established policies and procedures; provide vocational and life skills training to juvenile offenders; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills And Abilities required for Group Supervisor IV.)

GROUP SUPERVISOR II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in psychology, *social work, sociology, counseling and guidance, human services, social services, education, criminal justice or closely related field* [~~social work, criminal justice, education or related field~~] and one year of general work or volunteer experience which included working with the public or clients and coordinating or supervising work, people, or activities; **OR** [G]raduation from high school or equivalent education[;] ~~and~~ **two** *three* years of general work or volunteer experience which included working with the public or clients and coordinating or supervising work, people, or activities; [~~and~~] one year *of which included* experience working with [~~youth~~] *clients or employees* in a custodial, *employment program*, therapeutic, educational, *recreational program* or correctional setting; [~~OR a Bachelor's degree from an accredited college or university in psychology, sociology, human services, social work, criminal justice, education or related field and one year of general work or volunteer experience which included working with the public or clients and coordinating or supervising work, people, or activities;~~] **OR** *one year as a Group Supervisor I in Nevada State service;* **OR** an equivalent combination of education and experience as described above [~~;~~ ~~OR one year as a Group Supervisor I in Nevada State service~~]. (*See Special Requirements and Informational Note*)

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

Working knowledge of: security techniques involving the custodial care of youth to provide a safe atmosphere for youth and staff; institutional rules, regulations, policy and procedures; rules and equipment associated with a variety of sporting and recreational activities; health and safety guidelines and regulations applicable to a juvenile justice facility; interviewing techniques; non-violent crisis intervention techniques.

General knowledge of: basic principles of treatment and therapeutic approaches such as behavior modification and anger management; treatment team concepts and processes; proper use of communications and security equipment; applicable State laws related to the juvenile justice system; related juvenile justice agencies; training and supervisory techniques. **Ability to:** encourage a stimulating, accepting learning environment; maintain a professional demeanor in the face of resistance, indifference or hostility; negotiate and exchange ideas, information, and opinions with others to arrive jointly at decisions, conclusions, or solutions; identify personality traits and functioning levels of youths; establish appropriate professional relationships and maintain ethical boundaries; write clear observational and behavioral reports to describe people or scenes; persuade others to accept or adopt a specific course of action; prioritize assignments to complete work in a timely manner; analyze situations and take appropriate action based on policy and procedure; read legal or technical documents such as confidential files; persuade others to accept or adopt a specific course of action; prioritize assignments to complete work in a timely manner; attend seminars and in-service training and demonstrate proficiency in areas related to the training, treatment, care and custody of juvenile offenders; *and all knowledge, skills and abilities required at the lower level.*

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MINIMUM QUALIFICATIONS (cont'd)

GROUP SUPERVISOR II (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills And Abilities required for Group Supervisor III.)

GROUP SUPERVISOR I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of general work or volunteer experience which included working with the public or clients and coordinating or supervising work, people, or activities; **OR** ~~sixty~~ **thirty** semester credits from an accredited college or university with emphasis in psychology, **social work, sociology, counseling and guidance, human services, social services, education, criminal justice or closely related field** [~~social work, criminal justice, education or related field~~] and one year of experience as described above; **OR** an equivalent combination of education and experience **as described above**. *(See Special Requirements and Informational Note)*

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

Working knowledge of: English grammar, punctuation and spelling. **General knowledge of:** interviewing techniques; health and safety guidelines and regulations; group behavior and group supervision; basic math and units of measure. **Ability to:** use basic English words and phrases to effectively communicate verbally and in writing; read and comprehend documents written in standard English; read, understand and apply rules, regulations, policies and procedures; speak and interact with persons of various social, cultural, economic and educational backgrounds; add, subtract, multiply and divide whole numbers, fractions and decimals; support and encourage individuals in a one-to-one or small group situation; establish rapport and gain the trust of others; work as part of a team; work in a disciplined manner according to set procedures, sequence and pace; work independently and follow through on assignments with minimal direction; operate a computer to enter and retrieve data; respond to emergency situations such as searching for runaway youths and learn techniques in applying first aid; learn and implement appropriate verbal, behavioral or physical interventions to control youth displaying aggressive, hostile or violent behavior; establish and maintain cooperative working relationships with co-workers, youths, parents, other department personnel, outside agencies, and the general public.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills And Abilities required for Group Supervisor II.)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>12.535</u>	<u>12.537</u>	<u>12.538</u>	<u>12.541</u>
ESTABLISHED:	1/1/61	7/1/91P	7/1/63	7/1/63
REVISED:	9/1/63	7/6/90PC		
REVISED:	8/1/80R		8/1/80R	8/1/80R
REVISED:	12/12/80PAC		12/12/80PAC	12/12/80PAC
REVISED:			2/10/88-3	

GROUP SUPERVISOR IV
GROUP SUPERVISOR III
GROUP SUPERVISOR II
GROUP SUPERVISOR I

34*	D	12.535
32*	D	12.537
31*	D	12.538
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	<u>12.535</u>	<u>12.537</u>	<u>12.538</u>	<u>12.541</u>
REVISED:	7/1/91P		7/1/91P	7/1/91P
	7/6/90PC		7/6/90PC	7/6/90PC
REVISED:	11/15/91PC	11/15/91PC	11/15/91PC	
REVISED:				2/20/92PC
REVISED:	7/30/03UC	7/30/03UC	7/30/03UC	7/30/03UC
REVISED:	7/1/05LG	7/1/05LG	7/1/05LG	7/1/05LG
REVISED:	12/9/16PC	12/9/16PC	12/9/16PC	12/9/16PC

REPORT OF CLASSIFICATION CHANGES NOT REQUIRING PERSONNEL
COMMISSION APPROVAL

Attached is a report of changes made to the classification plan pursuant to NRS 284.160, sections 4 through 6 which reads as follows:

- “4. The classification plan and changes therein are subject to approval by the Commission, except that the Administrator may make a change in the classification plan without the prior approval of the Commission if:
- (a) The Administrator deems it necessary for the efficiency of the public service;
 - (b) The change is not proposed in conjunction with an occupational study; and
 - (c) The Administrator, at least 20 working days before acting upon the proposed change:
 - (1) Provides written notice of the proposal to each member of the Commission, to all departments and to any head of an employees' organization who requests notice of such proposals; and
 - (2) Posts a written notice of the proposal in each of the principal offices of the Division.
- Any occupational study conducted by the Division in connection with the preparation, maintenance or revision of the classification plan must be approved by the Commission.
5. If no written objection to the proposed change to the classification plan is received by the Administrator before the date it is scheduled to be acted upon, the Administrator may effect the change. The Administrator shall report to the Commission any change in the classification plan made without its approval at the Commission's next succeeding regular meeting.
6. If a written objection is received before the date the proposed change is scheduled to be acted upon, the Administrator shall place the matter on the agenda of the Commission for consideration at its next succeeding regular meeting.”

The conditions set forth in these statutes have been met. A copy of the justifications and revised class specifications are on file in the office of the Administrator of the Division of Human Resource Management.

The following changes have been effected:

REPORT OF CLASSIFICATION CHANGES

POSTING#: 03-17

Effective: 08/25/16

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.304	Purchasing Officer III	39	B	<i>7.304</i>	<i>Purchasing Officer III</i>	<i>39</i>	<i>B</i>
7.305	Purchasing Officer II	37	B	<i>7.305</i>	<i>Purchasing Officer II</i>	<i>37</i>	<i>B</i>
7.302	Purchasing Officer I	35	B	<i>7.302</i>	<i>Purchasing Officer I</i>	<i>35</i>	<i>B</i>

BASIS FOR RECOMMENDATION

As the result of an Individual Classification Study (NPD-19) and in partnership with Subject Matter Experts from the Department of Administration, Purchasing Division, and the Nevada System of Higher Education (NSHE) it was determined that modifications to the class specifications for the Purchasing Officer series were warranted to allow positions to be permanently allocated at the Purchasing Officer I level to support agencies with their procurement and service contract needs. Furthermore, it was determined that language be added to indicate that Purchasing Officers work either within the State's Purchasing Division or within the Purchasing Divisions of NSHE.

It is also recommended that verbiage related to the Purchasing Officer I being a trainee level be removed from the class concept and that language be added to clarify specific procurement and contract responsibilities.

It is further recommended that minor changes be made to the series concept and the class concepts for the Purchasing Officer III and II, to account for changes in verbiage and duties performed.

Lastly, minor changes to the minimum qualifications were made to account for these modifications and to maintain consistency with formatting and structure.

Both management and agency human resource personnel participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.

POSTING#: 04-17
Effective: 09/12/16

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.227	Cancer Registry Specialist	32	B	<i>10.227</i>	<i>Cancer Registry Specialist II</i>	<i>32</i>	<i>B</i>
	<i>New</i>			<i>10.224</i>	<i>Cancer Registry Specialist I</i>	<i>30</i>	<i>B</i>

BASIS FOR RECOMMENDATION

As a result of an Individual Study (NPD-19), and in partnership with Subject Matter Experts from the Department of Health & Human Services and the Division of Human Resource Management, it was determined that a new level in the Cancer Registry series be created to allow for positions to perform duties and responsibilities relative to the processing of cancer registry data only.

Currently, the series has a singular position performing duties related to cancer registry data and the coordination of both training and data quality. It is recommended that class concepts be created at the Cancer Registry Specialist II and Cancer Registry Specialist I levels; with the distinguishing characteristic being that the Cancer Registry Specialist II will serve as the Data Quality Assurance Coordinator and/or Education Training Coordinator. This change will allow the agency to better meet the needs of the program and ensure that grant deliverables are accomplished.

Also, Entry Level and Full Knowledge, Skills and Abilities were created at the Cancer Registry Specialist II level to further distinguish requirements between the two levels.

In reviewing the job duties and responsibilities, it is recommended that the Cancer Registry Specialist I be allocated at a grade 30, two grades below the Cancer Registry Specialist II, which is consistent with other series' throughout State service.

Throughout the process, management and staff within the Department of Health & Human Services and Division of Human Resource Management participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.

POSTING#: 05-17
Effective: 09/12/16

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
11.510	Fire & Life Safety Inspector II	33	C	<i>11.510</i>	<i>Fire & Life Safety Inspector II</i>	<i>33</i>	<i>C</i>
11.506	Fire & Life Safety Inspector I	31	C	<i>11.506</i>	<i>Fire & Life Safety Inspector I</i>	<i>31</i>	<i>C</i>

BASIS FOR RECOMMENDATION

As a result of an Individual Study (NPD-19), and in partnership with Subject Matter Experts from the University of Nevada Las Vegas (UNLV) and the Nevada State Fire Marshal, it was determined that modifications to the series concept were needed to account for changes in job duties and required certifications.

The series concept was modified to clarify fire prevention activities performed and to remove duties that are no longer applicable to the series. Also, the Special Requirements and Informational Notes were amended to address changes in required certifications.

Lastly, changes were made to the Entry Level and Full Performance Knowledge, Skills and Abilities to maintain consistency with formatting and structure.

Throughout the process, management and staff within UNLV, the Nevada State Fire Marshal and the Division of Human Resource Management participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.