



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Division of Human Resource Management*  
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**MEMORANDUM**  
**HR#17-17**

March 23, 2017

**TO:** Agency Personnel Liaisons

**FROM:** Peter Long, Administrator *Peter Long*  
Division of Human Resource Management

**SUBJECT:** EEOC Race and Ethnic Categories for ESMTs

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The State of Nevada is implementing an automated Employment Status Maintenance Transaction (ESMT A/B) system to be effective the evening of March 21, 2017. The Equal Employment Opportunity Commission (EEOC) approved revised race and ethnic categories October 2015. Due to the new automated ESMT system and the revised EEOC race and ethnic categories, it has come to our attention that some employee's race and ethnicity category identifiers need to be updated.

Sample language to be used when communicating with your employees could include:

"Please review the EEOC revised race and ethnicity groups. If you have identified under a specific group that is no longer listed, please select the race and ethnicity you identify with and update in the NEATS system. Sign into NEATS, click on "Personnel" at the top, scroll down the page to the "Change Employee Data" button, click on "HR Transaction" at top and go to "Personal Information." Once there, click on "Ethnicity" button and choose the updated race and ethnicity identifier applicable to you. Your information should be updated by close of business on April 21, 2017. If there are no changes, you do not need to update your NEATS profile."

•**White (Not Hispanic or Latino)** - A person having origins in any of the

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Attached you will find an example of the EEO Statistics reported to the EEOC, and DHRM Agency Appendices (Codes for ESMT-B & NEATS Employee Data Capture (EDC)).

\*Please note below the specific laws and requirements of an employer under the EEOC's mandatory reporting; *see also* [www.eeoc.gov](http://www.eeoc.gov) .

- Under Public Law 88-352, Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, all State and local governments that have 15 or more employees are required to keep records and to make such reports to the EEOC as are specified in the regulations.
  
- The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

- For the purposes of statistical reporting, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging.

**For questions or concerns, please contact your Agency Human Resource representative or the Division of Human Resource Management EEO Office at (702) 486-0988.**

**Thank you for your prompt attention to this matter.**

REPORT ID: HRB0037P  
PROGRAM ID: HRB0037P  
EFFECTIVE DATE: 01/01/2017

NEVADA DIVISION OF HUMAN RESOURCE MANAGEMENT  
JOB CATEGORY SUMMARY  
CABINET AGENCIES -- FULL-TIME EMPLOYEES IN PERMANENT POSITIONS

PAGE: 1  
RUN DATE: 01/17/17

DEPARTMENT: LMNOP DEPARTMENT

NUMBER OF EMPLOYEES  
RACE/ETHNICITY

JOB CATEGORIES	HISPANIC OR LATINO		MALE						FEMALE						TOTAL
	MALE	FEMALE	WHITE	BLK/AFAM	HAW/PAC	ASIAN	IND/ALSK	2 OR MORE	WHITE	BLK/AFAM	HAW/PAC	ASIAN	IND/ALSK	2 OR MOR	
XYZ DIVISION (AGENCY #)															
CARSON CITY, DOUGLAS, WASH	12	3	64	9	1	4	4	1	14	4	1	2	1	1	121
OFFICIALS & ADMINISTRATOR	-	-	-	-	1	-	1	-	-	-	-	2	-	-	4
PROFESSIONALS	-	2	4	-	-	-	-	-	5	-	-	-	-	-	11
TECHNICIANS	1	-	1	-	-	-	-	-	1	-	-	-	-	-	3
PROTECTIVE SERVICE WORKER	5	1	27	5	-	4	3	-	3	3	-	-	-	1	52
PARAPROFESSIONALS	-	-	-	-	-	-	-	-	1	-	-	-	-	-	1
ADMINISTRATIVE SUPPORT	-	-	1	-	-	-	-	-	2	-	-	-	-	-	3
SKILLED CRAFT WORKERS	-	-	7	3	-	-	-	-	-	-	1	-	-	-	11
SERVICE - MAINTENANCE	6	-	24	1	-	-	-	1	2	1	-	-	1	-	36
SUMMARY	12	3	64	9	1	4	4	1	14	4	1	2	1	1	121

# DIVISION OF HUMAN RESOURCE MANAGEMENT AGENCY APPENDICES

## Codes for ESMT-B & NEATS Employee Data Capture (EDC)

### Employee Attributes

#### Marital Status

CODES	DESCRIPTION
M	Married
S	Single
O	Other

#### Ethnicity

CODES	DESCRIPTION	CODES	DESCRIPTION
A	Asian	B	Black/African American
H	Hispanic/Latino	I	American Indian/Alaska Native
P	Hawaiian/Pacific Islander	T	Two or More Races
W	White	O	No Longer Used 3/8/17

#### County of Residence

CODES	DESCRIPTION	CODES	DESCRIPTION
CC	Carson City	LI	Lincoln
CH	Churchill	LY	Lyon
CL	Clark	MI	Mineral
DO	Douglas	NY	Nye
EL	Elko	PE	Pershing
ES	Esmeralda	ST	Story
EU	Eureka	WA	Washoe
HU	Humboldt	WP	White Pine
LA	Lander	OS	Out of State

### ESMT-B CODES

# DIVISION OF HUMAN RESOURCE MANAGEMENT

## AGENCY APPENDICES

### Education Degree

<b>CODES</b>	<b>DESCRIPTION</b>
01-11	Years of Schooling Without Graduation
12	High School Graduation
13 - 19	Years of College Without Graduation
20	Associate Degree
30	Bachelors Degree
40	Masters Degree
41	Special Education Degree
50	Law Degree
60	Doctorate Degree
70	Medical Degree

### **Emergency Contact**

#### Relationship

<b>CODES</b>	<b>DESCRIPTION</b>	<b>CODES</b>	<b>DESCRIPTION</b>
ANTIN	Aunt in Law	GRSIL	Grandson in Law
AUNT	Aunt	GRSON	Grandson
BROTH	Brother	MOTHR	Mother
BTHIN	Brother in Law	MTHIL	Mother in Law
COUS	Cousin	NICIL	Niece in Law
DGHTR	Daughter	NIECE	Niece
DHTIL	Daughter in Law	NPHEW	Nephew
FATHR	Father	NPWIL	Nephew in Law
FTHIL	Father in Law	OTHER	Other
GFHIL	Grandfather in Law	SISIL	Sister in Law
GGCLD	Great Grandchild	SISTR	Sister

**DIVISION OF HUMAN RESOURCE MANAGEMENT  
AGENCY APPENDICES**

GGPAR	Great Grandparent	SON	Son
GGPIL	Great Grandparent in Law	SONIL	Son in Law
GMHIL	Grandmother in Law	SPOUS	Spouse
GRDIL	Granddaughter in Law	STFTH	Stepfather
GRDTR	Granddaughter	STMTH	Stepmother
GRFTH	Grandfather	UNCIN	Uncle in Law
GRMTH	Grandmother	UNCLE	Uncle