



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#01-21

January 20, 2021

TO: All State Employees

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

SUBJECT: E-MAIL ADDRESS FOR NPD-4, NPD-5, AND NPD-19 SUBMITTALS

The Compensation and Classification sections of the Division of Human Resource Management have created an e-mail account for the submittal of the Request to Accelerate Salary (NPD-4), Request for Temporary Adjustment to Salary (NPD-5), and Position Questionnaire (NPD-19) forms. The forms can be found as follows:

- 1) NPD-4 <https://hr.nv.gov/Resources/Forms/Compensation/Compensation>
- 2) NPD-5 <https://hr.nv.gov/Resources/Forms/Compensation/Compensation>
- 3) NPD-19 <https://hr.nv.gov/Resources/Forms/Classification/Classification>

These forms should be submitted to comp.class@admin.nv.gov until further notice.

If you have any questions regarding this new e-mail address, please contact Supervisory Personnel Analyst Heather Dapice at either hdapice@admin.nv.gov or 702-486-2919.

Thank you.