

Joe Lombardo
Governor



Jack Robb
Director

Matthew Tuma
Deputy Director

Mandee Bowsmith
Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
209 E. Musser Street, Suite 101 | Carson City, Nevada 89701
Phone: (775) 684-0150 | <http://hr.nv.gov> | Fax: (775) 684-0122

MEMORANDUM

JANUARY 27, 2023

TO: Department Directors, Deputy Directors, and Human Resources Staff
FROM: Administrator Bowsmith, DHRM & Director Stephenson, GFO

SUBJECT: Accelerated Rates for Initial Classified Appointments

Effective immediately and for all initial appointments into classified positions at the State of Nevada through June 30, 2023, the Appointing Authority may have discretion to hire at the appropriate salary grade for the position, up to step 10, so long as they have the appropriate budgeted authority and Department/Division fiscal staff has determined that the Department/Division has the ability to sustain the salary in the future.

Upon appointment Departments/Divisions must upload a copy of this memorandum to the hiring documentation.

The process for obtaining an accelerated rate under this memorandum is as follows:

1. Using the current process in SuccessFactors, submit the request for a new hire without uploading any attachments.
2. DHRM will move the process through to the GFO.
3. GFO will approve and return the request to the DHRM for final approval in SuccessFactors within ten (10) business days.
4. Once approval is received by the Department/Division, final hiring can be completed, and the onboarding process started through SuccessFactors.

Please note: This memorandum and its approvals do not extend to equity NPD-4 evaluation requests at this time.