



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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MEMORANDUM
HR # 11-23

February 13, 2023

TO:

FROM: Mandee Bowsmith, Administrator *Mandee Bowsmith*

SUBJECT: Employees Names Excluded from Official Roster

The Division of Human Resource Management (DHRM) is responsible for maintaining the Official Roster of employees in the public service pursuant to NAC 284.714. Subsection 3 allows for the exclusion of the actual names of employees who are in sensitive law enforcement positions (see below):

NAC 284.714 Official roster: Inspection; contents. ([NRS 284.065](#), [284.155](#))

1. The official roster of employees in the public service maintained by the Division of Human Resource Management is a public record and will be open to inspection under reasonable conditions during business hours in the offices of the Division of Human Resource Management or the offices where the records are kept.

2. Except as otherwise provided in subsection 3, the roster must contain, for each employee:

- (a) His or her name;
- (b) The class title of the position he or she holds;
- (c) His or her rate of pay;
- (d) Any change in his or her class title, pay or status; and
- (e) Other pertinent data as determined by the Administrator.

3. For public inspection purposes, the roster may exclude the actual names of employees who are in sensitive law enforcement positions where public access to the employees' identities could jeopardize their personal safety or job performance, in which case the employee will be shown on the roster as an unidentified employee.

Our records indicate your agency has deemed the following classes as ones in which employees should be noted as “unidentified” on the official roster. Please review this list and advise of any classes you would like removed or added to the list by February XX, 2023. No response is required if this list remains accurate. Responses should be sent to Rachel Baker at rbaker@admin.nv.gov .

AGENCY	TITLE	TITLE DESCRIPTION

cc: (Agency Personnel Officer)
Rachel Baker, Personnel Analyst III, DHRM

MB: