



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
HR#23-24

April 29, 2024

TO: Department Directors
Deputy Directors
Administrators
Agency Personnel Liaisons

FROM: Bachera Washington, Division Administrator *Bachera Washington*
Division of Human Resource Management

SUBJECT: NPD-19 Pre-Reviews, 83rd Legislative Session

In anticipation of the 83rd Legislative Session (FY 2026/2027), the Division of Human Resource Management (DHRM) will begin conducting pre-reviews of NPD-19s that will be submitted to the Legislature for new positions and the reclassification of vacant positions.

As the biennial budget requests are required to be submitted by August 30, 2024, DHRM will begin focusing primarily on the pre-review of NPD-19s beginning June 1, 2024, through August 15, 2024. Your agency can submit pre-review NPD-19s during this timeframe. It is anticipated that DHRM will be receiving many pre-reviews to meet Governors' Finance Office's (GFO) August 30, 2024, deadline, so the sooner they are submitted the better. Submit pre-review NPD-19s to comp.class@admin.nv.gov so they can be properly logged and assigned. Also, your agency must upload the NPD-19s into NEBS.

Any NPD-19 that is received after the August 15th deadline will need to be uploaded into NEBS and sent directly to the Budget Division of the Governor's Finance Office (budget@finance.nv.gov).

The most recent, revised copy of the NPD-19 can be found at:

<https://hr.nv.gov/Resources/Forms/Classification/Classification/>

When completing the NPD-19, please make sure to check the “Agency” and “Budget Build” box under “Initiated By” and include the “Decision Unit”. Also, check and complete the “Legislative Review FY” box under “Type of Classification Request” and include the 26/27 for the fiscal year. Additionally, answer all the questions in detail. Please ensure a black and white current and proposed organizational chart that includes the names of incumbents, class titles, budget account numbers, position control numbers, and the requested position to be classified/reclassified circled is included.

Once the pre-review has been completed, the agency will be supplied with a memo detailing DHRM’s recommendation and approval that can then be attached to the NPD-19 and submitted as part of their biennial budget. This memo will be provided to the agencies before the GFO’s deadline and will need to be uploaded into NEBS when received. As this is just a preliminary review, there is no formal appeal process, however, DHRM will work closely with the agency representative to obtain any additional information to make the correct classification determination.

If the pre-review NPD-19 is approved during the Legislative session, and if there are no changes to the duties and responsibilities, the agency must notify DHRM of the legislatively approved position(s) and GFO will update the information into the system accordingly.

If the pre-review NPD-19 is changed in any way during the Legislative session, the agency will need to submit a new NPD-19 to the GFO for initial approval. The GFO will send the revised NPD-19 to DHRM for review, final determination, and approval.

Any NPD-19s where you are requesting a position to be reclassified during the Legislative session, that is currently filled, must be submitted directly to DHRM at the email above and uploaded into NEBS.

Please ensure that you read the revised directions on the NPD-19 process and that all required documentation is submitted with your NPD-19.

If you have any questions regarding this process and/or how to complete the NPD-19, please contact Supervisory Human Resources Analyst Heather Dapice at 702-486-2919.