

Joe Lombardo  
Governor



Jack Robb  
Director

Joy Grimmer  
Deputy Director

Bachera Washington  
Administrator

**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
***Division of Human Resource Management***  
515 E. Musser Street, Suite 101 | Carson City, Nevada 89701  
Phone: (775) 684-0150 | <http://hr.nv.gov> | Fax: (775) 687-9085

**MEMORANDUM**  
**HR#28-24**

June 3, 2024

**TO:** All Agencies

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

**SUBJECT:** Statewide Classification and Compensation Study Initiative

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The Department of Administration as directed by the 2023 Legislative session, through AB451, is conducting a classification and compensation study of both classified and unclassified employees of the Executive Branch. This is a goal-oriented effort in alignment with the Governor's initiative to attract and retain employees, expand candidate pools, and properly align employees with their job duties by creating statewide standards of classification.

This study is being conducted by The Simmons Group, a certified Woman Business Enterprise, headquartered in Las Vegas. The Simmons Group has over 140 years of human resource consulting experience and has worked with various private, local, and county entities both in Nevada as well as in other states. With the Simmons Group, the Division of Human Resource Management, are currently reviewing approximately 1,800 classification specifications.

We are currently reviewing every classification of the State to ensure that it accurately reflects the job duties of the positions. The initial drafting of new classified classification specifications has been completed. The Division of Human Resource Management is currently in the process of scheduling meetings with various departments that have unique classifications to ensure the job duties in the class spec align with the actual duties being performed. Once those meetings have been completed and the unclassified job specifications have been created and finalized, the classification component of the study will be completed. While still in draft form, it is very likely the final classification study will recommend changes to position titles and consolidation of various classifications. It also may recommend certain positions be changed from unclassified to classified or vice versa.

Once the classification study is completed, the compensation study component will begin. The compensation study is not scheduled to begin until fall and will be completed by December 31, 2024. For agency request budget purposes, agencies should use current job classifications and salaries for any new or reclassified employees. The results of the classification and compensation study will be a part of the Governor's recommended budget to be presented at the 2025 legislative session.

BW/eh