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MEMORANDUM
HR#47-24

November 8, 2024

TO: All State of Nevada Employees
FROM: Kimberly Smith, Administrator, EEO
SUBJECT: Equal Employment Opportunity (EEO) Centralization

The Equal Employment Opportunity Commission's (EEOC) job is to uphold the responsibility of enforcing federal laws that prohibit discrimination in employment based on race, color, religion, sex, national origin, age, disability, or genetic information.

The role of office of the Equal Employment and Sex-Gender Based-Harassment Investigative Unit (SGHIU) is to conduct prompt independent investigations of all allegations of sex- or gender-based harassment and discrimination, as defined by State and Federal law. Moreover, the office's responsibility is to ensure the fair treatment and offer the support to those who serve in the capacity of a state employee.

To achieve the goal of creating a structured, streamlined, and centralized process, all Equal Employment Officers at the State have transitioned into the SGHIU within DHRM.

The EEO Officers will be planning, organizing, designing, developing, implementing and evaluating Equal Employment Opportunity programs state-wide, while reviewing complaints, preparing reports, developing and presenting trainings, and modifying departmental policies to assist agencies in eliminating barriers to equal employment opportunities.

What does this mean?

The EEO/SGHIU provides the following centralized services:

- Independent investigators offering a neutral environment for employees to share their concerns.

- Dedicated well trained investigators who can complete investigations in a timelier and in-depth manner as compared to agency staff that often have many other competing duties in addition to addressing employee complaints.
- The Investigation Unit offers continuous feedback to The Department of Administration's, Division of Human Resource Management team and other State agencies regarding corrective actions and specific training needs
- The unit will ensure that cases are assigned, and the investigative process is completed in a timely manner, but more importantly, promptly contacting the complainant is also a high priority to ensuring there is confidence and assurance in the process.

The value of the centralization

- All EEO Officers that conduct Title VII investigations are now certified through a commissioned and licensed company specialized in Equal Opportunity Employment (EEO) related training, and Federal sector EEO Investigations, as of June 27th, 2024.
- Only EEO Investigators will respond to and conduct Title VII related complaints and investigations.
- Assignment of an investigation to a Third Party entity may be required due to resources and the nature of the complaint. Assignment of those cases will be handled by this office.
- The EEO Office will have the ability to provide training and other related services for staff and agencies.
- The creation of the EEO Hotline is to assist with emergent issues that require an EEO representative for information and support.
- The creation of the EEO Confidential email was implemented to assist those with information and support in a confidential forum, as it relates to EEO and Title VII issues.

The EEO process will remain the same. Those who file complaints, will still complete the complaint form in the NEATS portal or they may contact us directly. Additionally, anyone needing EEO consultation or mediation services, please direct them to the EEO Office.

Email: dhrm.eeo@admin.nv.gov

Hotline: (800) 767-7381