



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM

HR#07-25

February 10, 2025

TO: Directors
Deputy Directors
Department/Division Human Resources Staff

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

SUBJECT: HR-4 Guidance

The Division of Human Resource Management (DHRM) evaluates HR-4 (formally NPD-4) Accelerated Salary Requests pursuant to the Nevada Administrative Code 284.204. Direct questions regarding this process to class.comp@admin.nv.gov.

The process for requesting an accelerated salary under this memorandum is as follows:

1. Submit HR-4 requests to class.comp@admin.nv.gov.
2. DHRM will verify all required documentation is included with the request, log receipt, and forward to the Governor's Finance Office (GFO).
3. GFO will review the request, make a funding determination and return the signed document to DHRM.
4. DHRM will finalize the review and provide the signed HR-4 to the HR representative.
5. HR Representative must attach the approved HR-4 to the ESMT-A.
6. If approved by DHRM, the agency can move forward with a firm job offer at the accelerated rate.

Attached is DHRM policy for submitting HR-4s and the required documents necessary for review. Decisions on approval/denial of HR-4s will be based on positions that have been deemed hard-to-fill by DHRM.

A current copy of the HR-4 and related documents can be found at:
<https://hr.nv.gov/Resources/Forms/Compensation/Compensation/> .

If you have any questions, please contact Keisha Harris at kiharris@admin.nv.gov or (775) 684-0139.

BW:kh