

Joe Lombardo  
Governor



Joy Grimmer  
Director

Bob Ragar  
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#15-25**

March 20, 2025

**TO:** DHRM Listserv Recipients

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

**SUBJECT:** NOTICE OF PUBLIC MEETING – HUMAN RESOURCES  
COMMISSION

---

The agenda for the March 28, 2025, meeting of the Human Resources Commission has been posted on our website. The meeting will begin at 9:00 a.m. at the Nevada State Library and Archives Building, 100 N. Stewart Street, Room 110, Carson City, with videoconferencing to the Eureka Building, 7251 Amigo Street, Suite 120, Las Vegas, Nevada.

To view the full agenda, please visit our website at:

[https://hr.nv.gov/Boards/Master\\_Meetings\\_Calendar/](https://hr.nv.gov/Boards/Master_Meetings_Calendar/)

Attachments

Joe Lombardo  
Governor



Joy Grimmer  
Director

Bob Ragar  
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

**HUMAN RESOURCES COMMISSION**

**Meeting Notice**

**DATE:** Friday, March 28, 2025

**TIME:** 9:00 a.m.

**LOCATION:**

State Library and Archives Building 100 N. Stewart Street Room 110 Carson City, Nevada 89701	Eureka Building 7251 Amigo Street Room 120 Las Vegas, Nevada 89119
---	---

The sites will be connected by videoconference. The public is invited to attend at either location. As video conferencing gives the Commission, staff, and others flexibility to attend meetings in either Northern or Southern Nevada, handouts to the Commission on the day of the meeting may not be transmitted to distant locations.

**Notice:** The Human Resources Commission may address agenda items out of sequence to accommodate persons appearing before the Commission or to aid the efficiency or effectiveness of the meeting at the Chair's discretion. The Commission may combine two or more agenda items for consideration, and the Commission may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. Comments will be limited to three minutes per person and persons making comment will be asked to begin by stating their name for the record and to spell their last name. The Commission Chair may elect to allow additional public comment on a specific agenda item when the item is being considered.

**Agenda**

- |                            |   |
|----------------------------|---|
|                            | <b>I. Call To Order, Welcome, Roll Call, Announcements</b>  |
|                            | <b>II. Public Comment:</b> No vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. |
| <b>FOR POSSIBLE ACTION</b> | <b>III. Approval of Minutes of Previous Meetings:</b><br>A. December 13, 2024   |
| <b>FOR POSSIBLE ACTION</b> | <b>IV. Discussion and Approval or Denial of Request to Approve Classes or Positions for Pre-employment Screening for Controlled Substances and Revisions to Class Specifications</b>  |

A. The Department of Public Safety requests the addition of the following positions to the list approved for pre-employment screening for controlled substances and requests approval of class specification amendments to include pre-employment screening for controlled substances:

1. Classes and positions requested for approval of pre-employment screening for controlled substances:

a. 11.125 Senior Communications Call Taker; PCNs:  
1111,1112

b. 11.127 Communications Call Taker; PCNs: 1100-1109

2. Request for approval of class specification changes to include pre-employment screening for controlled substances for some positions in:

a. 11.125 Senior Communications Call Taker  
11.127 Communications Call Taker

**FOR POSSIBLE ACTION**

**V. Discussion and Approval or Denial of Proposed Temporary Regulation Changes to Nevada Administrative Code, Chapter 284**

A. LCB File No. T006-25

Sec. 1. NAC 284.126 Creation of new class, reclassification of position or reallocation of existing class.

**FOR POSSIBLE ACTION**

**VI. Discussion and Approval or Denial of Contested Class Specification Reviews**

A. Posting: #04-25

1. Accountant (ACFR) Series

a. 7.100 Accountant II (ACFR)

b. 7.101 Accountant I (ACFR)

2. Chief Accountant Series

a. 7.103 Chief Accountant

3. Accountant Series

a. 7.135 Accountant III

b. 7.136 Accountant II

c. 7.137 Accountant I

4. Accountant Technician Series

a. 7.140 Accountant Technician III

b. 7.141 Accountant Technician II

c. 7.143 Accountant Technician I

5. Auditor Series

a. 7.139 Audit Manager

b. 7.145 Audit Supervisor

c. 7.148 Auditor III

d. 7.154 Auditor II

e. 7.161 Auditor I

**INFORMATIONAL ITEM**

**VII. Report of Uncontested Classification Changes Not Requiring Human Resources Commission Approval per NRS 284.160**

The following items were posted for at least 20 working days. No written objections were received by the Administrator before the end of the posting period; therefore the changes automatically went into effect.

Posting: #42-24

NEW Senior Communications Call Taker

NEW Communications Call Taker

**VIII. Discussion of Dates for Upcoming Meetings**

**IX. Commission Comments**

**X. Public Comment:** No vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken.

**XI. Adjournment**

Supporting material for this meeting is available at the Division of Human Resource Management at 515 E. Musser Street, Suite 101, Carson City, Nevada, 89701; 7251 Amigo Street, Suite 120, Las Vegas, NV, 89119; or on our website:

[https://hr.nv.gov/Boards/PersonnelCommission/Human\\_Resources\\_Commission\\_-\\_Meetings/](https://hr.nv.gov/Boards/PersonnelCommission/Human_Resources_Commission_-_Meetings/). To obtain a copy of the supporting material, you may contact Roxanne Hardy at (775) 684-0131 or [roxannehardy@admin.nv.gov](mailto:roxannehardy@admin.nv.gov)

Inquiries regarding the items scheduled for this Commission meeting may be made to Roxanne Hardy at (775) 684-0131 or [roxannehardy@admin.nv.gov](mailto:roxannehardy@admin.nv.gov).

We are pleased to make reasonable accommodations for individuals who wish to attend this meeting. If special arrangements or audiovisual equipment are necessary, please notify the Division of Human Resource Management in writing at 515 E. Musser Street, Suite 101, Carson City, NV, 89701, no less than (5) working days before the meeting.

Persons who wish to receive notice of meetings must subscribe to the Division of Human resource Management LISTSERV HR Memorandums, which can be found on the following webpage:

[http://hr.nv.gov/Services/HRM\\_Email\\_Subscription\\_Management/](http://hr.nv.gov/Services/HRM_Email_Subscription_Management/). If you do not wish to subscribe to LISTSERV and wish to receive notice of meetings, you must request to receive meeting notices and renew the request every 6 months thereafter per NRS 241.020(3)(c), which states in part, "A request for notice lapses 6 months after it is made." Please contact Roxanne Hardy at (775) 684-0131 or [roxannehardy@admin.nv.gov](mailto:roxannehardy@admin.nv.gov) to make such requests.

Notice of this meeting has been posted at the following locations:

**Carson City**

515 East Musser Street, Suite 101

Nevada State Library and Archives Building, 100 North Stewart Street

Nevada State Capitol Building, 101 North Carson Street

Nevada State Legislature Building, 401 South Carson Street

**Las Vegas**

Eureka Building, 7251 Amigo Street

**Websites:**

Nevada Public Notice website: <http://notice.nv.gov>

Division of Human Resource Management: [www.hr.nv.gov](http://www.hr.nv.gov)