



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
***Division of Human Resource Management***  
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**MEMORANDUM**  
**HR #11-26**

March 13, 2026

**TO:** Department Directors  
Deputy Directors  
Administrators  
Agency Personnel Liaisons

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

**SUBJECT:** HR-19 and HR-20 Pre-Legislative Reviews, 84<sup>th</sup> Legislative Session

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In anticipation of the 84<sup>th</sup> Legislative Session (FY 2028/2029), the Division of Human Resource Management (DHRM) will begin conducting pre-legislative session reviews of new and revised classified positions, reclassification of vacant classified positions, and will now be part of the process of reviewing all requests for new unclassified positions.

The purpose of reviewing an unclassified position request is to ensure that Departments are not creating positions that duplicate existing roles. The review also includes conducting a market analysis to confirm that compensation is aligned with prevailing rates, ensuring that employees are paid appropriately and within market standards. Additionally, this process verifies whether an existing classified or unclassified job title already exists that adequately meets the needs outlined in the request.

DHRM will begin accepting the HR-19 and HR-20 forms on March 31, 2026, through August 21, 2026. Any HR-19 or HR-20 request submitted after August 21 must be initiated by the Budget Division of the Governor's Finance Office. Please strive to submit your request to DHRM before the September 1, 2026, deadline for Submittal of Agency Request Budgets within NEBS.

The HR-19 and HR-20 forms, as well as the associated policies can be found at:

[Classification and Compensation SharePoint](#)

The requests should be submitted to the department's assigned MS Teams Channel within the appropriate division sub-folder to be properly logged and assigned. Please contact your department's Classification and Compensation HR Business Partner regarding any access or general questions related to the Channel. A list of your assigned Class/Comp Business Partner is also located on the SharePoint page.

Once the pre-review has been completed, the department will be supplied with a memo detailing DHRM's recommendation that will need to be submitted in NEBS as an attachment under the Account Maintenance Tab, applicable Decision Unit. As this is just a preliminary review, there is no formal appeal process however, DHRM will work closely with the department representative to obtain any additional information to make the correct classification determination.

Please note that this is a preliminary recommendation and that any change to the duties and responsibilities of the position or organizational structure may alter the determination made during the pre-review.

If the classified and/or unclassified position is approved during the Legislative session, and if there are no changes to the duties and responsibilities, the department must inform DHRM for the final processing of the classification.

DHRM will not be conducting pre-leg reviews for the reclassification of positions that are currently filled. If the funding for the reclassification is ultimately approved by the legislature, the GFO will approve the funding request and forward the request to DHRM to start the classification review process

If you have any questions regarding this process, contact [class.comp@admin.nv.gov](mailto:class.comp@admin.nv.gov).