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MEMORANDUM
HR#13-22

April 11, 2022

TO: DHRM Listserv Recipients

FROM: Frank Richardson, Administrator *Frank Richardson*
Division of Human Resource Management

SUBJECT: SUCCESSION PLANNING UPDATE

The Division of Human Resource Management (DHRM) is pleased to announce the [emergency regulations](#) related to succession planning that were approved by the Personnel Commission on March 25, 2022, have been endorsed by the Governor, filed with the Secretary of State, and are currently in effect.

The new regulation that implements succession plans and related appointments for hard to fill appointments requires that such plans be submitted on a form prescribed by the DHRM. As a result, a new Succession Plan ([HR-10](#)) form and additional information has been developed and can be found on DHRM's [website](#).

Additionally, the DHRM's Office of Employee Development has created the OED Succession Planning Certification for NAC 284.058 course to satisfy the requirement of the new regulation regarding certification of employees who prepare succession plans. The course can be found in the SuccessFactors Learning Tile by entering any keywords in the course title.

Classes have been scheduled for the dates below and additional class offerings will be added to SuccessFactors soon.

Friday, April 15, 8:30 a.m. to 12:30 p.m.
Monday, April 18, 1:00 p.m. to 5:00 p.m.
Wednesday, April 27, 1:00 p.m. to 5:00 p.m.

The Division of Human Resource Management is excited about these new regulations and hope that succession planning will be a successful tool to recruit and retain State of Nevada employees.

If you have any questions, please contact Michelle Garton at mgarton@admin.nv.gov or (775) 684-0136 or Beverly Ghan at bghan@admin.nv.gov or (775) 684-0103.