



**DEPARTMENT OF PERSONNEL**  
**209 East Musser Street, Room 101**  
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**<http://dop.nv.gov>**

**MEMO PERD#33/08**

May 15, 2008

TO: All Agency Leaders

FROM: Todd Rich, Director  
Department of Personnel

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SUBJECT: Hiring Freeze

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Due to the continuing decline in the State of Nevada's General Fund revenues sources, the State is faced with serious financial challenges. One of the proactive steps we can take at this time is to limit the hiring of current and future vacant positions. **Therefore, effective May 16, 2008, the Department of Personnel is stopping all hiring activities for all open positions that are not on the exempt list.**

As before, executive branch positions (both classified & unclassified) will not be filled unless they are among those considered exempt (see attached list). This process applies to all positions irrespective of the funding for the position (i.e. General Fund, Highway Fund, Federal Funds, Fees, etc.) This includes positions that are currently open and in the recruitment process. The elected Constitutional Offices, Supreme Court, and Legislative Counsel Bureau are being asked to voluntarily comply with this process as well.

If you have a critical position that must be filled, please keep in mind that you will need to support and defend the request up to the Director level. The position will also require approval by the Directors Review Panel. Please see details listed below.

### **PROCESS TO FILL POSITIONS**

In order for a position to be considered for approval from the Directors Review Panel, the following steps must be completed:

1. Complete the *Justification To Fill* form (revised 05/15/08) and forward it to your budget analyst in the Department of Administration. This form is available on the Budget

Department's web site or at the following link:

[http://budget.state.nv.us/forms/justification\\_to\\_fill.doc](http://budget.state.nv.us/forms/justification_to_fill.doc).

2. If approved by the Budget Office, the *Justification To Fill* form will be forwarded to the Directors Review Panel for review.
3. If the Directors Review Panel approves the position, the *Justification To Fill* form will be forwarded to the Department of Personnel / Recruitment and Retention Division to initiate the posting and begin (or continue) the recruitment activities.

#### **OTHER RELEVANT INFORMATION**

- Employment offers that were made and accepted through May 16, 2008 will be honored.
- Currently, the Department of Personnel is working on the recruitment of approximately 414 open positions. If these positions are not covered in the exempt list in this memo, you will need to follow the outlined process mentioned above in order to have these positions reviewed.
- Caution should be exercised when reassigning duties that could result in reclassification, special salary adjustments or require authorization of overtime to maximize the cost savings from maintaining vacant positions.
- The process outlined applies to any type of appointment to a vacant position (i.e., new positions, transfers, promotions, reinstatement).

The Department of Personnel is committed to making this process go as smoothly as possible and I want to thank you for your understanding and cooperation in this matter. These are truly tough times for all of us, and I hope we can all support each other and meet these challenges as a team. If you have any questions or concerns regarding this process, please feel free to contact me at [trich@dop.nv.gov](mailto:trich@dop.nv.gov) or 775-684-0103.

**POSITIONS EXEMPT FROM HIRING FREEZE***As of May 15, 2008*

		<b>Title</b>
	1.817	Conservation Crew Supervisor III
	1.870	Conservation Camp Supervisor
(I)	10.126	Psychologist III
(I)	10.132	Psychologist II
(I)	10.137	Mental Health Counselor 4
(I)	10.138	Mental Health Counselor 3
(I)	10.139	Mental Health Counselor 2
(I)	10.141	Mental Health Counselor 1
(I)	10.143	Psychologist I
(I)	10.144	Clinical Social Worker 2
(I)	10.151	Clinical Social Worker 3
(I)	10.160	Licensed Psychologist II
(I)	10.170	Licensed Psychologist I
(I)	10.171	Psychologist Assistant
(I)	10.229	Mid-Level Medical Practitioner
(I)	10.231	Health Informational Director
(I)	10.234	Health Info Coordinator I
(I)	10.240	Quality Assurance Specialist 4
(I)	10.261	Dental Prosthetics Technician
(I)	10.263	Dental Assistant 2
(I)	10.300	Director, Nursing Services 2
(I)	10.301	Director, Nursing Services 1
(I)	10.305	Psychiatric Nurse 3
(I)	10.306	Psychiatric Nurse 4
(I)	10.307	Psychiatric Nurse 2
(I)	10.309	Psychiatric Nurse 1
(I)	10.310	Chief of Nursing Services
	10.316	Correctional Nurse 3
	10.318	Correctional Nurse 2
	10.360	Licensed Practical Nurse 2
	10.364	Licensed Practical Nurse 3
	10.369	Certified Nursing Assistant
(I)	10.705	Pharmacist 3
(I)	10.709	Pharmacist 1
(I)	10.723	Pharmacist Technician
(I)	10.728	Pharmacist Technician

	11.118	Public Safety Dispatcher 5
	11.120	Public Safety Dispatcher 4
	11.122	Public Safety Dispatcher 3
	11.124	Public Safety Dispatcher 2
	11.126	Public Safety Dispatcher 1
(I)	12.469	Substance Abuse Counselor 2
	12.501	Warden
	12.517	Correctional Assistant
	12.554	Correctional Class & Planning Spec
	12.556	Correctional Case Work Spec 3
	12.559	Correctional Case Work Spec 2
	12.565	Correctional Case Work Spec 1
	12.571	Correctional Case Work Spec Trainee
	12.614	Parole / Probation Specialist 2
	12.616	Parole / Probation Specialist 3
	12.618	Parole / Probation Specialist 4
	13.202	DPS Major
	13.203	DPS Captain
	13.204	DPS Lieutenant
	13.205	DPS Sergeant
	13.205	DPS Sergeant
	13.206	DPS Officer 2
	13.207	DPS Officer 1
	13.243	Criminal Investigator 3
	13.303	Assoc Warden of Operations
	13.310	Correctional Lieutenant
	13.311	Correctional Sergeant
	13.312	Sr. Correctional Officer
	13.313	Correctional Officer
	13.314	Correctional Officer Trainee
	U1017	Enforcement Agent
(I)	U9085	Sr. Institution Dentist A
(I)	U9086	Sr. Institution Dentist B
(I)	U9087	Sr. Physician
(I)	U9088	Sr. Psychiatrist

(I) Institutional Settings Only

cc: Agency Personnel Liaisons  
Agency Personnel Representatives  
Department of Personnel Staff  
Budget Analysts  
Constitutional Offices  
Supreme Court  
Legislative Counsel Bureau