



DEPARTMENT OF PERSONNEL
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MEMO PERD#48/07

October 18, 2007

TO: All Agency Leaders

FROM: Todd Rich, Director
Department of Personnel *T.R.*

SUBJECT: EXECUTIVE BRANCH POSITION HIRING FREEZE

Governor Gibbons is concerned about the current tax revenues that provide the general fund appropriations. The projections for these revenues are less than what was expected, and therefore, proactive measures must be taken to ensure that we can fund our budgets through this biennium.

Effective October 18, 2007, Governor Gibbons has indicated that executive branch positions (both classified & unclassified) will not be filled unless they are among those considered exempt (see list below) or are approved from the Directors Review Panel. The elected Constitutional Offices, Supreme Court, and Legislative Counsel Bureau are being asked to voluntarily comply with this new process.

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 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%20to%20fill.doc)

2. If approved by the budget office, the *Justification To Fill* form will be forwarded to the Department of Personnel, Recruitment Division in Carson City, attn: Dana Carvin, Supervisory Personnel Analyst, Department of Personnel.

3. The Directors Review Panel will examine each position and determine if there is a compelling need to fill the position. If approved, 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.

POSITIONS EXEMPT FROM NEW PROCESS RELEVANT INFORMATION

	Title
10.144	Clinical Social Worker 2
10.151	Clinical Social Worker 3
10.300	Director, Nursing Services 2
10.301	Director, Nursing Services 1
10.305	Psychiatric Nurse 3
10.307	Psychiatric Nurse 2
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
12.556	Correctional Case Work Spec 3
12.559	Correctional Case Work Spec 2
12.565	Correctional Case Work Spec 1
13.303	Assoc Warden of Operations
13.310	Correctional Lieutenant
13.311	Correctional Sergeant
13.312	SR Correctional Officer
13.313	Correctional Officer
11.104	DPS Sergeant
11.118	Public Safety Dispatcher 5
11.120	Public Safety Dispatcher 4
11.122	Public Safety Dispatcher 3
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
13.206	DPS Officer 2
13.207	DPS Officer 1
13.243	Criminal Investigator 3

OTHER RELEVANT INFORMATION

- Employment offers that were made and accepted prior to October 18, 2007 should be honored.
- Currently, the Department of Personnel is working on the recruitment of approximately 350 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).

I know this new procedure will be somewhat of a challenge, and I want you to know that the Department of Personnel is committed to making this process go as smoothly as possible. Thank you for your cooperation in this matter.

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