



DEPARTMENT OF PERSONNEL
209 East Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 684-0150
<http://dop.nv.gov>

MEMO PERD #48/10
September 7, 2010

TO: Personnel Commission Members
Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives
Designees for Rules Distribution
Employee Representatives
Interested Parties

FROM: Teresa J. Thienhaus, Director
Department of Personnel

A handwritten signature in cursive script, reading "Teresa J. Thienhaus".

SUBJECT: NOTICE OF WORKSHOP - Amendments to NAC 284

The regulation change included with this memorandum is being proposed for temporary adoption. In order to review the proposed changes in the regulation and solicit comments from interested persons, a workshop will be held at 9:00 a.m. on September 22, 2010, at the Gaming Control Board, Conference Room, Carson City, Nevada, and by video conference at the Gaming Control Board, Grant Sawyer Building, Room 2450, 555 E. Washington Avenue, Las Vegas, Nevada. An informational note explaining the nature and purpose of the proposed change precedes the regulation.

Please circulate or post the enclosed *Notice of Workshop to Solicit Comments on Proposed Regulations* along with the text of the proposed regulation, or otherwise notify your employees.

TJT:vk

Enclosures



DEPARTMENT OF PERSONNEL
209 East Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 684-0150
<http://dop.nv.gov>

Regulations Workshop*

AGENDA

DATE: September 22, 2010

TIME: 9:00 am

PLACE: Gaming Control Board
1919 College Parkway
Carson City, Nevada
and
Grant Sawyer Building
555 East Washington Avenue
Gaming Control Board, Rm. 2450
Las Vegas, Nevada

The sites will be connected by videoconference. The public is invited to attend at either location.

1. Call To Order
2. Review of proposed changes to NAC 284:
Regulation Leadline: NAC # :
A. Investigations of Classifications NAC 284.130
3. Adjournment

* This workshop will be conducted in accordance with the Open Meeting Law (NRS 241.020).

NOTE: Comments by the general public will be taken following a description of the proposed regulation change. Public comment may be limited to 15 minutes per person at the discretion of the staff member conducting the workshop.

If anyone has questions or wish to discuss in further detail, the item scheduled for this regulations workshop, please contact Mark Evans at (775) 684-0149.

Notices have been posted on the Department of Personnel's Website www.dop.nv.gov and at the following locations:

Department of Personnel - Blasdel Building, 209 East Musser Street, Carson City, Nevada

Library and Archives - 100 North Stewart St., Carson City, Nevada

Capitol Building - 101 North Carson Street, Carson City, Nevada

Gaming Control Board - 1919 College Parkway, Carson City, Nevada

Legislative Building - 401 S. Carson St., Carson City, Nevada

Grant Sawyer Office Building - 555 East Washington Avenue, Las Vegas, Nevada

We are pleased to make reasonable accommodations for individuals with disabilities who wish to attend the meeting. If special arrangements for the meeting are necessary, please notify Rennie Brode, in writing at 209 East Musser Street, Room 300, Carson City, Nevada 89701, or by calling (775) 684-0119 no later than five working days prior to the meeting.

**NOTICE OF WORKSHOP
TO SOLICIT COMMENTS ON PROPOSED REGULATIONS**

The Department of Personnel, 209 East Musser Street, Carson City, Nevada, telephone number (775) 684-0119, is proposing the temporary adoption, repeal, or amendment of regulations pertaining to Chapter 284 of Nevada Administrative Code. A workshop has been set for 9:00 a.m. on September 22, 2010 at the Gaming Control Board, Conference Room, 1919 College Parkway, Carson City, Nevada and by video conference at the Gaming Control Board, Grant Sawyer Building, Room 2450, 555 E. Washington Avenue, Las Vegas, Nevada. The purpose of the workshop is to solicit comments from interested persons on the following general topic that may be addressed in the proposed regulation:

Regulation Leadline:

Investigations of Classifications

NAC #

NAC 284.130

A copy of all materials relating to the proposal may be obtained at the workshop or by contacting the Department of Personnel offices at 209 E. Musser Street, Room 300, Carson City, Nevada, telephone number (775) 684-0119, or 555 East Washington Avenue, Suite 1400, Las Vegas, Nevada, telephone number (702) 486-2900. A reasonable fee for copying may be charged.

This Notice of Workshop to Solicit Comments on Proposed Regulation has been sent to all persons on the agency's mailing list for administrative regulations and posted at the following locations.

CARSON CITY

Blasdel Building, 209 E. Musser St.
NV State Library and Archives, 100 N. Stewart St.
Legislative Building, 401 S. Carson St.
Capitol Building, 101 N. Carson St.
Gaming Control Board, 1919 College Parkway

LAS VEGAS

Grant Sawyer State Office Building
555 E. Washington Avenue

This Notice of Workshop to Solicit Comments on Proposed Regulation has been sent to:
ALL STATE AGENCIES
ALL NEVADA COUNTY PUBLIC LIBRARIES

NOTE: We are pleased to make reasonable accommodations for individuals with disabilities who wish to attend the meeting. If special arrangements for the meeting are necessary, please notify the Department of Personnel, in writing, at 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204 or call Rennie Brode at (775) 684-0119, no later than five working days before the meeting.

Date: September 7, 2010

File 1

NAC 284.130 is hereby amended to read as follows:

Explanation of Proposed Change: This regulation change, proposed by the Department of Personnel, clarifies the ability of the Department to initiate classification studies outside of an occupational group study. This will help ensure that employees are appropriately classified and compensated for the work they perform and will assist in the maintenance of a fair and equitable classification system. Subsection 1 would allow for a position to be reclassified without a significant change to the duties assigned. While there are a variety of reasons that the Department may initiate such action, one example is to allow the reallocation of an existing position to a new class which better describes the duties performed.

The addition of subsection 2 prompts a classification study when a position is going to be filled. It is not uncommon for positions to evolve over time, based on the needs of the agency, with the addition or deletion of duties. This classification review will ensure the position classification is consistent with the duties assigned at the time of recruitment. Additionally, it will ensure that the appropriate minimum qualifications and knowledge, skills and abilities are being screened for during the recruitment and examination process.

NAC 284.130 Investigations of classifications. (NRS 284.020, 284.065, 284.155)

1. As part of its responsibility to maintain the State classification plan, ~~the~~ the Department of Personnel may investigate the classification of any existing position ~~on the written request of an appointing authority or an employee or~~ on its own initiative ~~and~~, subject to funding availability, may reallocate the position to any appropriate existing or new class without regard to the significant change requirement for reclassification under NAC 284.126, subsections 2 and 4.

2. Department of Personnel shall review the appropriateness of the classification of any position that becomes vacant before an agency can fill the vacancy, unless the position has been reviewed during the preceding 12 months and the agency attests that no change in duties has occurred since the last review. The Department of Personnel will determine in each case what information will need to be provided by the agency to facilitate the review.

[Personnel Div., Rule II § E, eff. 8-11-73]—(NAC A by Dep't of Personnel, 10-26-84)