




DEPARTMENT OF PERSONNEL
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MEMO PERD #22-11
June 7, 2011

TO: Department Directors
Department Administrators
Agency Personnel Liaisons
Agency Personnel Representatives

FROM: Teresa J. Thienhaus, Director
Department of Personnel 

SUBJECT: NVAPPS Phase 2 Rollout Preparations

Due to the impending rollout of NVAPPS Phase 2, the Department of Personnel is making several adjustments to our workflow processing to (A) ensure a smooth transition to the new system and to (B) allow for timely processing in TRAC. Implementation of the new system is slated for mid-August, with a target date of August 16th.

Phase 2 of NVAPPS will completely replace TRAC and integrate all of our application, examination, scoring and certification processes into our online NEATS system. Aside from the online integration of every major function of the recruiting process, we will also be adding the capability of administering written exams on computers in our Carson City and Las Vegas testing facilities. This will ultimately provide more effective and efficient service for our agency and applicant stakeholders.

Due to the upcoming merger with the Department of Administration and various staff & office moves, we will have to relocate our testing facility in Carson City over to the Blasdel Building. Additionally, the new testing facility will also have to be utilized for staff training on the new NVAPPS features. These operational and logistical considerations, along with the depth and breadth of software changes, mean the Department is going to implement a series of timeframes for processing recruitment request and job applications, opening and closing recruitments, and administering written exams.

The following modifications and their associated deadlines will be in effect until after the implementation date:

<u>Modification</u>	<u>Deadline Date</u>
No recruitments that require a written exam will be opened after:	June 15th
All recruitments with a written exam must close by:	July 1st
No written exams will be administered after:	July 15th
All other recruitments must be closed by:	August 5th

Any recruitment requests that do not adhere to these deadlines will be rejected and no processing will occur.

Furthermore, delegated agencies who perform recruitment activities are to adhere to these deadlines as well. It is extremely important that all processing of job applications to a status of “Eligible” occur prior to the implementation date.

In order to assist us with this process, please anticipate your future recruitment & staffing needs and submit any recruitment requests as soon as possible so that we can meet these deadlines as well as your hiring needs.

Please contact Peter Long at (775) 684-0103 if you have any questions regarding this matter.

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