Division of Human Resource Management | Consultation, Accountability & Regulations

515 E. Musser St., Ste. 101, Carson City, NV 89701 Telephone: 775-684-0111 | Fax: 775-687-9085

Carrie Hughes, Supervisory Human Resource Analyst 775-684-0111 | cphughes@admin.nv.gov

Nora Johnson, Human Resource Analyst Lead Analyst – Leave and Grievances 775-684-0148 | nora.johnson@admin.nv.gov

> Vacant, Human Resource Analyst Lead Analyst – Regulations

Nadia Tung, Human Resource Analyst
Lead Analyst –Publications, Alcohol & Drug Testing and Employee Assistance Program
775-684-0125 | NTung@admin.nv.gov

Vacant, Administrative Assistant

Responsibilities:

- Agency Delegation Agreements
- Agency Prohibitions and Penalties (P&Ps)
- Alcohol and Drug Program
- Americans with Disabilities Act (ADA) –
 Title I
- Disciplinary Appeal Hearings
- Catastrophic Leave Appeals
- Climate Studies & Exit Survey Program
- Employee Assistance Program (EAP)
- Employee-Management Committee
- Employee Reports on Performance
- Employee Work Performance Standards
- Employee Relations
- Family Medical Leave Act (FMLA)
- Non-CBA Grievance Process & Resolution
- Human Resources Commission
- Leave and Attendance Issues
- Merit Award Board
- Military Leave
- Paid Family Leave (PFL)
- Progressive Discipline Process
- Separations from Service
- Whistleblower Retaliation

Provides Training:

- Alcohol & Drug Testing
- Developing Essential Functions
- Evaluating Employee Performance
- Interviewing & Hiring
- Handling Grievances
- Progressive Disciplinary Procedures
- Americans with Disabilities Act (ADA)
- Family and Medical Leave Act (FMLA)
- Whistleblower Protections
- Work Performance Standards