

# State of Nevada 700-Hour Program

Division of Human Resource Management  
Compensation, Classification and Recruitment Section

<http://hr.nv.gov>

Phone: (775) 684-0150 | Fax: (775) 684-0122

# 700-Hour Program Overview

*Establishing a program for the hiring of people with disabilities into the State workforce*

- To assist disabled persons certified by the Rehabilitation Division to secure employment in State agencies.
  - Temporary position limited to 700 hours service
  - Priority hiring lists
  - Position may lead to a permanent appointment
    - Time worked in 700 Hour appointment counts toward probation period of longer-term appointment
- Nevada Revised Statute (NRS) 284.327 and Nevada Administrative Code (NAC) 284.364 outline the provisions, AB192, approved 2017 Legislative Session.

# Nevada Revised Statute and Nevada Administrative Code

**NRS 284.327** states, “Temporary limited appointment of persons with disabilities.

1. To assist persons with disabilities certified by the Rehabilitation Division of the Department of Employment, Training and Rehabilitation, appointing authorities are encouraged and authorized to make temporary limited appointments of certified persons with disabilities for a period not to exceed 700 hours notwithstanding that the positions so filled are continuing positions. [A person with a disability who is certified by the Rehabilitation Division must be placed on the appropriate list for which the person is eligible.](#) **Each such person must possess the training and experience necessary for the position for which the person is certified.** The Rehabilitation Division must be notified of an appointing authority’s request for a list of eligibility on which the names of one or more certified persons with disabilities appear. A temporary limited appointment of a certified person with a disability pursuant to this section constitutes the person’s examination as required by **NRS 284.215**.
2. The Commission shall adopt regulations to carry out the provisions of subsection 1.
3. This section does not deter or prevent appointing authorities from employing:
  - (a) A person with a disability if the person is available and eligible for permanent employment.
  - (b) A person with a disability who is employed pursuant to the provisions of subsection 1 in permanent employment if the person qualifies for permanent employment before the termination of the person’s temporary limited appointment.
4. If a person appointed pursuant to this section is subsequently appointed to a permanent position during or after the 700-hour period, the 700 hours or portion thereof counts toward the employee’s probationary period.”

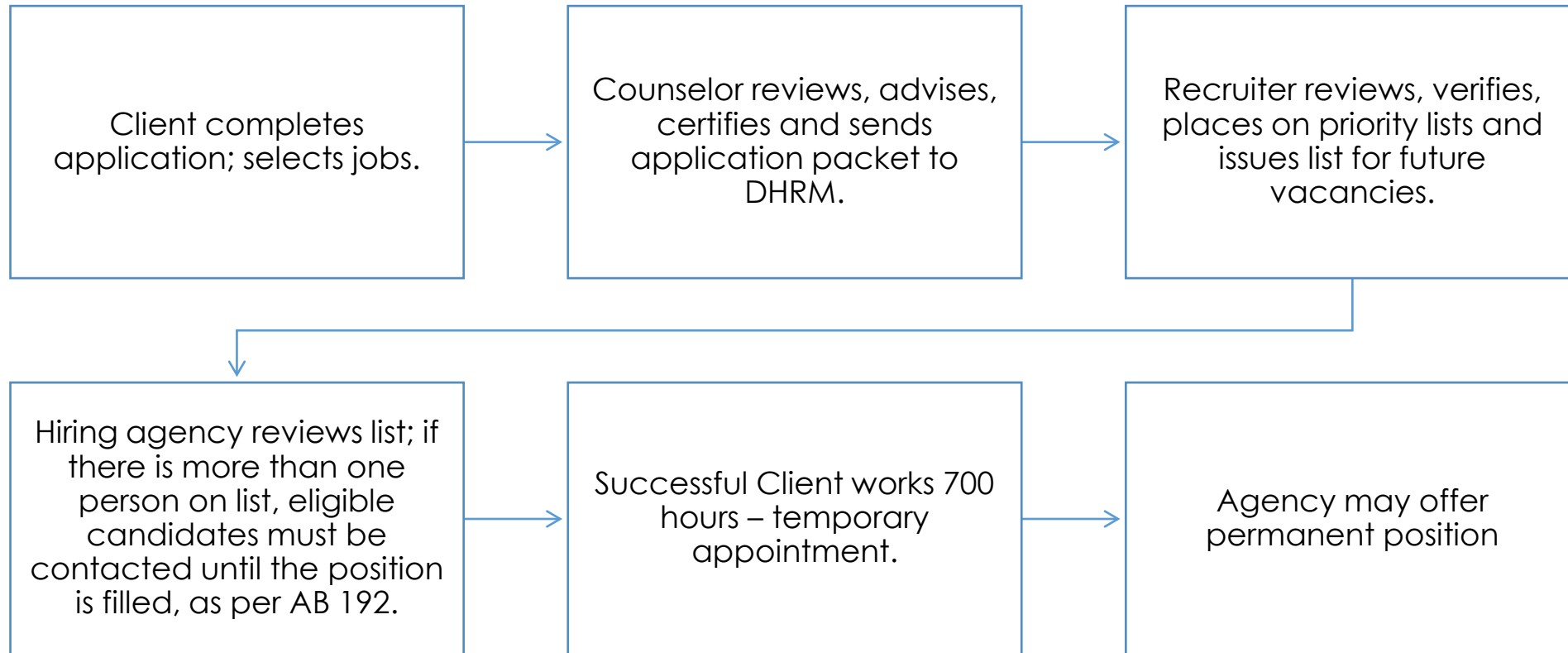
# Nevada Revised Statute and Nevada Administrative Code (*cont.*)

**NAC 284.364** Lists of persons with disabilities who are eligible for temporary limited appointments. (**NRS 284.065, 284.155, 284.250, 284.327**)

Pursuant to **NRS 284.327**, the Rehabilitation Division of the Department of Employment, Training and Rehabilitation may provide to the Division of Human Resource Management the names of persons with disabilities certified by the Rehabilitation Division who are eligible for temporary limited appointments of 700 hours' duration. Upon receipt from the Rehabilitation Division of the job applications and job recommendations, the Division of Human Resource Management will evaluate the information against the job requirements and minimum qualifications of the recommended classes. Through noncompetitive means, the names of qualified persons will be placed in a 700-hour category on the eligible list and certified to the requesting agency for consideration.

A current probationary or permanent state employee who occupies a permanent full-time position is not eligible for the provisions of this section unless his or her disability jeopardizes his or her continued employment in his or her present position and placement on the list does not merely circumvent the provisions of this chapter governing promotion or transfer.

# 700-Hour Program Process



# 700-Hour Program Process

## *Role of Department of Employment, Training and Rehabilitation (DETR), Rehabilitation Division*

- DETR Rehabilitation Division Counselors:
  - Certify clients for program;
  - Assist clients with State application and a proposed list of State job titles generally fitting the client's experience and abilities;
  - Provide Division of Human Resource Management (DHRM), Compensation, Classification and Recruitment Section with 700-Hour packet:
    - Cover letter recommending client for program and attached job titles;
    - Job Development Form
    - Updated Client Success Factors Profile and Resume
  - Assigned DETR Counselor liaise with DHRM Recruiters for placement on 700-Hour lists and eligibility of clients for requested job titles.

# 700-Hour Program Process

## *Role of Department of Employment, Training and Rehabilitation (DETR), Rehabilitation Division (cont.)*

- 700 Hour Packet Cover Letter Content:
  - Introduction of client and counselor
  - Recommendation of client for 700-hour program (we assume you have certified them in accordance with your procedure)
  - The list of the jobs as attached in the Job Development form and a statement that the client can generally perform the job functions as they are described in the class specifications.
- Subsequent job requests for same client:
  - A new Job Development Form may be submitted with the updated jobs by the counselor; we will assume you have reviewed the class specifications with the client to determine suitability and would not require an application and cover letter.

# 700-Hour Program Process

## *Role of The Client/Applicant*

- Clients/Applicants:
  - Update application
  - Choose the job titles of interest
  - Consult with DETR Counselor
  - Update their job list at any time, in consultation with the DETR Counselor
  - Respond to inquiries of availability from State agencies after reviewing essential functions with DETR Counselor
  - May also apply for other State jobs through regular, competitive means



# Things to Consider for Resume and Applicant Profile

## *Client/Applicant*

- Attach College transcripts (unofficial copies are okay)
- Resumes can be more than 2 pages
- Recruiters do not assume you have the experience; they need to see it in your employment history
  - Be very detailed and include all your work experience
  - Do not use acronyms as they may be different for companies/organizations
  - Volunteer work is okay to list
  - If you held different positions within the same company, list the two positions separately

# Resources for Counselors & Clients

- DHRM website: <http://hr.nv.gov/>
- State Application and Announcements: <https://careers.nv.gov/>
- Jobs & Application Information Page: <http://nvjobs.nv.gov/>
- Class Specifications: [http://hr.nv.gov/Resources/Class Specifications/](http://hr.nv.gov/Resources/Class_Specifications/)

## HOW TO APPLY FOR A JOB with the State of Nevada

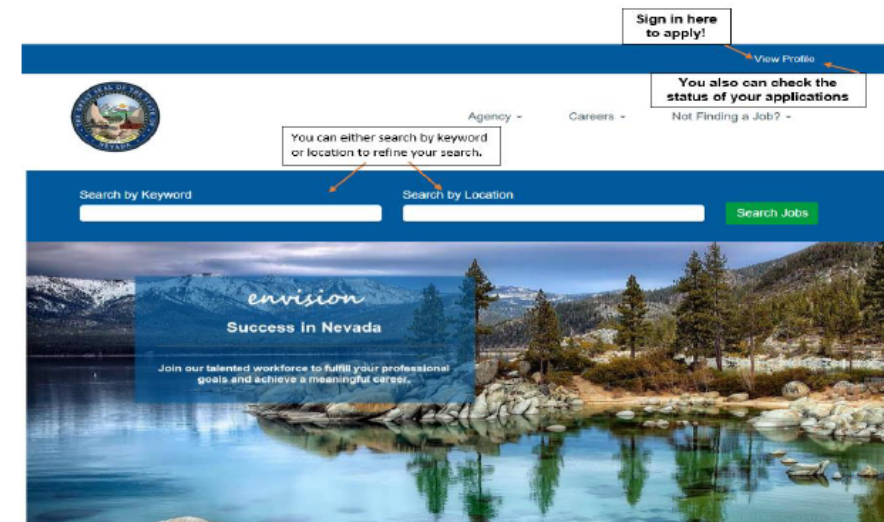
The first step in finding a job with the State of Nevada is to visit our website:

Careers.nv.gov or hr.nv.gov

### Next steps in hiring process:

Apply and search for positions on our site:

1. Go to [careers.nv.gov](http://careers.nv.gov)
2. Click on "View Profile". This is where you will log in/create your account.
3. Search for open positions by location or keyword
4. Click "Apply Now" button in the job announcement.



### Helpful hints for SuccessFactors

- **Applicant profile and Minimum Qualifications:** When completing the application packet, be sure to give as much detail as possible in your resume and/or application. Any qualifications needed for the job will be listed on the announcement. Some job announcements will have questions that you must complete. Please read these questions carefully when applying.
- **Applications status:** Your application will have various statuses throughout the process:
- **New Application:** Still waiting to be evaluated by the recruiter.
- **Short List:** Verified as meeting minimum qualifications.
- **Eligible:** Your application has been forwarded to the hiring manager and you are being given interview consideration.
- **Withdraw:** This will withdraw your application from consideration.

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If you require assistance navigating the new system, please contact the Help Desk:

Help desk hours: Monday – Friday 8:00am to 5:00pm

Help desk number: 775-687-9099 or 866-686-3287

Help desk email: [hrhelpdesk@admin.nv.gov](mailto:hrhelpdesk@admin.nv.gov)



# 700-Hour Program Process

## *Role of Division of Human Resource Management (DHRM), Compensation, Classification and Recruitment Section*

- DHRM Recruiters:
  - Evaluate clients' applications against the minimum qualifications (MQs) of each job title;
  - Place clients on the 700-Hour list for one year, for any titles for which MQs are met, or until hired (if sooner);
  - Liaise with DETR Counselors and clients:
    - Make recommendations for applications.
    - Make recommendations of additional job titles for which the client might be qualified.
  - Provide the 700-Hour lists to State agencies requesting to fill vacancies, prior to issuing a regular list or opening an announcement.

# 700-Hour Program Process

## *Role of State Agencies Filling Positions*

- State agencies filling vacant positions:
  - First receive a 700-Hour list of eligible program candidates (if no layoff/reemployment lists exist) to consider for the position;
  - Contact must be made with the persons on the list and essential functions made available to them.
  - Make an offer to the chosen 700-hour applicant if they are interested and able to perform the essential functions of the position.
  - If there is more than one person on the list, eligible candidates must be contacted until the position is filled. If none of the candidates were interested or they were unable to perform the essential functions, the agency should notify DHRM.
  - Make sure the list is coded and complete.
  - May choose to offer the successful 700-Hour appointee a permanent position at the end of the 700-Hour appointment. The 700 hours will count towards the appointee's probationary time.