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

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 ("Establishing a Program for the Hiring of the People with Disabilities into the State Workforce").
Client completes application; selects jobs.

Counselor reviews, advises, certifies and sends application packet to DHRM.

Recruiter reviews, verifies, places on priority lists and issues list for future vacancies.

Hiring agency reviews list; if there is more than one person on list, eligible candidates must be contacted until the position is filled, as per AB 192.

Successful Client works 700 hours – temporary appointment.

Agency may offer permanent position.
Yes
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 NVAPPS Application
• 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
Job Development Form

* Shaded areas to be completed by DETR Rehabilitation Counselor

<table>
<thead>
<tr>
<th>Client Name:</th>
<th>Counselor Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client Phone:</td>
<td>Counselor Phone:</td>
</tr>
<tr>
<td>Client Address:</td>
<td>Counselor Email:</td>
</tr>
<tr>
<td>Client Email:</td>
<td></td>
</tr>
</tbody>
</table>

Location(s) client is willing to work:
- ☐ Battle Mountain
- ☐ Caliente
- ☐ Carlin
- ☐ Carson City, Minden, Gardnerville, Genoa
- ☐ Elko
- ☐ Ely
- ☐ Fallon
- ☐ Hawthorne
- ☐ Lake Tahoe, Incline Village
- ☐ Las Vegas, Boulder City, Indian Springs
- ☐ Jean, Henderson
- ☐ Laughlin
- ☐ Lovelock
- ☐ Mesquite
- ☐ Non-Assigned/Out-of-State
- ☐ Pahrump
- ☐ Pioche
- ☐ Reno, Sparks
- ☐ Silver Springs, Lahontan, Fernley
- ☐ Virginia City, Silver City
- ☐ Wells
- ☐ Winnemucca
- ☐ Yerington

Please complete the first three columns of the table below for the job classes the client and counselor have discussed as suitable for and of interest to the client, and for which they feel the client qualifies. Additional lines may be added to the table or as an attachment if needed. Class Specifications (descriptions and qualifications) may be found at: [http://hr.nv.gov/Resources/Class_Specifications/](http://hr.nv.gov/Resources/Class_Specifications/).

Submit this form and attach client's up-to-date NEATS/NVAPPS Applicant Profile and cover letter introducing client as a candidate for the 700-Hour Program and listing requested titles to the Division of Human Resource Management (DHRM), Compensation, Classification and Recruitment Section by email to program contact or by fax: (775) 684-0122.

* A = Accepted   R = Does not meet requirements for class
700-Hour Program Process
Role of The Client/Applicant

Clients/Applicants:

• Update application;
• Choose the job titles of interest and 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.)
700-Hour Program Process
Role of The Client/Applicant (cont.)

- Engagement of Client:
  - Application completion
  - “Stats” tab
  - Response to inquiries of availability;
    - Essential Functions
    - Timeframes, as requested by agencies
  - Communication with counselor
Resources for Counselors & Clients

• DHRM website: http://hr.nv.gov/
• State Application and Announcements: https://nvapps.state.nv.us/
• Jobs & Application Information Page: http://nvjobs.nv.gov/
• Class Specifications: http://hr.nv.gov/Resources/Class_Specifications/
• NVAPPS workshops: Free! Provide tips on improving a State application.
  • Las Vegas: 4th Friday of the month
  • Online: https://nvelearn.nv.gov/ (“How To Apply For A Job with the State of Nevada”)
Items to Consider When Developing NVAPPS Profile:

- Do not use acronyms – Acronyms may be different for each company/organization.

- Detailed yet concise job tasks – Vague job tasks and tasks that are in paragraph form (i.e. 100%) do not allow recruiters to verify that you meet the position requirements.

- Percentages – Each task should have its own percentage of time. This allows recruiters to prorate the eligible tasks that are associated to the position applicants are applying for.

- "Other Duties as Assigned" – You know those duties, the recruiters don’t know the duties. This results in recruiters not able to give you credit for this.

- Volunteer work is okay to list as a position. You gained experience as a volunteer; it is alright to show it in your employment history.

- Attaching college transcripts is preferred for all positions, and required on some positions.

- Recruiters do not assume you have the experience; they need to see it in your employment history.

- Resumes are not accepted in lieu of the application. You can attach it to your profile however recruiters will not read it.

- If you have held two different positions for the same company, list the two positions separately. For example, you were an Administrative Assistant from 2001 - 2002, then you transferred to a different position as a Purchasing Technician from 2002- 2010. You would have the two different positions listed separately with the company listed twice in your employment history.

- Check and double check your spelling and grammar; your application is your first impression.

- If there is additional position experience or additional skills required on the recruitment you want to apply for, you will need to answer the question with details. Those details will also need to be seen in your employment history. If there is an extra box to write in your answer, use to describe the type of experience and where you gained the experience. That experience should also be in your employment history.

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: http://hr.nv.gov or http://nvjobs.nv.gov

Next step in Hiring Process –
Apply & Search for Positions on NVAPPS
1. Sign on to create an account (applicant profile).
2. Update your applicant profile (if needed).
3. Search for open positions.
4. Click the "Apply" button at the bottom of the job announcement.

NVAPPS Useful Tips and Definitions:
- Applicant Profile & Job History – When completing the applicant profile, employment history and job duties, detailed information is best and will result in better matches. Vague duties and missing information may result in not being considered.
- Application Status – With the actual status of your application you have submitted. Applicant Notification – Application has been received and is being reviewed. Applicant has passed exam and information has been forwarded to agency.
- Action – This is chooses if you are on the job tab and is the action you wish to take on your application, such as the status of the application. It will state "in process" if you click the "in process" tab, you are telling the manager you are not interested in pursuing the opportunity the position you applied for.
- Exam Schedule – If a position requires a written examination, an e-mail and in-system message will let you know if you are registered or need to register. The exam will be selected once you register.
- Exam Score – Your scores can be found in the profile, click the job tab then click the position you want to see the exam score. The score will be displayed on the job tab. The position exam version and pass point will show and your exam score can be seen on the right side of window.
Notes on special classes:

- **Clerical Trainee:** typically requires applicant to directly approach agency with expression of interest as positions are not filled through the NVAPPS system most of the time.

- **Family Services Specialist:** requires typing certificate verifying 35 net words per minute in 5 minute test, issued within last 6 months to be attached to applicant profile. Online typing tests are not accepted.
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.
  • If there is more than one person on the list, eligible candidates must be contacted until the position is filled, none of the candidates were interested or they were unable to perform the essential functions
  • May choose to offer the successful 700-Hour appointee a more permanent position at the end of the 700-Hour appointment.
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.”
NAC 284.364 Lists of persons with disabilities who are eligible for temporary limited appointments. (NRS 284.065, 284.155, 284.250, 284.327)

1. 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.

2. 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.