

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

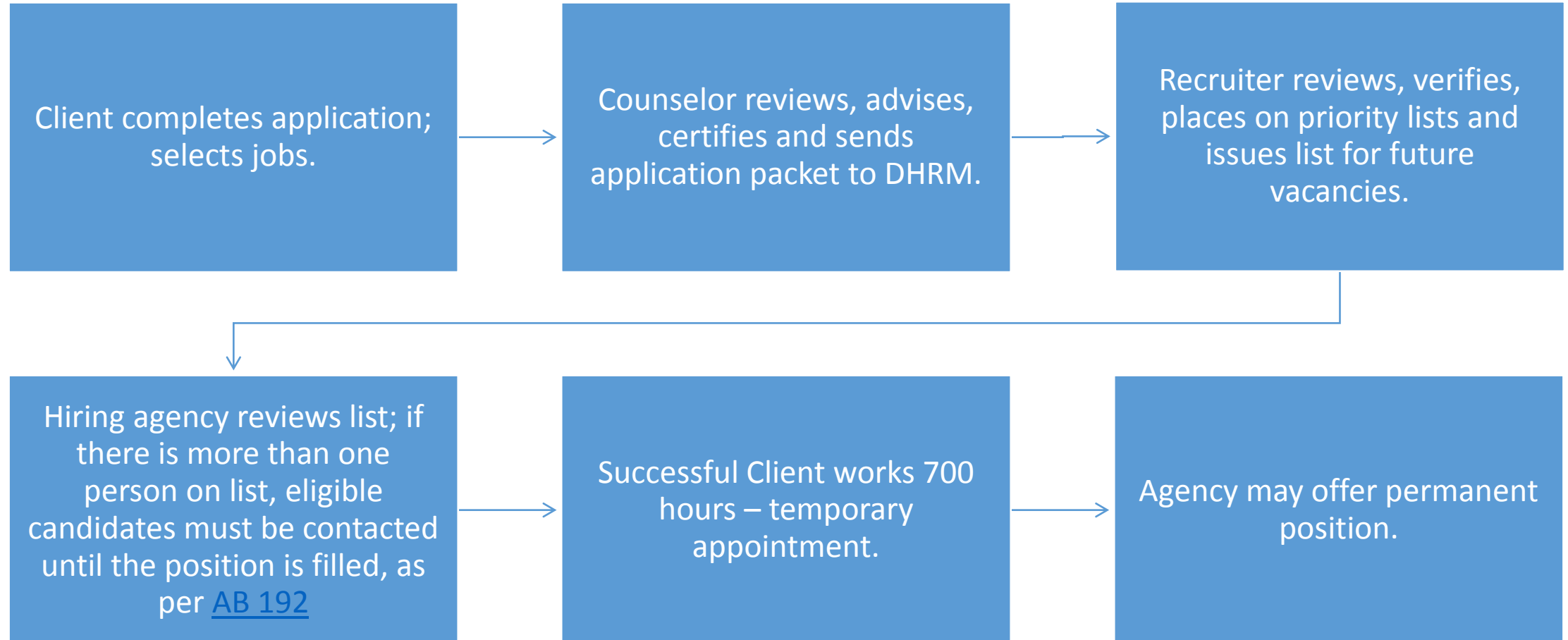
To assist disabled persons certified by the Rehabilitation Division to secure employment in State agencies.

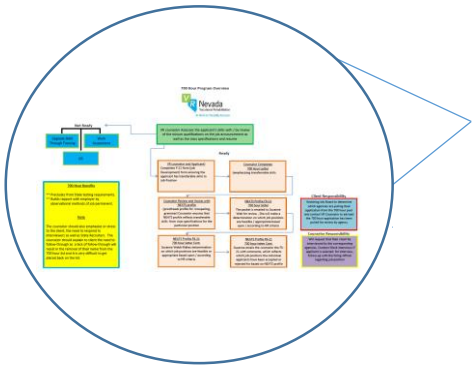
- Temporary position limited to 700 hours service;
- Priority hiring lists;
- Position may lead to a permanent appointment:
 - Time worked in 700 Hour appointment counts toward probation period of longer term appointment.

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”).

700-Hour Program Process





Yes

Welcome to NVAPPS
Nevada Employee Action and Tracking System

State of Nevada Announces
An Open Competitive Recruitment Test

PROGRAM OFFICER II

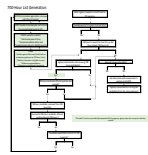
APPROXIMATE HOURS: 7:30 AM to 5:00 PM, MONDAY-FRIDAY GRADE: 33

For more information on benefit and retirement programs, please see the website below.
In order to receive consideration, applicants must indicate their availability for one week, time, and location requirements listed.

JOB INFORMATION	RECRUITMENT INFORMATION
<ul style="list-style-type: none"> • Job Type: Permanent, with this exception as first may occur in the geographical location. • Department: Nevada Division of Higher Education • Division: LNA • Location: Las Vegas, Boulder City, Indian Springs, Reno, Henderson • Job Class Code: 07 047 	<ul style="list-style-type: none"> • Announcement Number: 3065 • Open to: all qualified persons. • Expiration Date: 05/15/2015 • Recruitment Method: Open • Phone: (702) 784-1495 • Email: Recruitment@dohe.nv.gov

• Applications accepted until recruitment needs are satisfied.
• Qualified individuals are encouraged to apply immediately. Lists of eligible candidates will be established and hiring may occur early in the recruiting process. Recruitment will close without notice when a sufficient number of applicants are received or a hiring decision has been made.

The Position
Program Officers perform administrative work in planning, coordinating, and directing a comprehensive program or program function for a specific division.
The examples of major, basic, cooperative, collateral, advisory, or a professional position (10 hours weekly) Program Officer II in Las Vegas. This position is responsible for the administration of the Nevada Division of Higher Education's (NDHE) Nevada Student Employment Program. This position will be responsible for the program including and overseeing the program's budget, develop and monitor the program's financial and operational needs, and ensure the program's compliance with all applicable laws and regulations. The position will also be responsible for the program's recruitment, retention, and training and development needs. The position will also be responsible for the program's compliance with all applicable laws and regulations. The position will also be responsible for the program's compliance with all applicable laws and regulations. The position will also be responsible for the program's compliance with all applicable laws and regulations.



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

Client Name:		Counselor Name:	
Client Phone:		Counselor Phone:	
Client Address:			
Client Email:		Counselor Email:	
Location(s) client is willing to work:			
<input type="checkbox"/> Battle Mountain; <input type="checkbox"/> Caliente; <input type="checkbox"/> Carlin; <input type="checkbox"/> Carson City, Minden, Gardnerville, Genoa; <input type="checkbox"/> Elko; <input type="checkbox"/> Ely; <input type="checkbox"/> Fallon; <input type="checkbox"/> Hawthorne; <input type="checkbox"/> Lake Tahoe, Incline Village, Zephyr Cove; <input type="checkbox"/> Las Vegas, Boulder City, Indian Springs, Jean, Henderson; <input type="checkbox"/> Laughlin; <input type="checkbox"/> Lovelock; <input type="checkbox"/> Mesquite; <input type="checkbox"/> Non-Assigned/Out-of-State; <input type="checkbox"/> Pahrump; <input type="checkbox"/> Pioche; <input type="checkbox"/> Reno, Sparks; <input type="checkbox"/> Silver Springs, Lahontan, Fernley; <input type="checkbox"/> Tonopah; <input type="checkbox"/> Virginia City, Silver City; <input type="checkbox"/> Wells; <input type="checkbox"/> Winnemucca; <input type="checkbox"/> Yerington			

Applicant Profile ID (to be completed by DHRM): _____

_____/_____/_____
Client Signature Date

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/.

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.

Class Code	Class & Option (List each option separately)	Grade	A/R*	DHRM Evaluated: Evaluator Reason for Rejection	Review by: Initial and Date	Entered in NEATS (date & initial)

*A = Accepted R = Does not meet requirements for class

State of Nevada Applicant Profile

***** Last Page has another option of job tasks being vague*****

Contact Information

Name: JANE DOE
Address: 209 East Musser ST
 Carson City, NV 89701
 USA
Home Phone: 775-687-9099
Other Phone: 775-000-0001
Work Phone: 775-687-9099
Email: janed@dhrm.gov
Contact Method: Home Phone

Current classified No

State of Nevada or University System Employee:
Job Class Code:
Department:
Division:

Other Information

Veteran or widow of veteran: Yes
Disabled veteran: No
Member of Sheriff's Search and Rescue or Rescue Unit of Civil Air Patrol: No
Convicted of a misdemeanor, gross misdemeanor or felony: Yes
Convicted of a moving traffic violation within the last 5 years: No
Statement: Speeding Ticket - fine \$50.00 - Carson City, May 5th 2013 approx 6:00 pm

Employment History

Dates: 05/2011 to Current		
Employer: State of Nevada/Division of Welfare		
Job Title: Accounting Assistant 3		Location: Carson City
Supervisor: Dorothy May	Supv Title: Accountant Technician 2	Supv Phone: 775-687-0000
Hrs per Wk: 40.0	Monthly Sal: 2,800.00	
Reason for Currently employed		
Leaving:		
Number and Titles of People Supervised: 1 - Acct Asst 1		
Major Duties: Description		%
Compile, research and reconcile variety of Budget Reports for State, Legislative Counsel Bureau. Includes input of calculations into both ADVANTAGE and MS Access. Maintain Classified & Professional Payroll reports. Maintain HR Position Control system.		20
Assist with development of Operating and Salary calculations for program review. Serve on ad hoc committees for various program review groups. Set up appointments for requestors.		10
Input fiscal year operating calculations on both ADVANTAGE and MS Access for WNC Budget. Process expense transfers for accounting line changes in payroll. Assist with Self-Supporting Budget & Budget Revisions.		15
Audit & create Accountability reports following Legislative Counsel Bureau, NAC and NRS regulations. Update website for monthly budget reports		35
Assist front cashier during peak registration periods by answering student questions, posting payments on SIS, answering phones and covering window for breaks. Process & educate personnel on how to properly file travel claims for faculty and staff. Pass out payroll, SIS, and travel expense checks. Filing and organizing binders for Budget Office and Business Office. Other duties as assigned.		20

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

Applicant Profile

Profile | **Stats** | Recruiter Notes

Applications

Total Applications Submitted: 0
 Withdrawn: 0
 Pending Verification: 0
 Verified: 0
 Eligible: 0

Exams

Total Exam Instances: 0
 Passed: 0
 Failed: 0
 Failed to Appear: 0

Lists

Total Certified Lists: 8
 700 Hour: 8
 ERW: 0
 Layoff: 0
 LCB Transfer: 0
 Recruitment: 0
 Transfer: 0

Applications:

Notes	Recr #	Class	Description	Submitted	Status	Last Update

Exams:

Exam ID	Exam Date	Title	Pass Point	Score	Pass/Fail

Add an Exam Score

Lists:

List ID	Class	Issued Date	List Type	Source Bank	Department	Division	Rank	Result
112535	02.212	05/08/15	U	700 Hour	Nevada System of Higher Education	UNR	N/A	
112313	02.212	04/28/15	U	700 Hour	Attorney General	Attorney General	N/A	
112319	02.212	04/28/15	U	700 Hour	Public Safety	Parole and Probation	N/A	
112265	02.212	04/24/15	U	700 Hour	Health and Human Services	Aging & Disability Services	N/A	
112145	02.212	04/20/15	U	700 Hour	Employment, Training and Rehab	Employment Security	N/A	
112095	02.213	04/17/15	U	700 Hour	Health and Human Services	Public and Behavioral Health	N/A	
112015	02.212	04/15/15	U	700 Hour	Public Safety	Parole and Probation	N/A	
111990	02.212	04/13/15	U	700 Hour	Nevada System of Higher Education	UNR	N/A	

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/](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 OR 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

Helpful links - “Instructions” and “Frequently Asked Questions” located in top right corner of website

The screenshot shows the NVAPPS website interface. A callout box at the top right says "Remember to Check your Messages after you sign-on!". A callout box on the left says "Remember to Sign-on to Apply!". A callout box on the right says "Refine Your Search". The page includes a navigation menu with "Home", "Jobs", and "Messages". The main content area features a search bar with fields for "Job Title", "Occupational Group", and "Open To", along with a "Search" button. Below the search bar, there are links for "All Search Results" and "Jobs by Location".

NVAPPS Useful Tips and Definitions:

- **Applicant Profile & Job Duties** – When completing the applicant profile employment history and job duties, detailed information is best and list each job function on a separate line with a percentage of time for each task is best. Having a paragraph with all job functions in one box may not fully describe your qualifications.
- **Application Status** – this is the actual status of your application you have submitted. **Pending Verification** = application has not been reviewed by recruiter. **Verified** = application meets minimum qualifications. **Eligible** = applicant has passed exam and information has been forwarded to agency.
- **Action** – This is column is on the job tab and is the action you wish to take on your application, not the status of the application; it will state “withdraw”. If you click the “withdraw” link, you are telling the recruiter you are not interested in pursuing the opportunity of the position you had applied for.
- **Exam Scheduling** – If a position requires a written examination, an e-mail and in-system message (when you are logged-in there is a message area on your home tab) will be sent to you.
- **Exam Scores** – Your scores can be found by signing –in to your profile, click the job tab then click the position you want to see the exam score. The window will refresh and click the exam tab. The position’s exam version and pass point will show and your exam score can be seen on the far right side of window.



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
209 E. Musser Street, Room 101 | Carson City, Nevada 89701
Phone: (775) 684-0150 | www.hr.nv.gov | Fax: (775) 684-0122

CLERICAL TRAINEE

DESCRIPTION: Clerical or related series. The training period, normally six months, allows individuals to enter the workplace and provides agencies an opportunity to assess the aptitude and potential of individuals to perform higher-level work. Duties may include, but are not limited to, training in the following: answering telephone calls and routing non-routine calls to appropriate individuals; typing routine correspondence and other materials; processing mail by opening and distributing to appropriate sections or individuals; checking documents such as applications for completeness; inventorying, categorizing, labeling, coding, batching and filing various materials; operating standard office machines such as personal computers, typewriters, copiers, shredders, calculators and microfiche viewers; and assisting with miscellaneous projects.

EDUCATION & EXPERIENCE: Courses at the high school level and/or relevant work experience.

SALARY & BENEFITS:
GRADE 20-Approx. Annual Salary- \$25,640.64 - \$36,540.08.

Excellent benefits package including health, dental, vision insurance. Public Employees Retirement Plan, three weeks paid vacation, three weeks sick leave, paid holidays and deferred salary opportunity.

TO APPLY: Any interested person may submit either a hard copy application or a copy of their completed NVAPPS applicant profile directly to any agency they are interested in working at. An agency may then review the information and make a hiring decision. Applications will be good for SIX MONTHS.

****Please DO NOT submit your application to the Division of Human Resource Management. Contact the Hiring Agency prior to taking your application profile directly to the Agency.****

For a list of Agencies and contact information visit <http://nv.gov>, then click on 'Government' on the top of the website to be then directed to 'State Agencies'.

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.