

## REASONS WHICH MAY JUSTIFY RECLASSIFICATION

- A position experiences significant change in duties and responsibilities that alters the basic mission or purpose of the position to the degree that it no longer meets the class to which it is allocated, per Nevada Administrative Code (NAC) 284.126.
- A major function is added or removed from a position.
- Methods for performing the work of a position require significantly higher levels of knowledge, skill, or ability than indicated on the current class specification for the position's allocated class.
- A position is assigned responsibility for making program recommendations and decisions with a degree of authority and independence not typical of other positions in its allocated class.
- The majority of duties and responsibilities assigned to a position that is allocated to a technical or clerical class aligns more closely with a professional class.
- A position allocated to a non-supervisory class is assigned supervisory responsibilities including developing work performance standards, hiring, assigning and reviewing work, training, conducting performance evaluations, and disciplinary actions, and aligns more closely with another class.
- A department has reorganized its divisions, sections, and/or units resulting in the duties and responsibilities of a position changing.

## REASONS WHICH DO NOT JUSTIFY RECLASSIFICATION

- The position's workload has increased.
- The position's incumbent is at step 10 or approaching retirement and there are no opportunities for promotion.
- The work performance of a position's incumbent is far superior to his or her co-workers.
- The incumbent possesses higher qualifications in terms of education or experience than other employees in the class or has recently received a college degree.
- The position's incumbent has been required to learn new technologies or otherwise update his or her skills to perform the same duties using new methods.
- The incumbent has new duties that are similar in nature and equally or less complex than those expected of the position's class.

### Division of Human Resource Management (DHRM) Offices

**Carson City**  
515 East Musser Street, Suite 101  
Carson City, NV 89701  
775-684-0150

**Las Vegas**  
7251 Amigo Street, Suite 120  
Las Vegas, NV 89119  
702-486-2900

[hr.nv.gov](http://hr.nv.gov)



# POSITION CLASSIFICATION

A guide to the NPD-19 Process



STATE OF NEVADA  
DIVISION OF HUMAN  
RESOURCE MANAGEMENT,  
COMPENSATION &  
CLASSIFICATION SECTION

## POSITION CLASSIFICATION

Position classification is a process of grouping positions into classes based on similar or like duties, responsibilities, and qualification requirements and assigning fair and equitable grade levels. The purpose of the reclassification process is to ensure that positions assigned equal duties are classified at the same class and grade level. Private sector pay is not considered when determining the appropriate grade level for the assigned duties.

DHRM classification staff conduct three types of classification studies. One is an Occupational Group Study involving all classes in a particular occupational group. Another type is a Class Specification Maintenance Review. And the last type is the individual classification study of new positions or review of existing positions that have undergone significant change in duty assignments.

This brochure explains the individual classification study portion of Position Classification, known as the NPD-19 process.

### SIGNIFICANT CHANGE

An established position must undergo significant change as defined in NAC 284.126 to justify reclassification. The duties must be outside the scope of the current class; are not part of the scope of responsibility of the position; and results in the majority of duties being allocated to a different class.

Reclassification of a position does not automatically result in a salary increase. Positions may be reclassified upward, downward, or laterally.

## NPD-19 PROCESS

The incumbent and/or agency of a position to be studied must complete the Nevada Position Questionnaire (NPD-19). Although an NPD-19 may be submitted without the knowledge, approval, or signature of the appointing authority, DHRM recommends the incumbent contact their organization's HR staff before submitting their NPD-19. This is to ensure that the incumbent is following any internal procedures, allowing the organization to verify the accuracy of statements about the position, and to eliminate any confusion about exactly what duties are assigned to the position. If an NPD-19 is submitted without these signatures, DHRM will send a copy to the agency HR liaison to obtain the appointing authority signature and verify the statements contained in the NPD-19.

The NPD-19 is then submitted to the Governor's Finance Office (GFO), Budget Division to ensure funding is available for the requested change in classification. Once the GFO has signed the NPD-19 and forwarded it to DHRM it will be logged, assigned to an Analyst, and notification will then be sent to all parties of the name of the DHRM Analyst to whom it has been assigned. Once notification has been made as to who will be conducting the study, contact can be made with the DHRM Analyst at any time to ask questions or to receive a progress report.

Typical turnaround time for a classification study is 30 days or less, not counting time waiting for additional information from the incumbent or other agency staff. A classification study takes longer than 30 days if the creation of a new class or revision of an existing class specification is required, or a class is reallocated to a different grade.

## POSITION AUDIT

The analyst assigned to study a position may conduct an interview with the position's incumbent or supervisor to clarify the assigned duties.

The analyst may ask about:

- New assignments or areas of responsibility.
- Effect on other positions.
- Workflow, work processes and work samples.
- Lines of authority, supervision, and work review processes.
- How the position fits in the context of the organization.

The following tips may help prepare for a position audit:

- Be prepared to discuss the duties of the position; significant changes in duties that have occurred; knowledge, skills, and abilities needed to perform the position's duties; and how the duties of the position fit into its organization's operation.
- Have work examples available.
- Ask questions.

The goal of the position audit is to understand the duties of or changes in the duties of the position. An incumbent's work performance will not be considered.

If the duties detailed on the NPD-19 are not clearly defined or additional information is needed to justify the request, the agency may be asked to sign an Attestation Form to substantiate the duties and responsibilities of the position.