

Classification and Compensation Section Presentation



Type of Requests

- **Classification**
- **Reclassification**
- **Short Form Classification**
- **Legislative Review**
- **U-Code**
- **Accelerated Salary**
- **Temporary Adjustment to Salary**



Position Funding GFO (Budget Office)/Legislature



- **GFO/Legislature ONLY** approves funding, not the actual classification of a *classified* position

➤ If funding is disapproved by the Budget Office

- New Position: the HR-19, page 1 will note disapproval and be provided to the agency
- Existing Position: DHRM will conduct a cursory review to determine
 - if an incumbent is working outside of their classification
 - ✓ if so, which duties may need to be removed to maintain the current job title
 - if no duties need to be removed

➤ An incumbent **MAY** receive a special adjustment to pay for working out of class (HR-5 NAC 284.206(2)(a))

- **ONLY the Legislature** can establish or change, in the compensation of the people bill (Pay Bill) (and/or a legislative bill to be placed in the Pay Bill the next biennium), the job title and maximum salary for the *unclassified* service

STATE OF NEVADA POSITION QUESTIONNAIRE	
Initiated By: <input type="checkbox"/> Agency <input type="checkbox"/> Employee <input type="checkbox"/> Interim <input type="checkbox"/> Budget Build Decision Unit	Type of Classification Request <input type="checkbox"/> New Position <input type="checkbox"/> New Position - Short Form <input type="checkbox"/> Reclassify Filled Position <input type="checkbox"/> Reclassify Vacant Position <input type="checkbox"/> Legislative Review FY /
DEPARTMENT/DIVISION/AGENCY/SECTION:	
AGENCY ID # (3 digits): BUDGET # (4 digits): CURRENT CLASS TITLE: REQUESTED CLASS TITLE: INCUMBENT NAME: SUPERVISOR NAME AND TITLE: APPOINTING AUTHORITY OR DESIGNEE NAME AND TITLE: HUMAN RESOURCE REPRESENTATIVE NAME AND TITLE:	POSITION INFORMATION POSITION CONTROL #: CLASS CODE: GRADE: EMAIL: PHONE: EMAIL: PHONE: EMAIL: PHONE: EMAIL: PHONE:
APPOINTING AUTHORITY/INCUMBENT CERTIFICATION I certify that I have read the NPD-19 instructions and that the statements provided in this NPD-19 and the attached organizational chart are accurate and complete to the best of my knowledge. Short Form Use Only: I further certify that the requested position(s) will perform essentially all of the type and level of duties and responsibilities described in the proposed job title and the requested class is listed on the NPD-19 Short Form Class List. Position Duties or Changed Duties were/will be Effective: _____ Date: _____ Appointing Authority or Designee Signature: _____ Date: _____ Incumbent Signature: _____ Date: _____ Is this request being submitted with agency knowledge? <input type="checkbox"/> Yes <input type="checkbox"/> No approval? <input type="checkbox"/> Yes <input type="checkbox"/> No	
FOR COMPLETION BY BUDGET DIVISION ONLY Approved - Effective Date if Change is Approved by DHRM _____ Date: _____ Approved - Date to be Determined and Change Approved by DHRM _____ Disapproved _____ Expiration Date: _____ Budget Representative Name: _____ Budget Representative Signature: _____ Date: _____ Note: _____	
FOR COMPLETION BY DHRM ONLY Legislative approval required? <input type="checkbox"/> Yes, Date Approved: _____ <input type="checkbox"/> No Study# _____ Agency ID#: _____ Agency Org/Budget: _____ Effective Date: _____ Class Code: _____ Class Option: _____ Grade: _____ Expiration Date: _____ Class Title: _____ Analyst Signature: _____ Date: _____ Supervisor Signature: _____ Date: _____	
INSTRUCTIONS TO APPOINTING AUTHORITY Incumbent must MGR to: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Use Hiring Process <input type="checkbox"/> Preliminary Approval Pending FY _____ Budget approval and no changes to the duties <input type="checkbox"/> Other: _____	

Position
Description
Questionnaire
(HR-19)

U-Code Requests
(HR-20)

Legislative Review Process



- Biennial budget requests are required to be submitted in Nevada Executive Budget System (NEBS) by 9/1/26.
- DHRM will begin accepting the pre-review HR-19's and Unclassified Position requests: **3/31/26 through 8/21/26.**
- Not conducting pre-reviews for the reclassification of classified, filled positions as these should be submitted through the regular HR-19 process.
- HR-19 or HR-20 requests needing review after 9/1/26 will be initiated by the GFO Budget Division.

LEGISLATIVE REVIEW - CLASSIFIED SERVICE



- Starts with the department
 - What has happened?
 - What is needed?
 - What will be expected of the position?
 - Will other positions be affected?
- Complete and submit the HR-19 form and required attachments through the MS Teams Channel set-up by the department's CC HR Business Partner
- Upon DHRM approval, upload the HR-19, pre-approval letter, and attachments into NEBS as part of the budget request to the Legislature
- If approved in the budget and no changes have occurred, submit the HR-19, pre-approval letter, and attachments to DHRM for final signature and approval



Short Form

Department's may submit the first page of the HR-19 form for a new position or multiple new positions if the job title is listed on the “Short Form Classifications List” and each position performs essentially all the duties and responsibilities described in the job specification.

STATE OF NEVADA POSITION QUESTIONNAIRE		
Initiated By: <input type="checkbox"/> Department/Division <input type="checkbox"/> Incumbent		
Type of Budget Request: <input type="checkbox"/> Interim <input type="checkbox"/> Budget Build Decision Unit		
Type of Classification Request: <input type="checkbox"/> New Position <input type="checkbox"/> New Position - Short Form <input type="checkbox"/> Reclassify Filled Position <input type="checkbox"/> Reclassify Vacant Position <input type="checkbox"/> Legislative Review FY /		
POSITION INFORMATION		
DEPARTMENT / DIVISION / SECTION / UNIT	POSITION CONTROL (PCN) #	# OF POSITIONS
DEPT # (3 digits)	DIVISION # (3 digits)	BUDGET # (4 digits)
CURRENT JOB TITLE	JOB CODE	GRADE
REQUESTED JOB TITLE	JOB CODE	GRADE
INCUMBENT NAME	EMAIL	PHONE#
SUPERVISOR NAME AND TITLE	EMAIL	PHONE#
APPOINTING AUTHORITY OR DESIGNEE NAME AND TITLE	EMAIL	PHONE#
HUMAN RESOURCE REPRESENTATIVE NAME AND TITLE	EMAIL	PHONE#
APPOINTING AUTHORITY/INCUMBENT CERTIFICATION		
I certify that I have read the HR-19 instructions and that the statements provided in this HR-19 and the attached organizational chart are accurate and complete to the best of my knowledge.		
Short Form (Use Only): I further certify that the requested position(s) will perform essentially all of the type and level of duties and responsibilities described in the proposed job title and the requested job is listed on the HR-19 Short Form Job List.		
Position Duties or Changed Duties were/will be Effective Date:		
Appointing Authority or Designee Signature Date:		
Incumbent Signature Date:		
Is request being submitted with Dept/Civ knowledge? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No approval? <input type="checkbox"/> Yes <input type="checkbox"/> No		
FOR COMPLETION BY BUDGET DIVISION ONLY		
BUDGET DIVISION (state stamp)		
<input type="checkbox"/> Approved - Effective Date if Change is Approved by DHRM Date:		
<input type="checkbox"/> Approved - Date to be Determined and Change Approved by DHRM		
<input type="checkbox"/> Disapproved		
Budget Representative Name		
Budget Representative Signature Date:		
Note:		
FOR COMPLETION BY DHRM ONLY		
INSTRUCTIONS TO APPOINTING AUTHORITY		
Incumbent meets MGR: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Dept. ID# Div. ID # Budget # Effective Date		
PCN # Job Code Grade Expiration Date		
Job Title		
Analyst Signature Date		
Supervisor Signature Date		

HR-19 Policy



- **HR-19 Policy**
 - Provides detailed guidance for completing the HR-19 form
 - Details the required attachments to include with the HR-19 form at submission
- **Proper completion of the HR-19 is critical**
 - Allows for a more complete determination of proper classification
 - Allows for better comparisons
 - Decreases the time frame for the completion of the HR-19

Legislative Review

Step 1



 **STATE OF NEVADA** 
POSITION QUESTIONNAIRE

Initiated By: DHRM (date stamp)

Department/Division
 Incumbent

Type of Budget Request:

Interim
 Budget Build Decision Unit

Type of Classification Request:

New Position
 New Position - Short Form
 Reclassify Filled Position
 Reclassify Vacant Position
 Legislative Review FY /

Diagram: A blue arrow points from the 'DHRM (date stamp)' field to the 'Initiated By' section. Another blue arrow points from the 'Type of Classification Request' section to the 'Budget Build Decision Unit' option.

Indicate

- The request is “*Department/Division*” initiated
- The request is for “*Budget Build*” (before the budget appropriation)

Select Request Type

- For a position’s inclusion in the department’s budget build, select “*Legislative Review*” and enter the fiscal year (FY).
- Select “*New Position*”, “*New Position –Short Form*”, or “*Reclassify Vacant Position*”

Legislative Review

Step 2



Complete the “Position Information”

- Include PCN(s) and the number of position(s)
- Include both name and title of the Supervisor, Appointing Authority or Designee, and HR Representative

POSITION INFORMATION				
DEPARTMENT / DIVISION / SECTION / UNIT				
DEPT # (3 digits)	DIVISION # (3 digits)	BUDGET # (4 digits)	POSITION CONTROL (PCN) #	# OF POSITIONS
CURRENT JOB TITLE			JOB CODE	GRADE
REQUESTED JOB TITLE			JOB CODE	GRADE
INCUMBENT NAME		EMAIL	PHONE#	
SUPERVISOR NAME AND TITLE		EMAIL	PHONE#	
APPOINTING AUTHORITY OR DESIGNEE NAME AND TITLE		EMAIL	PHONE#	
HUMAN RESOURCE REPRESENTATIVE NAME AND TITLE		EMAIL	PHONE#	
APPOINTING AUTHORITY/INCUMBENT CERTIFICATION				
DEPARTMENT HUMAN RESOURCE OFFICE (date stamp)	I certify that I have read the HR-19 instructions and that the statements provided in this HR-19 and the attached organizational chart are accurate and complete to the best of my knowledge.			
	<i>Short Form Use Only:</i> I further certify that the requested position(s) will perform essentially all of the type and level of duties and responsibilities described in the proposed job title and the requested job is listed on the HR-19 Short Form Job List.			
	Position Duties or Changed Duties were/will be Effective			Date:
	Appointing Authority or Designee Signature			Date:
	Incumbent Signature			Date:
Is request being submitted with Dept/Div		knowledge?	<input type="checkbox"/> Yes <input type="checkbox"/> No	approval? <input type="checkbox"/> Yes <input type="checkbox"/> No

Certification

- Read and complete “Appointing Authority/Incumbent Certification”
- Obtain appropriate signatures



Legislative Review Classified Service Submittal

Submit *Budget Build Classification Requests*

- Upload into NEBS
 - HR-19
 - Salary Projection
 - Current Organizational Chart(s)
 - Proposed Organizational Chart(s)
 - Applicable Attachments
- Submit to DHRM Classification and Compensation Section through the MS Teams Channel set-up by the department's CC HR Business Partner
 - HR-19
 - Salary Projection
 - Current Organizational Chart(s)
 - Proposed Organizational Chart(s)
 - Work Performance Standards (WPS)
 - Applicable Attachments



Questions?



QUESTION 1 What is the major purpose of this request?



Summarize the Reason for the Change in Duties and Responsibilities made to an Existing Position Since Established or Last Reviewed by DHRM

- If the change is the result of legislative changes, board/commission proceedings, new organizational goals, etc.
- If additional responsibilities are given to the organization and require a new position or additional duties added to an existing position

QUESTION 2

**Are there positions in the department/
division/section/unit with similar duties of
this position to compare to?**



Provide Position Information

- Incumbent(s) name
- Department
- Budget account number(s)
- Position control number(s) of existing position(s) with similar or the same duties

QUESTION 3

What are the duties performed by this position? Describe the duties in detail. Put an asterisk (*) next to each new duty or new function within an existing duty.



Detail Each Duty/Function Required of the Position

- Provide clear and concise descriptions
- Organize similar duty functions together
- List in a logical sequence (e.g., most complex to least complex or most time consuming to least time consuming)
- Indicate new duties or functions by placing an asterisk (*) next to each new duty or new function within an existing duty

Note: Do not include work performance standards (e.g., customer service, teamwork, judgment, professionalism, etc.) or duties not currently assigned to the position.

Work Performance Standards



NOTE: Employee work performance standards are the foundation for a sound employee appraisal process. Employees must know what is expected of them and to what degree they will be held accountable for the standards that have been established for their job.

- Quality of work
- Quantity of work
- Work habits
- Relationships with other persons
- Taking action independently
- Meeting work commitments
- Analyzing situations and materials
- Supervising the work of other persons

Work Performance Standards



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
DIVISION OF HUMAN RESOURCE MANAGEMENT

Employee Work Performance Standards

Last Name: _____ First Name: _____ M.L.: _____
Job Title: _____ Employee ID #: _____
Department: _____ Division: _____ Section: _____
Agency # (3 digits): _____ Home Org (4 digits): _____ Position Control #: _____

JOB ELEMENTS

The following are defined as the "job elements" required for all classified positions pursuant to NAC 284.468. Work Performance Standards consider the results and/or behavior expected of an employee when the job elements are performed.

QUALITY OF WORK:

Exceeds Standards- Throughout the rating period, the incumbent continues to acquire knowledge on relevant regulations at the federal and state governmental levels and best practices in the profession to develop a strong generalist knowledge of all areas and a specialist understanding in some areas. Expands the scope of responsibilities in a manner consistent with the department's mission and vision. Recommends regulation updates based on changes in federal or state law, best practices and needs identified through consulting activities.

Meets Standards- With minimum supervision and within level of authority, demonstrates the ability to conduct independent research and make sound recommendations based on findings and relevance to the state. Possesses the requisite range of skills and knowledge to respond to the customer in an appropriate manner.

Does Not Meet Standards- Demonstrates a lack of understanding of federal and state statutes and regulations. Demonstrates a lack of understanding of job processes and procedures. Has not successfully or consistently achieved the established performance standard(s), fails to grasp a working knowledge of the requirements of the position, which is reflected in the output of the work product. Displays excessive errors and needs constant checking and corrections.

QUANTITY OF WORK:

Exceeds Standards- Volume of work produced is exceedingly high and well organized, with very few errors. Able to use time and resources efficiently.

Meets Standards- Volume of work produced is acceptable with some errors. Consistent in the use of time and resources.

Does Not Meet Standards- Volume of work produced is not acceptable, with errors. Work is poorly organized.

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Distribution: Original to Agency; Copy to Employee; Copy to Supervisor

Employee Work Performance Standards

WORK HABITS:

Exceeds Standards- Work habits result in a high level of productivity. Continuously assess work methods for improvement. Resolves problems with little or no assistance. Takes initiative and provides recommendations. Demonstrates problem solving abilities at a high level. Consistently takes responsibility for personal actions and performance. Consistent use of time and resources.

Meets Standards- Work habits result in an adequate level of productivity. Needs direction an adequate amount of time. Satisfactorily and consistently achieves the requirements of the position. Work habits result in assigned tasks completed in a timely manner.

Does Not Meet Standards- Work habits result in a low level of productivity. Displays excessive errors and needs constant guidance and correction. Has not successfully or consistently achieved the requirements of the position. Work habits result in assigned tasks not being completed in a timely manner.

RELATIONSHIP WITH OTHER PERSONS:

Exceeds Standards- Builds effective, collaborative relationships with department representatives, state employees and/or division colleagues. Throughout the rating period, takes active steps to improve teamwork among team members in the unit, division, department and other agencies. Willingly and consistently provides appropriate assistance to other team members as needed. Solicits diverse viewpoints to ensure the creation of the best possible product.

Meets Standards- Builds appropriate work relationships with department representatives, state employees and/or division colleagues. Works well with others on a daily basis in a controlled and courteous manner. Responds to requests in a timely manner, researches and responds when necessary, and/or refers requests to the appropriate person. Communicates effectively with team members and keeps others informed on the status of projects.

Does Not Meet Standards- Inability to interact in a professional manner and does not develop an effective rapport with agency representatives, state employees and community partners. Projects a negative and disrespectful attitude. On occasion works against team goals and directives.

TAKING ACTION INDEPENDENTLY:

Exceeds Standards- Throughout the rating period, the incumbent identifies trends and gaps related to the incumbent's assignments and recommends changes to their supervisor that can be implemented. Identifies trends and issues that may impact the work environment and recommends appropriate strategies. Seeks new challenges with appropriate independence. Seeks to independently support and encourage others. Willingly and consistently provides appropriate assistance to other team members as needed. Seeks new challenges with appropriate independence. Seeks to independently support and encourage coworkers. Resolves problems with little or no assistance.

Meets Standards- Displays a willingness to take on challenges with appropriate independence. Displays a willingness to support and encourage colleagues. Works independently and makes sound judgements. Resolves problems with minimal assistance.

Does Not Meet Standards- Does not display a willingness to take on challenges with appropriate independence. Does not display a willingness to support and encourage colleagues. Relies on others for assistance and decisions when problem solving; does not effectively utilize work time. Needs direction on a regular basis.

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Distribution: Original to Agency; Copy to Employee; Copy to Supervisor

Employee Work Performance Standards

MEETING WORK COMMITMENTS

Exceeds Standards- Consistently meets all work commitments and deadlines. Proactively communicates with supervisor and colleagues regarding any potential issues or delays. Takes extra steps to ensure work commitments are met in a timely manner.

Meets Standards- Consistently meets all work commitments and deadlines. Responds to requests to complete work commitments in a timely manner.

Does Not Meet Standards- Consistently fails to meet work commitments and deadlines. Requires frequent reminders to complete work commitments in a timely manner.

MANAGING SCHEDULE AND MATERIALS

Exceeds Standards- Proactively manages time and resources to ensure all work commitments are met in a timely manner. Effectively prioritizes tasks and manages time to ensure all work commitments are met in a timely manner. Proactively communicates with supervisor and colleagues regarding any potential issues or delays. Takes extra steps to ensure work commitments are met in a timely manner.

Meets Standards- Effectively manages time and resources to ensure all work commitments are met in a timely manner. Proactively communicates with supervisor and colleagues regarding any potential issues or delays. Takes extra steps to ensure work commitments are met in a timely manner.

Does Not Meet Standards- Fails to manage time and resources to ensure all work commitments are met in a timely manner. Requires frequent reminders to complete work commitments in a timely manner. Proactively communicates with supervisor and colleagues regarding any potential issues or delays. Takes extra steps to ensure work commitments are met in a timely manner.

GENERALIZING THE WORK TO OTHER PERSONS

Meets Standards- Effectively generalizes work to other persons. Proactively communicates with supervisor and colleagues regarding any potential issues or delays. Takes extra steps to ensure work commitments are met in a timely manner.

Does Not Meet Standards- Fails to generalize work to other persons. Requires frequent reminders to complete work commitments in a timely manner. Proactively communicates with supervisor and colleagues regarding any potential issues or delays. Takes extra steps to ensure work commitments are met in a timely manner.

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Employee Work Performance Standards

I have read and understand the work performance standards for this position and the job duties outlined. I understand these job duties may be modified by my immediate supervisor and with the concurrence of the appointing authority.

Employee's Signature: _____ Date: _____
Supervisor's Name (Print): _____
Supervisor's Job Title: _____ Date: _____
Supervisor's Signature: _____ Date: _____
Manager's Name (Print): _____
Manager's Job Title: _____ Date: _____
Manager's Signature: _____ Date: _____
Appointing Authority Name (Print): _____
Appointing Authority's Job Title: _____
Appointing Authority's Signature: _____ Date: _____

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[https://nv.sharepoint.com/sites/DOA-DHRM/SitePages/Performance-Reports\(1\).aspx](https://nv.sharepoint.com/sites/DOA-DHRM/SitePages/Performance-Reports(1).aspx)

QUESTION 4

Does this position function as a lead worker? What is the job title and position control number of all positions that this position functions as a lead worker for? Describe, in detail, the extent of lead worker responsibility exercised by this position.



Lead Worker

- Provides work assignments and work review
- Trains coworkers
- Gives input to supervisor on work performance

Provide information about the position(s) and/or contracted, volunteer, student staff and the oversight exercised by the position.

QUESTION 5

What is the job title and position control number of all positions that are supervised by this position? Describe, in detail, the extent of supervisory responsibilities exercised by this position.



Provide Information About the Position(s) that Report Directly to this Position

- Job Title
- Position Control Number
- Extent of Supervision Exercised

Include direct and indirect subordinate staff and oversight of others that are not indicated in the hierarchy on the organizational chart.

QUESTION 6

What is the extent of supervision exercised over this position?



Explain the Supervision the Incumbent Receives or Will Receive

- Close Supervision
- General Supervision
- Limited Supervision
- General Direction
- Administrative Direction
- General Administrative Direction

QUESTION 7

Are there any licenses, certificates, degrees, or credentials required by statute or required by the department/division/section/unit for this position?



List the licenses, certificates, degrees, or credentials required for the incumbent to successfully perform the duties of the position.



QUESTION 8

Which statutes, rules, procedures, or guidelines are used in performing the duties of this position?



Provide a detailed list of the statutes, rules, policies, procedures, and/or guidelines required for the incumbent to perform the duties of the position.

QUESTION 9

Is there any additional information which may support this classification request?



Provide any additional information about the position that may further clarify and support the reason for the requested job title that has not been previously mentioned.





Questions?



UNCLASSIFIED SERVICE



Do not submit an HR-19 for unclassified positions.

If the department is seeking to establish a new classified position and move an individual from the unclassified service into classified service, submit an HR-19 to establish a job title for the new classified position.

The request is for a new position, **NOT** a reclassification request.

The department **MUST** have the unclassified job title removed from the Pay Bill.

Submit an HR-20 to establish a new unclassified job title or change an existing unclassified job title or salary

UNCLASSIFIED POSITION REQUEST HR-20



STATE OF NEVADA UNCLASSIFIED POSITION REQUEST



Type of Budget Request:

Interim

Budget Build Decision Unit

FY /

DHRM (date stamp)

Type of Classification
Request:

New U-code

Existing U-code

UNCLASSIFIED POSITION REQUEST

HR-20



UNCLASSIFIED POSITION INFORMATION

DEPARTMENT / DIVISION / SECTION / UNIT

DEPT # (3 digits) DIVISION # (3 digits) BUDGET # (4 digits) POSITION CONTROL NUMBER (PCN)

PAY BILL UNCLASSIFIED JOB TITLE U-CODE MAXIMUM SALARY

PAY BILL UNCLASSIFIED JOB TITLE CHANGE NEW MAXIMUM SALARY

APPOINTING AUTHORITY OR DESIGNEE NAME AND TITLE EMAIL PHONE#

HUMAN RESOURCE REPRESENTATIVE NAME AND TITLE EMAIL PHONE#

UNCLASSIFIED POSITION REQUEST HR-20



APPOINTING AUTHORITY CERTIFICATION

I certify that I have read the U-code policy and that the statements provided in this HR-20 and the attached organizational chart is accurate and complete to the best of my knowledge.

FISCAL REPRESENTATIVE

DATE

DEPARTMENT DIRECTOR OR DESIGNEE

DATE

HUMAN RESOURCES REPRESENTATIVE

DATE

UNCLASSIFIED POSITION REQUEST HR-20



GOVERNOR'S FINANCE OFFICE COMPLETION		Comment:
<i>I certify that</i> funding was approved during the _____ Legislative session.		
<input type="checkbox"/> APPROVED		
<i>I certify that</i> funding was not approved during the _____ Legislative session.		
<input type="checkbox"/> NOT APPROVED		
_____	_____	
BUDGET ANALYST	DATE	

UNCLASSIFIED POSITION REQUEST HR-20



DIVISION OF HUMAN RESOURCE MANAGEMENT COMPLETION		Comment:
<input type="checkbox"/> APPROVE	Effective Date: _____ PCN: _____	
<input type="checkbox"/> RECOMMEND CLASSIFIED SERVICE		
_____	_____	
DHRM ANALYST	DATE	
_____	_____	
DHRM ADMINISTRATOR OR DESIGNEE	DATE	

UNCLASSIFIED POSITION REQUEST

HR-20



1. What is the purpose of this request?

2. What are the duties performed by this position? Describe the duties in detail.
Note: Additional duties can be added by placing the cursor in the desired row and right clicking. Next select "Insert", then either "Insert Rows Above" or "Insert Rows Below".

DUTY STATEMENT	

3. List the knowledge, skills, and abilities required of this position. In the left column, identify whether the statement is a required knowledge (K), skill (S), or ability (A).
Note: Additional duties can be added by placing the cursor in the desired row and right clicking. Next select "Insert", then either "Insert Rows Above" or "Insert Rows Below".

K/S/A	Knowledge (K), Skills (S), Abilities (A) Statement

4. Are there any licenses, certificates, degrees, or credentials required by statute or required by the department/division/section/unit for this position?

Question 1: What is the purpose of this request?

Question 2: What are the duties performed by this position?

Question 3: List the knowledge, skills, and abilities required of this position.

Question 4: Are there any licenses, certificates, degrees, or credentials required by statute or required by the department/division/section/unit for this position?



UNCLASSIFIED POSITION SUMMARY



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

UNCLASSIFIED POSITION SUMMARY

TITLE **EEO-4** **U-CODE**
MANAGER A U9348

JOB SUMMARY

Managers develop, oversee, and manage the activities of a division, section, or unit within a department.

JOB DUTIES

- Develop, implement, and manage regulatory strategies and procedures to meet department mandates, including program design, statutory compliance, and goal achievement.
- Serve as liaison between various stakeholders, including federal, State, and local agencies to coordinate activities, resolve issues, and represent department interests.
- Prepare, review, and submit regulatory filings, applications, and reports to relevant authorities.
- Analyze and propose legislative changes for program management, draft amendments, and provide testimony.
- Prepare and provide information during regulatory workshops and draft revisions to the Nevada Administrative Code.
- Prepare and manage the budget for training programs and ensure adherence to financial guidelines.
- Maintain accurate and detailed records of training activities, certifications, and compliance documentation.
- Research, identify, and perform analysis of data and principles to develop and implement new programs, processes, and policies for the department.
- Monitor and analyze regulatory trends and developments to anticipate potential impacts on the department.
- Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
- Oversee the work and performance of supervisory employees.
- Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Five or more years of applicable experience as described in the job duties with a minimum of two years of supervisory experience.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trainable after entry into position.)

Knowledge of:

- Relevant federal and State laws and regulations, and agency policies and procedures.
- Practices of the Legislature and the Executive Branch.
- Regulatory submission and approval processes.
- Program development and implementation in area of discipline including federal, State, county, and municipal laws and regulations governing area(s) of responsibility.
- Conflict resolution, persuasion, and understanding implications of new information.
- Budget preparation, allocation, management, and forecasting.
- State budget, accounting, and purchasing policies and procedures.
- Regulatory requirements and relevant industry standards.
- Methods of administrative problem solving.

Skill in:

- Time management, monitoring performance, and system understanding.
- Negotiation, analytical and legal interpretation, and conflict resolution.
- Negotiating political, confidential, and sensitive issues.
- Building consensus among diverse individuals with varying opinions.
- Active listening.

TITLE
MANAGER

EEO-4 **U-CODE**
A U9348

- Independent judgment and effective decision-making in the application of a wide variety of laws, policies, and procedures and in effective problem-solving.
- Interpersonal and communication skills, both verbal and written.
- Use of office equipment and related software.

Ability to:

- Manage budgets and projects.
- Gain commitment and facilitate change.
- Conduct surveys, training need assessments, and organizational assessment.
- Handle sensitive and confidential information with discretion.
- Comprehend and apply general rules while recognizing patterns.
- Communicate both orally and in writing, to audience of various social, educational, and economic backgrounds.
- Advice and counsel managers and supervisors regarding applicable federal and State laws, policies, and guidelines, current and emerging issues and strategies.
- Analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.
- Resolve conflicts, mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies.
- Read, understand, and interpret laws, regulations, policies, and procedures.
- Diffuse hostile situations respectfully and tactfully.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Review work products for quality, quantity and timeliness.

SPECIAL REQUIREMENTS AND INFORMATION

- A valid Nevada driver's license or evidence of equivalent mobility is required at the time of appointment and as a condition of continuing employment.
- Some positions may require certification, designations, or licensures at time of appointment and as a condition of continuing employment.
- Some positions may require pre-employment screening for controlled substances.
- The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history, and physical examination. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check and physical examination may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

Indicate the type of physical effort which is essential to the successful performance of this job:
(Check all that apply)

- | | | | | |
|---|--|--|--|---|
| <input checked="" type="checkbox"/> standing | <input type="checkbox"/> running | <input checked="" type="checkbox"/> lifting, 20 lbs | <input checked="" type="checkbox"/> observing | <input checked="" type="checkbox"/> turning |
| <input checked="" type="checkbox"/> walking | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 20 lbs | <input type="checkbox"/> tasting | <input type="checkbox"/> throwing |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting | <input checked="" type="checkbox"/> pushing, 20 lbs | <input checked="" type="checkbox"/> kneeling | <input checked="" type="checkbox"/> hearing |
| <input checked="" type="checkbox"/> climbing | <input checked="" type="checkbox"/> reaching | <input checked="" type="checkbox"/> pulling, 20 lbs | <input checked="" type="checkbox"/> stretching | <input type="checkbox"/> smelling |

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

- | | |
|---|---|
| <input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing) | <input checked="" type="checkbox"/> Ability to understand technical manuals |
| <input checked="" type="checkbox"/> Ability to speak | <input checked="" type="checkbox"/> Ability to work amicably with co-workers |
| <input checked="" type="checkbox"/> Ability to write legibly in English | <input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time |

TITLE
MANAGER

EEO-4 **U-CODE**
A U9348

- | | |
|---|--|
| <input checked="" type="checkbox"/> Ability to read instructions and numbers in English | <input checked="" type="checkbox"/> Ability to follow supervisor's instructions |
| <input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions | <input checked="" type="checkbox"/> Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings |

Please note this section is for the sole purpose of complying with the ADAAA "Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.

LEGISLATIVE REVIEW

Unclassified Service



- Starts with the department
 - Does a U-Code exist for the position?
 - What will be expected of the position?
 - Will there be a need for more than one position?
- Complete the HR-20, justification memo, organization chart, and salary projection
- Submit the documents to DHRM by way of the MS Teams channel set-up by the department's CC HR Business Partner
- Upload the HR-20 and documentation into NEBS



Classification and Compensation

Task	U-code Requests	SOP #	
Original Date of Issue	February 2026	Revision Date	
Approved by:	Keisha Harris, Deputy Administrator, Classification and Compensation		

1. PURPOSE:

To provide instructions on requesting the establishment of a code for an unclassified position (U-code) or title or salary change of an existing U-code.

2. RELATED FEDERAL, NEVADA STATUTES AND REGULATIONS

- NRS 284
- NAC 284

3. ACCOUNTABILITY

- DHRM
- GFO
- State Departments
- Legislature

4. DEFINITIONS & ACRONYMS

- Budget Build: a U-code request submitted for review as part of the budget process
- GFO: Governor's Finance Office, Budget Division
- DHRM: Division of Human Resource Management
- NAC: Nevada Administrative Code
- NRS: Nevada Revised Statutes
- HR-20: Unclassified Position Request
- Pay Bill: State Compensation of the People Bill
- HRIS: Human Resources Information System

5. POLICY

Pursuant to NRS 284.105 the Administrator of the DHRM is responsible for carrying out the provisions of NRS 284 and the regulations adopted pursuant to it; establishing a system of appropriate policies for each function within DHRM; and carrying out the purposes and provisions of NRS 284. The Administrator is responsible for setting up a process to establish positions within the classified and unclassified service.

The unclassified service is made up of (NRS 284.140) State officers or employees in the Executive Branch of the State Government who receive annual salaries for their services:

U-CODE REQUEST POLICY



Read the Policy

- Provides guidance for completing the HR-20 form
- Details the documents needed to be included with the HR-20 form

Department Concerns

Is there a timeline?

Will DHRM be providing a list to departments/divisions?



How does this transition happen?

When a position moves to unclassified, will current incumbents be able to remain classified until they vacate the position, or will they have to transfer immediately?

What about pay?

Are they going to go exempt?

What positions are exempted from the change?



Accelerated Rate or Temporary Adjustment to Salary Request

This compensation process should be utilized to request an adjustment of salary for a new hire or current State employee in a classified position per NAC 284.204 and 284.206.



3 Steps to Complete HR-4 Form Packet



Step 1: Complete & Sign HR-4 Form



STATE OF NEVADA DEPARTMENT OF ADMINISTRATION DIVISION OF HUMAN RESOURCE MANAGEMENT	
ACCELERATED SALARY REQUEST	
POSITION INFORMATION	
DEPARTMENT:	AGENCY ID # (3 digits):
DIVISION:	BUDGET # (4 digits):
GEOGRAPHIC LOCATION OF POSITION:	
CANDIDATE EMPLOYEE NAME:	
JOB TITLE:	JOB CODE:
GRADE:	PROPOSED EFFECTIVE DATE:
PROPOSED STEP:	POSITION CONTROL #:
BASIS AND JUSTIFICATION OF REQUEST	
<input type="checkbox"/> Meet difficult recruitment problem: <input type="radio"/> Recruitment produced less than five eligible persons who are available. <input type="radio"/> Recruitment deemed historically difficult. <input type="checkbox"/> Hire person with superior qualifications. <input type="checkbox"/> Maintain an equitable relationship between employees for reasons other than seniority.	
<i>Note: This request MUST be approved prior to making a job offer at an accelerated rate. The position cannot be filled prior to receipt of approval.</i>	
APPOINTING AUTHORITY CERTIFICATION	
<i>I certify that I have considered the salary requirements and qualifications of all eligible persons, ensured that the adjustment is financially feasible over the current biennium, and will maintain accurate records of this request.</i>	
FISCAL REPRESENTATIVE	DATE
DEPARTMENT DIRECTOR OR DESIGNEE	DATE
HUMAN RESOURCES REPRESENTATIVE	DATE
GOVERNOR'S FINANCE OFFICE COMPLETION	
<i>I certify that the adjustment is financially feasible through the current biennium.</i> <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	
BUDGET ANALYST	DATE
DIVISION OF HUMAN RESOURCE MANAGEMENT COMPLETION	
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED Effective Date: _____	
DIRHM ADMINISTRATOR OR DESIGNEE	DATE

Step 2: Detailed Justification Memo



STATE OF NEVADA DEPARTMENT OF ADMINISTRATION Division of Human Resource Management	
MEMORANDUM	
March 7, 2025	
TO:	Bachera Washington, Administrator Division of Human Resource Management
FROM:	Keisha Harris, Deputy Administrator Division of Human Resource Management
SUBJECT:	HR-4 for John Doe
<p>The Department of Administration, Division of Human Resource Management, wishes to accelerate John Doe, Personnel Technician II, due to their fourteen years of relevant Human Resources experience to the Division. Pursuant to NAC 284.204, Section 1, (b), the Department of Administration is requesting an accelerated salary to a Grade XX, Step X effective on date of hire due to this candidate's superior qualifications.</p> <p>Attached to this memo is Mr. Doe's HR-4 request and HR-4 Salary Projections completed using the template provided.</p> <p>Thank you for your consideration.</p>	

Step 3: HR-4 Salary Projections



STATE OF NEVADA DEPARTMENT OF ADMINISTRATION DIVISION OF HUMAN RESOURCE MANAGEMENT	
HR-4 Salary Projection	
Budget Account (Unit)	
Budget Account Name	
Date	
Projection	
Total Expended YTD	As of:
Projected Remaining	
Total Projected Cost	\$0
Budget	
Leg Approved Authority	Original legislatively approved Cat 01 budget authority
Approved Work Program / Adjustments	
Total Approved Adjustments	\$0
Current Budget	\$0 DAWN authority
Pending Work Program / Adjustments	
Pending Adjustments	\$0
Projected Authority	\$0
Under / (Over) Budget	\$0 s/b > \$0
% Under / (Over)	n/a
Agency Fiscal Name	
Agency Fiscal Approval (Signature)	
HR-4 Salary Projection (Rev. 2-20-25)	

**For further detailed instructions, refer to HR-4 Policy.*

Proposed HR-5 Form



- Special adjustment to pay forms for employees covered by a Collective Bargaining Agreement (CBA), otherwise known as the LRU-5, is being abolished.
- The new HR-5 form is a combination of the HR-5 and LRU-5 forms which services both employees covered and not covered by a CBA.
- Review NAC 284.206 and CBA for each unit for qualifying conditions.

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
DIVISION OF HUMAN RESOURCE MANAGEMENT
TEMPORARY ADJUSTMENT TO SALARY REQUEST

Select Request Type: New Request Extension What is this request covered under? NAC CBA Select one

Department: Home Org: Division:

Employee Name: Employee ID: PCN #:

Job Code: Job Title: Grade:

Date Duties Assumed:

Basis of Request: Review NAC 284.206 or applicable CBA for qualifying conditions

Temporary salary adjustment for performing duties outside of job title (Acting Pay), this does not constitute a promotion. Increase: Select One

Vacant Position: Employee performs duties of PCN: Job Code: Job Title: Grade:

Performed duties that have been recognized through the classification process as being at a higher level.

Required to use bilingual skills or sign language per NAC or CBA.

Supervising other employees of the same or higher grade and supervision is not provided for in the job specification.

Required regularly to perform custodial work and clean up human bodily waste in a medical, clinical, or inpatient facility.

Conducting a formal training program for employees in an occupational job series.

Law enforcement officer assigned to motorcycle duty. Select One

Other Adjustments authorized by the Legislature or CBA. Select One

APPOINTING AUTHORITY CERTIFICATION

I certify the information provided in this document and in the attachment is accurate. I agree to have the adjustment removed when it expires per NAC 284.206 (1)(b) or, if approved pursuant to another subsection of the regulation, when the conditions justifying it cease to exist.

Department Director Signature: Date: Employee Signature: Date:

Human Resources Representative Signature: Date:

DIVISION OF HUMAN RESOURCE MANAGEMENT COMPLETION

APPROVED DISAPPROVED

Effective Date:

Expiration Date:

Or When Justifying Condition: Cease to Exist

Comments:

Administrator or Designee Signature: Date:

APPROVED FORMS MUST BE ATTACHED TO RECORDS FORM (SMA4)

Identifying HR-5 Form Basis of Request



Submit an HR-5 form for one of these basis:

- NAC 284.206
 - Working Out of Class (*Acting Pay*)
 - Bilingual Skills
 - Supervising 3 or More Staff
 - Custodial Work
 - Formal Training
 - Motorcycle Duty
 - Authorized by Legislature (*Special Assignment*)
- CBA
 - Acting Pay (*Working Out of Class*)
 - Bilingual Skills
 - Special Assignment (*Authorized by Legislature*)
 - Formal Training
 - Motorcycle Duty
 - K-9 Duty

- Classification and Compensation no longer approves:
 - Education Pay (Employee possess an Associate's, Bachelor's or Master's Degree)
 - POST Certificate Pay
 - Tool Allowance Pay
 - Annual Leave Cash Out
 - Recruitment Bonus

**Submit these requests directly through CORE.NV*

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
DIVISION OF HUMAN RESOURCE MANAGEMENT

REQUEST FOR TEMPORARY ADJUSTMENT TO SALARY
(*Special Adjustment Equivalent to One Grade - NAC 284.206)

AGENCY: _____ HOME ORG: _____ DIVISION: _____ NEW REQUEST: EXT:

EMPLOYEE NAME: _____ PHONE NO: _____

POSITION CONTROL NO: _____ GEOGRAPHIC LOCATION OF POSITION: _____

CLASS CODE: _____ CLASS TITLE: _____ GRADE: _____

**Identify the CBA on HR-5 form if the department marks a CBA basis of request.*



3 Steps to Complete HR-5 Form Packet



Step 1: Complete & Sign HR-5 Form



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
DIVISION OF HUMAN RESOURCE MANAGEMENT
REQUEST FOR TEMPORARY ADJUSTMENT TO SALARY
(*Special Adjustment Equivalent to One Grade - NAC 284.206)

AGENCY: _____ HOME ORG: _____ DIVISION: _____ NEW REQUEST: EXT:

EMPLOYEE NAME: _____ PHONE NO: _____

POSITION CONTROL NO: _____ GEOGRAPHIC LOCATION OF POSITION: _____

CLASS CODE: _____ CLASS TITLE: _____ GRADE: _____

BASIS OF REQUEST: (Refer NAC 284.206 for qualifying conditions. Attach explanation.)

Employee is working out of class on a continuing basis and performs essentially all the duties and responsibilities of a position classified at a higher grade. (PSACW)

- Date dates assumed: _____
- Class code: _____ Class title: _____ Grade: _____ PCN (must be at a higher grade): _____

Employee is required to use bilingual skills or sign language for the deaf at least 10 percent of his/her work time. (PSACB)

- Date dates assumed: _____

Employee is supervising other employees of the same or higher grade if the supervision is not provided for in the class specification. (PSACA)

- Date dates assumed: _____
- Attach an Organizational Chart. All factors below should apply:
 - Delegation Work Assignment Training Performance Appraisal Work Review Discipline

Employee is required regularly to perform custodial work and clean up human bodily waste in a medical, clinical or inpatient facility. (PSACF)

- Date dates assumed: _____
- Adjustment ends when the training program is completed: _____

Law enforcement officer assigned to motorcycle duty. (PSACG)

- Date dates assumed: _____

Correction employee is responsible for the supervision of a group of inmates assigned to a work area of an institution and who is responsible for implementing security procedures, including, without limitation: (PSACD)

- Securing the work area from inmates who are not authorized to enter the work area.
- Accounting for all inmates who have been assigned to the work area and
- Accounting for all materials, tools and equipment in the work area.

- Date dates assumed: _____

Other: Employee is authorized by the Legislature to receive such an adjustment.

- Date dates assumed: _____
- Internal: CICA Complex Investigations (PSACB) Out-of-State 10 percent (PSACN)

Employee who occupies a position in which the duties have been recognized through the classification process as being at a higher level, but who does not meet the minimum qualifications for the class. (PSACW)

- Date dates assumed: _____
- 2.5 percent - 1 grade increase 2.5 percent - 2 grade increase

* If employee adjustment to salary for working out of class does not constitute a promotion.

CERTIFICATION
I certify the information provided in this document and in the attachment is accurate. I agree to have the adjustment removed when it expires per NAC 284.206 (1)(a) or, if approved pursuant to another subsection of the regulation, when the conditions justifying it cease to exist.

Signature of Appointing Authority or Designated Representative: _____ Signature of Employee: _____ Date: _____

Agency Personnel Officer: _____ Date: _____

*Employee signatures required only if submitted without appointing authority certification. (HRSM will process the request but will not sign the information with the appointing authority if Employee signature absent only to receive official certification. If appointing authority certifies with approval of responsibility to remove adjustment, then explanation.

FOR COMPLETION BY DIVISIONS OF HUMAN RESOURCE MANAGEMENT

APPROVED Effective: _____ OR Expires: _____
Per NAC 284.206 Subsection _____ OR _____

DISAPPROVED Study No: _____ When Justifying Conditions Cease to Exist (Indicate Date/Reason) _____

Signature: _____ Date: _____

Comments: _____

HRSM 1 APPROVED-SPB-23 AND ALL SUPPORTING DOCUMENTS MUST BE ATTACHED TO RECORDS FORM HRSM-6 1/2024

Step 2: Detailed Justification Memo



Joe Lombardo
Governor

Joy Grimmer
Director

Bob Rapp
Deputy Director

Bachera Washington
Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
515 E. Mouser Street, Suite 101 | Carson City, Nevada 89701
Phone: (775) 684-0150 | <http://hr.nv.gov> | Fax: (775) 684-0958

MEMORANDUM

March 7, 2025

TO: Bachera Washington, Administrator
Division of Human Resource Management

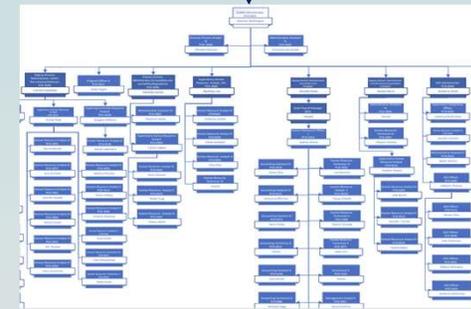
FROM: Keisha Harris, Deputy Administrator
Division of Human Resource Management

SUBJECT: HR-5 for Jane Doe

The Department of Administration, Division of Human Resource Management, would like to request that Jane Doe, who is a Human Resource Technician I, receive a 5% temporary salary adjustment for working out of class. Ms. Doe assumed the job duties of a Human Resource Analyst II on January 14, 2025 when the previous incumbent was on extended leave, and ultimately vacated the position on February 2, 2025. Pursuant to NAC 284.206, Section 2. (a), Ms. Doe continues to perform the job duties while the department works to fill the vacancy. The Division is respectfully a temporary salary adjustment of 5% for Ms. Doe.

Thank you for your consideration.

Step 3: Additional Supporting Documents



Organizational Chart

EMPLOYEE NAME: _____ Please print employee NAME ✓

TITLE: FSS

CBA: Collective Bargaining Unit_C

I hereby attest that, as an employee of the Division of Social Services (DSS), I regularly use my bilingual skills to assist our clients. On average, I spend 10% or more of the total work time providing bilingual services in the course of my duties. Therefore, I am requesting approval for consideration of the bilingual compensation of 5% pay per the AFSCME Collective Bargaining Agreement effective July 1, 2025.

Employees who receive a Special Adjustment to Pay (Bilingual Pay) agree to participate in a State-wide list whereby they may be called upon to provide interpretation services to other Departments or Divisions. An annual review of the employee's eligibility is required.

Employee Signature: _____ Date: _____

Certification of proficiency or memo verifying bilingual pay eligibility

HR-4 and HR-5 Submittal

- Submit the completed HR-4 packet electronically to Classification & Compensation email (class.comp@admin.nv.gov).
 - HR-4 form
 - HR-4 Salary Projections
 - Detailed Justification Memo
- Submit the completed HR-5 packet electronically to Classification and Compensation email (class.comp@admin.nv.gov).
 - HR-5 form
 - Detailed Justification Memo
 - Additional Supporting Documents



Department Concerns

Why was the HR-4 request disapproved due to a job title not being identified on Recruitment's list if the basis of request was for superior qualifications?



What if the request meets two basis of request?

Are bilingual pay requests being approved on the HR-5 request?

When do special adjustments of pay expire such as bilingual pay or special assignment?



Additional Guidance for HR-4s



HR-4 requests are reviewed on a case by case by the Deputy Administrator, DHRM Administrator, GFO and the Governor's Office.



Recruitment's Hard to Fill list is enduring constant changes. Contact DHRM Recruiting for inquiry on justifying a position on the list.

Additional Guidance for HR-5s



State is only approving bilingual pay for employees covered by a CBA until further notice.



Working out of class or in a supervising position for at least 16 working days prior to submittal.



When the justifying conditions cease to exist.



Questions?



Resources



Classification and Compensation Section

https://hr.nv.gov/Sections/Classification_and_Compensation/

Department of Administration Human Resource Management

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Sections

- Agency HR Services
- Central Payroll
- Central Records
- Classification and Compensation**
 - Salaries by Grade
 - Compensation Schedules
- Consultation, Accountability & Regulations
- Recruitment
- EEO & Discrimination Investigation Unit
- Office of Employee Development
- Americans With Disabilities Act
- Labor Relations Unit

Classification and Compensation

Classification

The Classification unit is responsible for classifying existing and new positions within the current classification plan; conducting occupational studies, class specification maintenance reviews and individual classification studies requiring new or revised class specifications; and maintaining and distributing the Classification and Compensation Plan.

- [Class Specifications](#)
- [Classification & Compensation Plan](#)
- [Proposed Classification Changes](#)
- [NPD-19 Information](#)

Compensation

The Compensation unit is responsible for maintaining and distributing the compensation schedules; conducting wage and benefit surveys; and developing pay policies in compliance with federal and State requirements. This unit provides regulation consultation on compensation issues, and ensures that Accelerated Salary Requests (NPD-4) or Temporary Adjustment to Salary (NPD-5) requests comply with respective requirements established per NAC 284.

- [Compensation Schedules](#)
- [Salaries by Grade](#)

Additional Resources

The following resources and information are available to you:

- [Documents, Forms, Policies and Resources](#)
- [Contact Us](#)

Where to Find



HR-19 Form & Short Form Job Title List

<https://hr.nv.gov/Resources/Forms/Classification/Classification/>

HR-4 and HR-5 Forms

<https://hr.nv.gov/Resources/Forms/Compensation/Compensation/>

Rules for State Human Resources Administration, Classification (pages 29-35)

<https://hr.nv.gov/Resources/Publications>

Supervisor Definition

NRS 284.337 (Reports: Duties of supervisor)

<https://www.leg.state.nv.us/nrs/nrs-284.html>

NRS 288.138 (“Supervisory employee” defined)

<https://www.leg.state.nv.us/nrs/nrs-288.html>

NAC 284.498 (Training of supervisory and managerial employees)

<https://www.leg.state.nv.us/nac/nac-284.html>

Where to Find

Job Specifications

https://hr.nv.gov/Resources/Class_Specifications/



Department of Administration Human Resource Management

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Classification and Compensation

Upcoming Meetings and Workshops
[View Meeting Dates, Times & Documents](#)

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Job Announcements
Merit Award Board
Employee Assistance Pgm (EAP)
Statutes/Regulations (pdf)
Agency Memos
Listserv
Layoffs
Diversity Inclusion Leaders
Have HR Questions?

Clear & Consistent Classifications
Competitive Salaries
Job Classification

Classification and Compensation
Providing classification and compensation services. Click for more...

JOBS State of Nevada
Career Opportunities

Statewide Classification and Compensation Study
Workforce Report

Job Seeker Services
State Employee Services
HR and Payroll Professional Services
Most Requested Services

How to Apply for a State Job Information for Applicants
Veteran Programs
Job Fairs
Employment Benefits
Salary Schedules
More Job Seeker Services

Employee Assistance Program
Employee Development
Job Specifications
Employee Handbook (pdf)
Telework Resources
More State Employee Services

Mediation Program
Central Payroll
Central Records
Forms
Publications
More HR and Payroll Services

Job Announcements
NEATS & Data Warehouse
Personnel Procedures & Rules
State Holidays (pdf)
Compensation Schedules
More Most Requested Services

Department of Administration Human Resource Management

Home

Job Specifications

Please find the Job Specifications for each Occupational Group listed below:

- [1.000 Agricultural & Conservation: A - B](#)
- [2.000 Clerical & Related Services: A - D](#)
- [3.000 Domestic Services: A - C](#)
- [4.000 Library & Archives: A - B](#)
- [5.000 Education: A - B](#)
- [6.000 Engineering & Allied: A - G](#)
- [7.000 Fiscal Management & Staff Services: A - K](#)
- [9.000 Mechanical & Construction Trades: A - J](#)
- [10.000 Medical, Health & Related Services: A - I](#)
- [11.000 Regulatory & Public Safety: A - E](#)
- [12.000 Social Services & Rehabilitation: A - E](#)
- [13.000 Sworn Law Enforcement](#)

Resources



Classification and Compensation SharePoint

<https://nv.sharepoint.com/sites/DOA-DHRM/SitePages/Classification-and-Compensation.aspx>

The screenshot shows the SharePoint interface for the DHRM (Department of Human Resources Management) site. The top navigation bar includes links for Home, CORE.NV HR, HR Data Warehouse, NEATS, NVAPPS, Payroll & Records, Site contents, Site Assets, and Employee Forms. The main content area features a banner with various Nevada-themed images (Reno, Lake Tahoe, Carson City, Las Vegas) and the title "Classification and Compensation". Below the banner is a paragraph of text explaining the section's responsibilities, followed by a "Business Partners" button. At the bottom, there are six buttons: "Classification Related NAC", "Classification Related NRS", "Compensation Related NAC", "Compensation Related NRS", "Job Specifications", and "Master Classification & Compensation Plan".

DHRM
Home CORE.NV HR HR Data Warehouse NEATS NVAPPS Payroll & Records Site contents Site Assets Employee Forms ...

★ Following Share ...

Classification and Compensation

The Classification and Compensation section is responsible for classifying positions within State service and conducting wage and benefit surveys in compliance with State and federal requirements. This section conducts occupational and individual studies and position audits while also providing consultation on classification and compensation issues and ensuring requests comply with respective requirements established per [NAC 284](#).

Business Partners

Classification Related NAC Classification Related NRS Compensation Related NAC Compensation Related NRS

Job Specifications Master Classification & Compensation Plan

Our Team



North Office

❖ Keisha Harris

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❖ Classification and Compensation Section

class.comp@admin.nv.gov

**Thank you for
attending!**

