Steve Sisolak
Governor

Laura E. Freed
Director

Colleen Murphy
Deputy Director

Peter Long
Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management

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MEMORANDUM
HR#19-20

March 16, 2020

TO: Directors
Deputy Directors
Administrators

FROM: Peter Long, Administrator *Peter Long*
Division of Human Resource Management

SUBJECT: HIRING FREEZE

Due to the continuing escalation of COVID-19, the State is faced with serious challenges. One of the proactive steps we can take at this time is to limit the hiring of current and future vacant positions. **Therefore, effective March 16, 2020, the Division of Human Resource Management is stopping all hiring activities for all open positions that are not on the exempt list.**

Executive branch positions (both classified & unclassified) will not be filled unless they are among those considered exempt (see attached list). This process applies to all positions irrespective of the funding for the position (i.e. General Fund, Highway Fund, Federal Funds, Fees, etc.) This includes positions that are currently open and in the recruitment process.

If you have a critical position that must be filled, please keep in mind that any exemptions must be approved by the Governor's Finance Office and the Governor's Office. Please see details listed below.

Constitutional Officers, the Judicial Branch, and the Legislative Branch are not bound by this directive but may choose to implement something similar.

PROCESS TO FILL POSITIONS

In order for a position to be considered for approval, the following steps must be completed:

1. Complete the *Justification To Fill* form and forward it to your budget analyst in the Governor's Finance Office. The link to the form will be provided in a separate memo from the Governor's Finance Office.

2. If approved by the Governor's Finance Office, the *Justification To Fill* form will be forwarded to the Governor's Office for review.

3. If the Governor's Finance Office and the Governor's Office approves the position, the *Justification To Fill* form will be forwarded to the Division of Human Resource Management/Recruitment and Retention Section to initiate the posting and begin (or continue) the recruitment activities.

OTHER RELEVANT INFORMATION

- Employment offers that were made and accepted through March 16, 2020, will be honored.

- For current active recruitments not covered by the Positions Exempt From Hiring Freeze list, the justification to fill process would need to be followed before a certified list will be provided.

- Caution should be exercised when reassigning duties that could result in reclassification, special salary adjustments or require authorization of overtime to maximize the cost savings from maintaining vacant positions.

- The process outlined applies to any type of appointment to a vacant position (i.e., new positions, transfers, promotions, reinstatement).

The Division of Human Resource Management is committed to making this process go as smoothly as possible and I want to thank you for your understanding and cooperation in this matter. These are truly tough times for all of us, and I hope we can all support each other and meet these challenges as a team. If you have any questions or concerns regarding this process, please feel free to contact me at plong@admin.nv.gov or 775-684-0131.

POSITIONS EXEMPT FROM HIRING FREEZE

As of March 16, 2020

	1.817	Conservation Crew Supervisor III
	1.820	Conservation Crew Supervisor II
	1.825	Conservation Crew Supervisor I
	1.870	Conservation Camp Supervisor
(I)	10.126	Psychologist III
(I)	10.132	Psychologist II

(I)	10.137	Mental Health Counselor 4
(I)	10.138	Mental Health Counselor 3
(I)	10.139	Mental Health Counselor 2
(I)	10.141	Mental Health Counselor 1
(I)	10.143	Psychologist I
(I)	10.144	Clinical Social Worker 2
(I)	10.151	Clinical Social Worker 3
(I)	10.168	Licensed Psychologist II
(I)	10.170	Licensed Psychologist I
(I)	10.171	Psychologist Assistant
(I)	10.229	Mid-Level Medical Practitioner
(I)	10.231	Health Information Director
(I)	10.234	Health Information Coordinator I
(I)	10.240	Quality Assurance Specialist 4
(I)	10.261	Dental Prosthetics Technician
(I)	10.263	Dental Assistant 2
(I)	10.300	Director of Nursing Services 2
(I)	10.301	Director of Nursing Services 1
(I)	10.305	Psychiatric Nurse 3
(I)	10.306	Psychiatric Nurse 4
(I)	10.307	Psychiatric Nurse 2
(I)	10.309	Psychiatric Nurse 1
(I)	10.310	Chief of Nursing Services
	10.316	Correctional Nurse 3
	10.318	Correctional Nurse 2
	10.360	Licensed Practical Nurse 2
	10.364	Licensed Practical Nurse 3
	10.369	Certified Nursing Assistant 2
(I)	10.709	Pharmacist 1
(I)	10.723	Pharmacy Technician 2
(I)	10.728	Pharmacy Technician 1
	11.118	Public Safety Dispatcher 5
	11.120	Public Safety Dispatcher 4
	11.122	Public Safety Dispatcher 3
	11.124	Public Safety Dispatcher 2
	11.126	Public Safety Dispatcher 1
(I)	12.469	Substance Abuse Counselor 2
	12.501	Warden
	12.517	Correctional Assistant

	12.554	Correctional Class & Planning Spec
	12.556	Correctional Casework Spec 3
	12.559	Correctional Casework Spec 2
	12.565	Correctional Casework Spec 1
	12.571	Correctional Casework Spec Trainee
	12.614	Parole & Probation Specialist 2
	12.616	Parole & Probation Specialist 3
	12.618	Parole & Probation Specialist 4
	13.202	DPS Major
	13.203	DPS Captain
	13.204	DPS Lieutenant
	13.205	DPS Sergeant
	13.206	DPS Officer 2
	13.207	DPS Officer 1
	13.243	Criminal Investigator 3
	13.310	Correctional Lieutenant
	13.311	Correctional Sergeant
	13.312	Senior Correctional Officer
	13.313	Correctional Officer
	13.314	Correctional Officer Trainee
	U1017	Agent, Enforcement
(I)	U9086	Sr. Institution Dentist B
(I)	U9087	Sr. Physician (Range C)
(I)	U9088	Sr. Psychiatrist (Range C)

(I) Institutional Settings Only

cc: Constitutional Officers
Judicial Branch
Legislative Branch
Agency Personnel Liaisons
Division of Human Resource Management Staff