MEMORANDUM

HR#19-20

March 16, 2020

TO: Directors
    Deputy Directors
    Administrators

FROM: Peter Long, Administrator

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*

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.817</td>
<td>Conservation Crew Supervisor III</td>
</tr>
<tr>
<td>1.820</td>
<td>Conservation Crew Supervisor II</td>
</tr>
<tr>
<td>1.825</td>
<td>Conservation Crew Supervisor I</td>
</tr>
<tr>
<td>1.870</td>
<td>Conservation Camp Supervisor</td>
</tr>
<tr>
<td>(I)</td>
<td>10.126 Psychologist III</td>
</tr>
<tr>
<td>(I)</td>
<td>10.132 Psychologist II</td>
</tr>
</tbody>
</table>
(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