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DEPARTMENT OF ADMINISTRATION
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MEMORANDUM

March 30, 2012

TO: Lorne Malkiewich, Secretary
Interim Finance Committee

FROM: Jeff Mohlenkamp, Director
Department of Administration

SUBJECT: Next Interim Finance Committee Meeting

Please place the following items on the agenda of the April 24, 2012 Interim Finance Committee meeting:

II. RECLASSIFICATIONS

Agency	Agency/ Account Number	Position Number	Present Class Title, Class Code, Grade & Salary	Proposed Class Title, Class Code, Grade & Salary
Department of Business and Industry- Dairy Commission	745/4470	0014	Code: 11.363 Grade 35/01 Compliance/Audit Investigator III Employee/Employer Paid \$44,411.76	Code: 07.148 Grade 36/01 Auditor III Employee/Employer Paid Retirement \$46,146.24
Department of Administration Division of Human Resource Management	070/1363	0036	Code: 7.521 Grade 34/01 Personnel Analyst II Employee/Employer Paid Retirement \$42,553.44	Code: 2.211 Grade 27/01 Administrative Assistant III Employee/Employer Paid Retirement \$31,862.88

Agency	Agency/ Account Number	Position Number	Present Class Title, Class Code, Grade & Salary	Proposed Class Title, Class Code, Grade & Salary
Department of Public Safety Division of Parole & Probation	652/3740	0560	Code: 07.637 Grade 33/01 Management Analyst I Employer Paid Retirement \$40,862.16	Code: 12.614 Grade 31/01 Parole & Probation Specialist II Employer Paid Retirement \$37,563.12
Department of Health and Human Services Division of Welfare and Supportive Services	407/3267	0053	Code: 07.612 Grade 39/03 Management Analyst IV Employer Paid Retirement \$51,594.48	Code: 12.301 Grade 39/03 Social Services Chief II Employer Paid Retirement \$51,594.48
Department of Health & Human Services Division of Health Care Financing & Policy	403/3158	0187	Code: 7.625 Grade 35/01 Management Analyst II Employee/Employer Paid Retirement \$44,411.76	Code: 12.318 Grade 35/01 Social Services Program Specialist II Employee/ Employer Paid Retirement \$44,411.76
Department of Transportation	800/4660	73003	Code: 09.625 Grade 26/01 Custodial Supervisor I Employee/ Employer Paid Retirement \$30,610.08	Code: 07.649, Grade 31/01 Program Officer I Employee/ Employer Paid Retirement \$37,563.12

III. INFORMATION ITEMS

- A. DEPARTMENT OF BUSINESS AND INDUSTRY – HOUSING DIVISION –**
Pursuant to Senate Bill 152 of the 2009 Legislative Session, the Division has submitted a report on efforts to provide job training and to promote energy efficiency and the use of renewable energy for the period of July 1, 2010 through March 31, 2012. This report covers the period ending December 31, 2011.
- B. DEPARTMENT OF HEALTH AND HUMAN SERVICES – AGING AND
DISABILITY SERVICES DIVISION -** Per NRS 439.630(3)(f), the Aging and Disability Services Division is required to submit an annual report of the Independent Living Grants which are used to keep seniors throughout the state living independently at home. The report covers fiscal year 2011.

- C. DEPARTMENT OF HEALTH AND HUMAN SERVICES – DIVISION OF CHILD AND FAMILY SERVICES** – Letter of Intent – 1995 Legislature - Quarterly report on the Out-of-State Placement and Returns for the period ending December 31, 2011.
- D. DEPARTMENT OF HEALTH AND HUMAN SERVICES – MENTAL HEALTH AND DEVELOPMENTAL SERVICES - SOUTHERN NEVADA ADULT MENTAL HEALTH SERVICES (SNAMHS)** - SNAMHS has combined a part-time (0.51 FTE) Senior Psychiatrist position (PCN 1602) with another part-time (0.50 FTE) Senior Psychiatrist position (PCN 1241) to establish one full-time position (1.00 FTE) for PCN 1602 – Senior Psychiatrist, which results in a net reduction of 0.01 FTE.
- E. DEPARTMENT OF HEALTH AND HUMAN SERVICES – MENTAL HEALTH AND DEVELOPMENTAL SERVICES - SOUTHERN NEVADA ADULT MENTAL HEALTH SERVICES (SNAMHS)** - SNAMHS has combined a part-time (0.51 FTE) Pharmacist position (PCN 1334) with a full-time (1.0 FTE) Pharmacy Technician II position (PCN 815) to establish one full-time position (1.00 FTE) for PCN 1334 – Pharmacist, which results in a net reduction of 0.49 FTE and a reduction of a benefits package.
- F. DEPARTMENT OF HEALTH AND HUMAN SERVICES – MENTAL HEALTH AND DEVELOPMENTAL SERVICES – SIERRA REGIONAL CENTER (SRC)**
1. SRC has combined a part-time (0.51 FTE) Accounting Assistant II position (PCN 409) with another part-time (0.51 FTE) Accounting Assistant II position (PCN 396) to establish one full-time position (1.00 FTE) for PCN 396 – Accounting Assistant II, which results a net reduction of 0.02 FTE.
 2. SRC has combined a part-time (0.51 FTE) Developmental Specialist III position with two other part-time (0.75) Developmental Specialist III positions to make two full-time (1.0) Developmental Specialist III positions.
- G. DEPARTMENT OF HEALTH AND HUMAN SERVICES – DIVISION OF WELFARE AND SUPPORTIVE SERVICES – TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)** – Pursuant to NRS 422A.525, the Division is submitting the quarterly report of substantive TANF program changes for the period ending October 31, 2011.
- H. COMMISSION ON MINERAL RESOURCES – DIVISION OF MINERALS –** Pursuant to NRS 235.016, the Division of Minerals is reporting on the royalties for medallions and bars. This is the first report for fiscal year 2012.
- I. DEPARTMENT OF WILDLIFE – WILDLIFE TRUST FUND** – Pursuant to NRS 501.3585, the Department of Wildlife has submitted their first semiannual report of expenditures in the Wildlife Trust Account.
- J. DEPARTMENT OF WILDLIFE – WILDLIFE TRUST FUND** – Transfer of an Administrative Assistant II position from the Operations Division to the Law Enforcement Division for support services.

- K. DEPARTMENT OF TRANSPORTATION – ADMINISTRATION** – The department was required to reinstate a former employee and reclassify the position per a court order. This resulted in an increase of 1.00 in total positions.
- L. DEPARTMENT OF BUSINESS & INDUSTRY - HOUSING DIVISION** - Pursuant to Senate Bill 152 of the 2009 Legislative Session, the Division has submitted the report on efforts to provide job training and to promote energy efficiency and the use of renewable energy as required for the period of July 1, 2010 through March 31, 2012. This report covers the period ending February 29, 2012.
- M. DEPARTMENT OF ADMINISTRATION – ADMINISTRATIVE SERVICES DIVISION** – The Administration Services Division of the Department of Administration added a permanent Account Technician 2 position to assist the accounts payable team as a result of the merger.
- N. DEPARTMENT OF WILDLIFE** – Final status report for the Nevada Wildlife Data System, an automated licensing and vessel registration and titling program.
- O. COMMISSION ON MINERAL RESOURCES** - Addition of a permanent unclassified position for the Abandoned Mine Lands and the State Reclamation Bond Pool Programs.
- P. DEPARTMENT OF TOURISM & CULTURAL AFFAIRS – DIVISION OF MUSEUMS AND HISTORY – MUSEUM DEDICATED TRUST FUNDS** – Per NRS 381.0033(b), the Board of Museums and History or its designee shall submit a report semi-annually to the Interim Finance Committee concerning the investment and expenditure of the private funds.

IV. ACTION ITEMS

- A. ATTORNEY GENERAL’S OFFICE** – Although the majority of AG Investigator positions were moved to the classified service during the 2011 Legislative Session, a position was inadvertently left out during the budget process. To maintain consistency and equity among positions, this position is being submitted for review and approval.

<u>Agency</u>	<u>Class Code</u>	<u>Proposed Title</u>	<u>Proposed Salary</u>
Attorney General	U0900	AG Criminal Investigator II	\$64,302

- B. OFFICE OF THE MILITARY** – Pursuant to NRS 353.266, the Office of the Military is requesting an allocation of \$ 46,284 from the Interim Finance Committee Contingency Fund to provide for projected utility expenditures for the remainder of the fiscal year.

- C. DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES – DIVISION OF FORESTRY – FOREST FIRE SUPPRESSION ACCOUNT -** Pursuant to NRS 353.266, the Nevada Division of Forestry is requesting an allocation of \$2,199,387 from the Interim Finance Committee's Contingency Fund to cover claims that pertain to expenditures incurred in the Forest Fire Suppression account. This allocation will provide sufficient funding for estimated emergency response costs for the remainder of this fiscal year.
- D. GOVERNOR'S OFFICE OF ECONOMIC DEVELOPMENT -** Assembly Bill 580 of the 2011 Legislative Session appropriated \$3,882,973 for fiscal year 2012 from the State General Fund for allocation to the Governor's Office of Economic Development to encourage the creation and expansion of businesses in Nevada and the relocation of businesses to Nevada. The Interim Finance Committee approved \$3,476,773 in December 2011 for fiscal year 2012. This is a subsequent request for fiscal year 2012 in the amount of \$250,000, for a total allocation of \$3,726,773.
- E. DEPARTMENT OF PUBLIC SAFETY – DIVISION OF INVESTIGATIONS** Pursuant to NRS 353.266, the Division requests \$45,000 from the Interim Finance Committee Contingency Fund to support costs associated with excess fuel costs and to demolish the property located at 2855 S. Jones St., Las Vegas, NV.
- F. SILVER STATE HEALTH INSURANCE EXCHANGE – ADMINISTRATION** Senate Bill 440 of the 2011 Legislative Session established authority for the Silver State Health Insurance Exchange and created the position of Executive Director in the unclassified service. The bill also allowed for the creation of all necessary positions in the unclassified service to administer the exchange. Pursuant to Senate Bill 505, Section 2 of the 2011 Legislative Session, the agency is requesting the approval of the establishment of the appropriate titles and maximum salaries for seven positions.
- G. SUPREME COURT – JUDICIAL SELECTION -** Pursuant to NRS 353.266, the Supreme Court is requesting an allocation of \$10,000 from the Interim Finance Committee Contingency Fund for the cost of filling vacancies. Seven vacancies are currently anticipated for the fiscal year.

Jeff Mohlenkamp, Director