

2542 Position Control

1. The Budget Director shall establish the mechanics for position control for all agencies that receive appropriated monies (except the Nevada System of Higher Education) and for certain "authorized expenditure" agencies. Prior to the start of any given fiscal year, the Budget Director, on behalf of the Governor, issues an All Agency Memorandum to agencies within the Executive Department instructing them to access and print their position detail reports from the Nevada Executive Budget System for the upcoming fiscal year. Agencies are instructed to review the detail and advise the Budget Division of any discrepancies so the Budget Division can make any necessary adjustments or corrections. The Budget Division is responsible for updating the ~~Department~~ *Division* of Human Resource Management Integrated Financial System for Human Resources by entering any Legislative Approved new positions or reclassifications or other changes on an ongoing basis as the changes occur. The ~~Department~~ *Division* of Human Resource Management shall not honor a request nor approve the payroll for an unauthorized position. Establishment of a position and issuance of a position control number by the Budget Division does not determine the classification of the position. This is the responsibility of the ~~Department~~ *Division* of Human Resource Management and requests for establishment or change of classification should be directed to the ~~Department~~ *Division* of Human Resource Management. When contacting either the ~~Department~~ *Division* of Human Resource Management or the Budget Division concerning an existing position, identify the position by number and budget account.
2. The ~~Department~~ *Division* of Human Resource Management, through [Nevada Administrative Code 284.126](#), requires that:
 - a. If an agency makes or anticipates making a significant change in the duties for a position or the agency anticipates a reorganization that will require the reclassification of an existing position, the reallocation of an existing class or the creation of a new class, it shall advise the Budget Division. The proposed change may not be required of an employee nor be submitted to the ~~Department~~ *Division* of Human Resource Management until funding for it is approved. If the ~~Department~~ *Division* of Human Resource Management approves the change, the Budget Division will determine the effective date if the change does not require a new class or reallocation of an existing class.
 - b. When advising the Budget Division of requests for reclassification, reallocations, establishment of new classes or new positions, the following information must be included where applicable:
 - i. The new responsibilities added to existing organization mission/purpose and assigned to the position and how the organization is benefited;
 - ii. The responsibilities reassigned/changed with no substantial change in overall organization mission/purpose;
 - iii. The identity of all other positions affected by this reassignment, change or new position;
 - iv. The cost associated with the reassignment, change or new position;
 - v. The source of funding for additional cost, both in the current biennium and in future biennium's;

- vi. The reasons for requesting a specific effective date and funding available on that specific date.
3. A new class, or reallocation of a class or class series based on an occupational study conducted by the ~~Department~~ *Division* of Human Resource Management, becomes effective when the funding is provided by the Legislature in the biennial operating budget that are impacted by the changes.

2544 Legislative Approval for Changes of Positions

A State agency, other than the Nevada System of Higher Education and occupational licensing boards, may not change a position for which money has been appropriated or authorized from one occupational class to another, as defined by the index developed pursuant to [NRS 284.171](#), without the approval of the Legislature or of the Interim Finance Committee.

The occupational class index consists of occupations in the fields of:

1. Agriculture and conservation.
2. Clerical and related services.
3. Domestic services.
4. Library and archives.
5. Education.
6. Engineering and allied.
7. Fiscal management and staff services.
- ~~8.~~ **9.** Mechanical and construction trades.
- ~~9.~~ **10.** Medical, health and related services.
- ~~10.~~ **11.** Regulatory and public safety.
- ~~11.~~ **12.** Social services and rehabilitation.
- 13.** *Sworn Law Enforcement*

All proposed changes of positions from one occupational class to another must be submitted to the Interim Finance Committee upon the approval of the Governor, or his designee, the Budget Director. The Interim Finance Committee has 45 days after a proposal is submitted to its secretary within which to consider it. Any proposed change, which is not considered within the 45-day period, shall be deemed approved.

3708 Unemployment Compensation Assessment

State law provides that State agencies may reimburse the Unemployment Compensation Fund for all benefits paid on behalf of the State for former employees in lieu of making quarterly contributions. The State has chosen the reimbursement method.

In order to provide enough money to reimburse the Unemployment Compensation Fund, each agency will be assessed a percentage of projected gross salaries each year.

The ~~Department~~ *Division* of Human Resource Management will collect the assessment for all agencies paid by Central Payroll. The assessment rate is ~~.0015~~ *.0011* of projected gross salaries effective ~~January 1, 2006,~~ *for calendar year 2014* and ~~.0018~~ *.0013* of projected gross salaries effective ~~January 1, 2007~~ *for calendar year 2015*. Rates are subject to change on the basis of funding levels.