



DEPARTMENT OF ADMINISTRATION

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ALL AGENCY MEMORANDUM #2010-11

March 5, 2010

TO: All Department Directors

FROM: Andrew K. Clinger, Director
Department of Administration

SUBJECT: Hiring Freeze and Justification to Fill Process

Governor Jim Gibbons directed all Executive Branch agencies through a memo dated February 11, 2010 that effective March 1, 2010 a hiring freeze is to be implemented by each Department Director. The freeze applies to all positions, whether funded by general funds, fees, highway funds or federal funds. Exceptions to the hiring freeze may only be granted upon approval of the Governor's Office. Department Directors may request exceptions for specific positions, or groups of positions, as follows:

- Positions necessary to protect the life, safety and wellbeing of Nevadans and visitors to Nevada (law enforcement, fire, protective services).
- Direct care workers, in 24/7 facilities and/or operations, necessary to maintain safety, patient/inmate to staff ratios required to maintain licensing or accreditation, or staffing ratios recognized or approved by the Executive Budget Office.
- Positions required to process benefits in a timely manner to needy Nevadans.
- Positions that directly produce revenue for the agency or state.

Exception requests may only be submitted after personal review and approval by a Department Director. This function may not be delegated. In order for a vacant position to be exempted from the current hiring freeze, a completed electronic Justification to Fill (JTF) form must be e-mailed to the Department of Personnel. A separate JTF must be e-mailed for each position. After review by the Department of Personnel, approved JTFs will be forwarded to the Budget Division for further review. Those JTFs approved by the Budget Division will then be forwarded to the Governor's Office for consideration. Only those positions that are critical to public safety, client care, essential state services, or that generate revenue for the

state will be eligible for approval. To expedite the process, all JTF forms must be completed electronically in Acrobat, saved as a PDF file, and forwarded to the next step in the chain of approval via e-mail. Altered forms, scanned forms, and copies of the form in a different file format (such as Word) will be rejected. Supporting documentation may be attached to the e-mail, but all relevant fields in the JTF must be completed. Entries consisting entirely of “See Attached File” or similar wording are not acceptable.

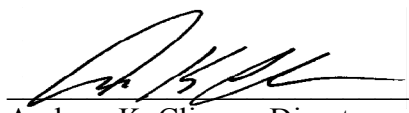
Since the completed forms will not have handwritten signatures, agency submissions of the JTF to the Department of Personnel must originate from the department director’s e-mail address. All other submissions will be rejected.

Completing the Form

- Save the JTF as a file on your local or network file system.
- Open the file using Acrobat or Adobe Reader. Earlier versions of Acrobat or Reader may not support some of the features of the JTF. In this case, you may obtain the current version of Adobe Reader [here](#).
- Complete the form. It is strongly suggested to save your work often. If you are submitting JTFs for multiple positions, save and submit a separate copy of the file for each position. Each copy may have a different file name. Retain a copy of the submitted file for your records.
- When complete, send an e-mail to JTF@dop.nv.gov or click on the “*submit by e-mail*” icon and attach the JTF and any supporting files.

Click the link below for the JTF form:

[Justification to Fill Form](#)



Andrew K. Clinger, Director
Department of Administration