

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 of Personnel's~~ **Department 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 of Personnel~~ **Department 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 of Personnel~~ **Department of Human Resource Management** and requests for establishment or change of classification should be directed to the ~~Department of Personnel~~ **Department of Human Resource Management**. When contacting either the ~~Department of Personnel~~ **Department of Human Resource Management** or the Budget Division concerning an existing position, identify the position by number and budget account.
2. The ~~Department of Personnel~~ **Department 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 of Personnel~~ **Department of Human Resource Management** until funding for it is approved. If the ~~Department of Personnel~~ **Department 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 of Personnel~~ **Department of Human Resource Management**, becomes

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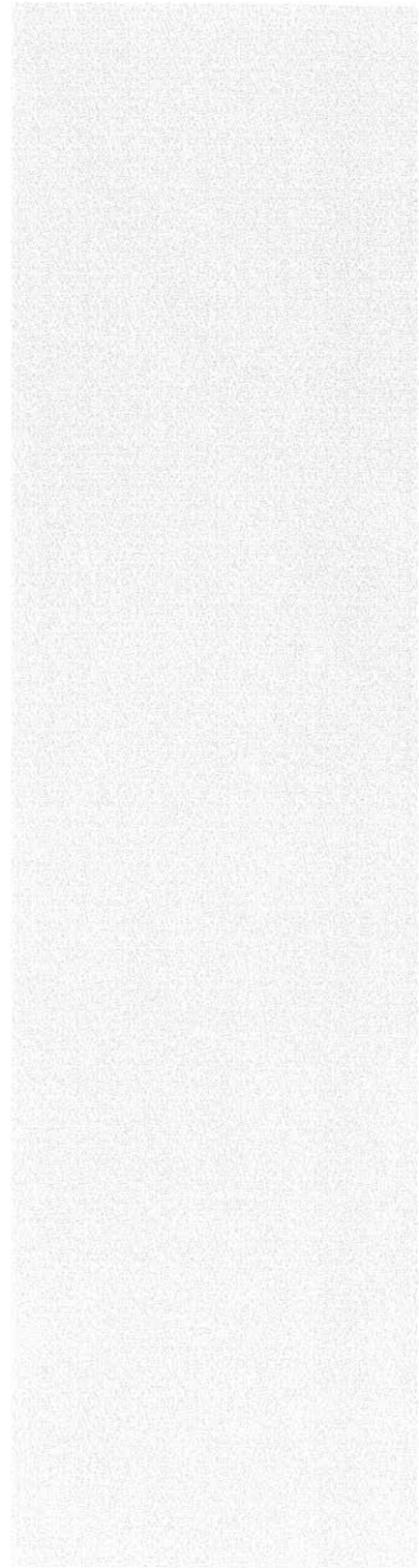
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effective when the funding is provided by the Legislature in the biennial operating budget that are impacted by the changes.



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

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