

**PROPOSED REGULATION OF THE  
DIVISION OF HUMAN RESOURCE MANAGEMENT OF THE  
DEPARTMENT OF ADMINISTRATION**

**LCB FILE NO. R169-24I**

**The following document is the initial draft regulation proposed  
by the agency submitted on 06/27/2024**

**Explanation of Proposed Change:** The following amendments, proposed by the Division of Human Resource Management (DHRM), simplify the regulations that were previously in effect as temporary regulations, which have now expired, and brings them in line with the current succession plan process.

*NEW Succession plan; appointments.*

1. *A succession plan must be prepared in the form prescribed by the Division of Human Resource Management and submitted to the Administrator.*

2. *Except as otherwise provided in NRS 284.305, as amended by section 2 of Senate Bill No. 87, chapter 59, Statutes of Nevada 2023, at page 285, and section 96 of Senate Bill No. 431, chapter 532, Statutes of Nevada 2023, at page 3572, and NRS 284.327, as amended by section 100 of Senate Bill No. 431, chapter 532, Statutes of Nevada 2023, at page 3573, if the Administrator has approved a succession plan the appointing authority may appoint the employee, regardless of whether the employee meets the other minimum qualifications for the position.*

**NAC 284.058 “Eligible person” defined.** “Eligible person” means any person who : ~~meets the required minimum qualifications and;~~

1. Applies, *meets the required minimum qualifications*, successfully passes all phases of an examination, when required, and is placed on an appropriate eligible list; ~~or;~~

2. ~~Is~~ *Meets the required minimum qualifications and is* eligible to be placed on a list described in paragraphs (a) to (d), inclusive, of subsection 1 of NAC 284.358 ~~;~~ *or*

3. *Is an employee who is approved for appointment by the Administrator pursuant to NEW succession plan; appointments regulation.*

**NAC 284.313 Limitation of competition in recruitment; applications.**

1. Except as otherwise provided in this subsection ~~and~~ *NAC 284.058*, competition in a recruitment is limited to applicants who meet the minimum qualifications and other criteria or conditions for the class or position as specified in the publicized job announcement. The publicized job announcement may provide for the consideration of applicants who do not currently meet those minimum qualifications but who will do so by the time their names are placed on an eligible list.

2. It is the responsibility of an applicant to apply for any recruitment for which he or she is interested. Future vacancies may be filled from the results of appropriate prior recruitments.

3. Each applicant must submit an application as specified in the publicized job announcement. The application must be received not later than 5 p.m. on the closing date, as determined by the Division of Human Resource Management.

4. The incomplete or improper completion of an application that affects the ability of the Division of Human Resource Management to determine the qualifications of the applicant, including the failure to designate the locations where the applicant will work and other criteria or conditions, is cause for the rejection of the applicant.

5. If a recruitment produces a sufficient number of applicants, the Division of Human Resource Management may, as an additional phase of the process of examination, approve the obtaining of supplemental information from each applicant to assess his or her qualifications if the publicized job announcement includes notice that such supplemental information may be required.

Only those applicants who are considered the most qualified, based on this assessment, may continue in the competition.

6. Except as otherwise provided in subsection 8, competition in a promotional recruitment is limited to current state employees who:

(a) Have served at least 6 months of continuous full-time equivalent service in a probationary, special disabled, emergency, provisional or permanent status, or any combination of these, in the classified service.

(b) Are working in the division, department or state service which is specified in the publicized job announcement.

7. An employee who competes in a promotional recruitment may be at a higher grade, the same grade or a lower grade than the grade of the class for which the recruitment is being conducted. Depending on the grade of the employee, an appointment resulting from a promotional recruitment may be a voluntary demotion, a lateral transfer or a promotion.

8. A former incumbent of a seasonal position who was separated from state service with the status of a permanent employee may apply for a promotional recruitment up to 1 year after the day of separation even though he or she is not currently employed. The prior appointment must have been in the division, department or state service which is specified in the publicized job announcement.

9. Applications and accompanying documents are the property of the Division of Human Resource Management.