

Nevada Department of Agriculture, Administrative Manual

Chapter 11, Personnel, Other Items, Hiring Freeze, Procedure to Fill Vacant Positions

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Overview: On October 15, 2007, Governor Gibbons announced a hiring freeze, due to lower tax revenues. On October 18, 2007, the Department of Personnel issued memo PERD 48-07, describing the process to fill a vacant position, and also providing a Justification to Fill form. Per PERD memo 48-07, none of Agriculture's positions are exempt from the hiring freeze. The hiring freeze will continue until rescinded by the Governor.

Procedure:

1. In the header of the Justification to Fill (JTF) form, (available at Budget Division's website: <http://budget.state.nv.us/forms.htm>) please fill in the budget, position control number, and the class title. If you don't know this information, please contact Linda Lesi, 775-688-1180, x257 for assistance.
2. Fill out section 5 of the JTF, "Reason for the urgency to fill and/or consequences of not filling vacancy".
3. Forward the JTF to the division administrator for approval.
4. If the Administrator approves filling the position, the Administrator will email the JTF to Maureen Groach at mlgroach@agri.state.nv.us. Emailing the JTF to Maureen from the Administrator signifies approval by the Administrator.
5. Division of Administration staff will complete the remainder of the JTF, complete a cover memorandum for the Budget Analyst, attach a copy of the email from the Administrator to the JTF and forward the package to the Director for review.
6. If the Director approves the JTF, the signed document and attached documents will be returned to Maureen. Maureen's staff will forward the JTF package to Budget Division. Division of Administration staff will keep a log and file of all JTF's submitted to Budget Division. Maureen will determine who will maintain the agency log and file.
7. If the Director does not approve the JTF, a copy will be made for the file, and the JTF will be returned to the Administrator.
8. If the administrator wishes to discuss the decision by the Director, the Administrator will contact the Director.
9. If approvals are received from Budget Division and the Committee, a copy of the JTF will be made for the file, and Division of Administration staff will contact the Administrator to begin recruitment. The approved JTF must accompany hiring paperwork sent to the Department of Personnel, Central Records.
10. If the JTF is disapproved after it leaves the agency, a copy will be made for the file, and the JTF will be returned to the Administrator.
11. If the Administrator wishes to appeal the decision by the Committee, the Administrator will contact the Director to discuss the appeal.