

**STATE OF NEVADA DIVISION OF HUMAN RESOURCE MANAGEMENT**  
**REQUEST TO ACCELERATE SALARY**  
*(Adjustment of Steps Within Same Pay Grade - NAC 284.204)*

1. Agency ID #:	2. Budget #:	3. Dept.:	Division:
4. Applicant / Employee Name:		Geographic Location of Position:	
5. Class Title:		6. Class Code:	Position Control #
7. Grade:	8. *Proposed Step:	9. *Proposed Effective Date:	
<p><b>10. BASIS OF REQUEST:</b> (Please check only one shaded box. Please see NAC 284.204 for qualifying conditions.)</p> <p><input type="checkbox"/> Meet difficult recruitment problem:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Recruitment produced less than 5 eligible persons who are available. <ul style="list-style-type: none"> <li>• Copy of certified list <u>must</u> accompany request (if applicable)</li> </ul> </li> <li><input type="checkbox"/> Recruitment deemed historically difficult. Please attach documentation/history and a copy of the coded list.</li> </ul> <p><input type="checkbox"/> Hire person with superior qualifications.</p> <ul style="list-style-type: none"> <li>• Copy of certified list <u>must</u> accompany request</li> <li>• Applicant comparison <u>must</u> accompany request Form NPD-04B, along with the cover memo to DHRM Administrator</li> </ul> <p><input type="checkbox"/> Maintain an equitable relationship between employees for reasons other than seniority.</p> <ul style="list-style-type: none"> <li>• List of the employees being compared <u>must</u> accompany request Form NPD-04A, along with the cover memo to Governor's Office</li> </ul> <p><b>11. JUSTIFICATION:</b> Please attach separately (<i>Required for approval. Be specific</i>)  <i>*Please note: Any request for an adjustment of steps must be <u>pre-approved prior</u> to making a firm job offer at an accelerated rate. Position cannot be filled prior to receipt of approval.</i></p>			
<p><b>12. APPOINTING AUTHORITY CERTIFICATION:</b>  <i>I Certify That I Have:</i></p> <ul style="list-style-type: none"> <li>• Considered the salary requirements and qualifications of all eligible persons.</li> <li>• Ensured that the adjustment is financially feasible over the current biennium.</li> <li>• Maintained accurate records on this request.</li> </ul> <p>_____  AGENCY FISCAL OFFICER                      DATE</p> <p>_____  AGENCY ADMINISTRATOR OR DESIGNEE                      DATE</p> <p>_____  AGENCY PERSONNEL OFFICER                      DATE</p>		<p><b>13. FOR COMPLETION BY DIVISION OF HUMAN RESOURCE MANAGEMENT</b></p> <p><input type="checkbox"/> APPROVED - Effective Date _____</p> <p><input type="checkbox"/> DISAPPROVED</p> <p>Per NAC 284.204, Subsection _____</p> <p>Request no. _____</p> <p>_____  SIGNATURE    DATE</p>	
<p><b>14. FOR COMPLETION BY THE GOVERNOR'S FINANCE OFFICE</b>  <i>I Certify That I Have:</i> Ensured that the adjustment is financially feasible <u>through</u> the current biennium.</p> <p>_____  BUDGET ANALYST    DATE</p> <p>_____  GOVERNOR'S FINANCE OFFICE    DATE</p>		<p><b>15. FOR COMPLETION BY GOVERNOR'S OFFICE</b>  (If applicable)  Note: All equity adjustment requests must have Governor's Office Approval.</p> <p><input type="checkbox"/> APPROVED</p> <p><input type="checkbox"/> DISAPPROVED</p> <p>_____  SIGNATURE    DATE</p>	

# REQUEST TO ACCELERATE SALARY DIRECTIONS

**NUMBERS 1-9:** Enter all requested information.

*\*Please note: Any request for an adjustment of steps must be **pre-approved prior** to making a firm job offer at an accelerated rate. Position cannot be filled prior to receipt of approval.*

**NUMBER 10:** Check the appropriate box(es). Ensure all required attachments are complete and attached to NPD-04 form as identified. (NPD-04A or NPD-04B and cover memos.)

**NUMBER 11:** Attach detailed justification to support your request.

**NUMBER 12:** The agency will acquire the signature approval from the Agency Fiscal Officer, the Agency Administrator (or designee), then forwards the Request to the Agency Personnel Officer. After the Agency Personnel Officer reviews and signs the Request it will be forwarded to the Division of Human Resource Management (DHRM), Compensation Division.

**NUMBER 13:** If the DHRM approves the Request will be forwarded to the Governor's Finance Office. If the Request is not approved, it will be returned to the Agency Personnel Officer.

**NUMBER 14:** Once reviewed and approved by both the Agency Budget Analyst and the Governor's Finance Office the Request will be returned to the Agency Personnel Officer, or if applicable forward to the Governor's office for final review.

**NUMBER 15:** If the Request is to "Maintain an equitable relationship between employees for reasons other than seniority" final approval is required from the Governor's office. Upon approval/disapproval the Request will be sent to DHRM, Compensation Division and then forwarded to the Agency Personnel Officer.

**NAC 284.204—ADJUSTMENT OF STEPS WITHIN SAME PAY GRADE**

1. The Division of Human Resources Management may approve an adjustment of steps within the same grade to:

(a) Allow an appointing authority the flexibility to adjust the rate of pay for a position that will be filled by a person from a pool of eligible persons who are applying for the position on an open competitive basis in order to:

(1) Meet a difficult recruiting problem in which an effort to recruit a person for a position or class has failed to produce at least five eligible persons who are available to work, or the recruitment for the position or class has been deemed historically difficult.

*Instructions: complete justification explaining historical recruitment difficulties or availability of less than five available candidates and attach a copy of certified list.*

(2) Employ a person whose education or experience is superior to those of another eligible person and who exceeds the minimum qualifications of the class. Any experience or education which is considered by the appointing authority pursuant to this subparagraph must be given a greater weight for those areas which are directly related to the position than general education and experience.

*Instructions: complete justification explaining the specific qualifications possessed by the applicant. Include a rationale as to how the added qualifications apply to your department/program and the potential benefits derived and how the applicant exceeds the qualifications of other applicants.*

(b) Maintain an equitable relationship in the status of steps among the employees of the appointing authority if a disparity exists. An adjustment will not be granted pursuant to this section if the disparity in steps is:

(1) Among employees of different departments or agencies; or

(2) A result of:

(I) The length of service of employees;

(II) An adjustment in pay which was attained in a former class; or

(III) An adjustment in pay for an employee who resides in a particular geographical area.

*Instructions: complete justification explaining the inequitable situation, proposed resolutions, how the proposal resolves the condition, and include a list of employees to be compared.*

(c) Maintain an appropriate differential, as determined by the appointing authority, between the base rate of pay of a supervisor and the base rate of pay of an employee who is in the direct line of authority of the supervisor. An adjustment may be granted pursuant to this paragraph if, before the adjustment, the base rate of pay of the employee is the same or greater than the base rate of pay of the supervisor.

*Instructions: complete justification explaining the inequitable situation, proposed resolutions, how the proposal resolves the condition, and include a list of employees to be compared.*

## SAMPLE APPLICANT COMPARISON

### REQUEST TO ACCELERATE SALARY FOR Applicant 1:

#### Applicants Interviewed:

- Applicant 1: (CH) – Bachelor’s Degree in Accounting, 10 years as an accountant, 13 years as an executive and administrative assistant. (Selected candidate)
- Applicant 2: (MH) – Associates Degree in General Studies. 3 years of accounting type work. Has customer service and computer experience. Minimal administrative support experience.
- Applicant 3: (SY) – High School Diploma. 10 years of administrative work. Declined, took another position.
- Applicant 4; (KD) – Master’s Degree in Sociology. 2 years of administrative experience as a student. Has limited travel reimbursement, accounting type experience.
- Applicant 5: (SL) – Bachelor’s Degree in Business. 10 years of administrative experience. Interviewed but looking for a higher level position. Declined.

#### Justification Information for selected applicant:

Number of relevant years of education and/or experience: Bachelor’s Degree in Accounting, 23 years of relevant experience Currently Employed by: NV Energy  
Current Monthly Salary: \$3,276.99

If unemployed or underemployed, how long: N/A This applicant best meets the department needs because:

We are looking for an Administrative Assistant 3 that has experience with travel reimbursement, accounting, and has administrative support experience. This candidate is superior to the other candidates because....

Requested Step: 27-04

Monthly Salary at Step 1: \$2,723.10 Annual Salary at Step 1: \$32,677.20

Monthly Salary at requested step: \$3,076.32 Annual Salary at requested step: \$36,915.84