



# DEPARTMENT OF ADMINISTRATION

Inspiring trust in government by being transparent, competent, and accountable while keeping services to people at the core of our actions

## 2025-2027 GOVERNOR'S RECOMMENDED BUDGET LEGISLATIVE COMMISSION'S BUDGET SUBCOMMITTEE

January 21, 2025

JOY GRIMMER, DIRECTOR  
BOB RAGAR, DEPUTY DIRECTOR



**Joy Grimmer**  
Director

# DEPARTMENT LEADERSHIP



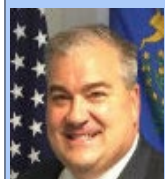
**Bob Ragar**  
Deputy Director



**Mike Strom, Administrator**  
Library, Archives & Public Records Division



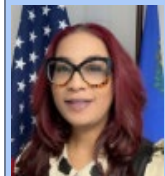
**Mandy Hagler, Administrator**  
Risk Management Division



**Rob Boehmer, Executive Officer**  
Deferred Compensation Program



**James Gast, Administrator**  
Mail Services Division



**Bachera Washington, Administrator**  
Division of Human Resource Management

**Daniel Marlow, Administrator**  
Administrative Services Division



**Wil Lewis, Administrator**  
Public Works Division



**Dean Hardy, Senior Appeals Officer**  
Hearings and Appeals Division



**Robbie Burgess, Administrator**  
Fleet Services Division



**Gideon Davis, Administrator**  
State Purchasing Division



# DEPARTMENT MISSION

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## The Department of Administration:

- Delivers transparent internal government services
- Plans and maintains critical state infrastructure and security of state processes
- Equips state agencies & employees to support the needs of Nevadans

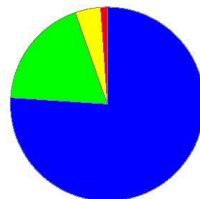
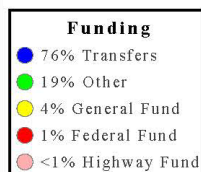
## Departmental goals:

- Support state agencies in recruiting and retaining a talented workforce, while ensuring a positive, respectful work environment
- Provide outstanding customer service
- Collaborate with other agencies to streamline service delivery and improve operational efficiencies

# DEPARTMENT FUNDING SOURCES & ACTIVITIES

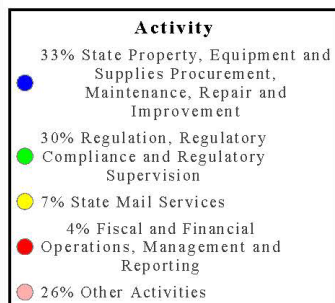
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## Department Biennium Total by Funding Source



Department	2026	2027
Total \$	183,078,593	183,230,450
Total FTE	444.08	444.08

## Department Biennium Total by Activity



# DIRECTOR'S OFFICE

5

The base budget continues funding for five (5) employees and associated operating costs.

Material enhancement and efficiency units are as follows:

Addition of travel funds to allow for the Director and Deputy Director to travel to/from Las Vegas and Carson City

➤ 1337 / E331	Yr1 \$25,932	Yr2 \$25,932
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# ADMINISTRATIVE SERVICES DIVISION

6

The base budget continues funding for 36 employees and associated operating costs.

Material enhancement and efficiency units are as follows:

Addition of one Accountant Technician III position within the Accounting Section

➤ 1371 / E331	Yr1 \$73,453	Yr2 \$93,677
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Addition of one Management Analyst II position within the Budget Section

➤ 1371 / E332	Yr1 \$80,693	Yr2 \$98,355
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# ADMINISTRATIVE SERVICES DIVISION

7

**Addition of two Administrative Assistant IV positions within the  
Administrative Payroll Section**

➤ **1371 / E334**

***Yr1 \$124,942***

***Yr2 \$157,622***

# PURCHASING DIVISION

8

The base budgets across the division continue funding for 29 employees and associated operating costs.

Material enhancement and efficiency units are as follows:

Continues funding two monthly Fleet Service vehicle rentals, publications, and software

➤ 1358 / E300

*Yr1 \$10,348*

*Yr2 \$10,348*



# DEFERRED COMPENSATION COMMITTEE

9

**The base budget continues funding for three (3) employees and associated operating costs.**

**Material enhancement and efficiency units are as follows:**

**Addition of travel and training funds to allow for staff and board members to attend scheduled public and administrative meetings**

<b>➤ 1017 / E125</b>	<b>Yr1 \$33,543</b>	<b>Yr2 \$33,543</b>
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## 10

➤ **1354 / E335**      **Yr1 \$55,214**      **Yr2 \$66,684**

# FLEET SERVICES DIVISION

11

## One-Shot Appropriations:

**Replacement of 173 agency owned vehicles in fiscal year 2026 per the recommended replacement requirements in the State Administrative Manual**

➤ **1354 / E712** **Yr1 \$7,043,702** **Yr2 \$0**

**Addition of 90 new vehicles in fiscal year 2026 to fulfill agency requests for additional fleet services vehicles**

➤ **1354 / E722** **Yr1 \$4,705,389** **Yr2 \$0**

# LIBRARY, ARCHIVES & PUBLIC RECORDS DIVISION

12

The base budgets across the division continue funding for 35 employees and associated operating costs.

Material enhancement and efficiency units are as follows:

Transfer authority from Category 11 to Category 04 for raw materials

➤ 1052 / E300

*Yr1 Net \$0*

*Yr2 Net \$0*

# MAIL SERVICES DIVISION

13

The base budgets across the division continue funding for 22 employees and associated operating costs.

Material enhancement and efficiency units are as follows:

Addition of travel and training funds to allow staff to participate in the newly established agency training schedule

➤ 1346 / E346	Yr1 \$9,828	Yr2 \$9,828
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Increase in Postage Authority

➤ 1346 / M150	Yr1 \$2,038,345	Yr2 \$2,038,345
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# HEARINGS AND APPEALS DIVISION

14

The base budgets across the division continue funding for 51 employees and associated operating costs.

Material enhancement and efficiency units are as follows:

Continued funding for an Appeals Officer position added during the interim

➤ 1015 / E300

*Yr1 \$194,243*

*Yr2 \$193,561*

# RISK MANAGEMENT DIVISION

15

The base budgets across the division continue funding for 7 employees and associated operating costs.

Material enhancement and efficiency units are as follows:

Additional funds for yearly escalator in the premium for the following lines of insurance: excess cyber liability; property and contents; and excess liability (i.e., Attorney General tort liability)

➤ 1352 / M101	Yr1 \$1,479,516	Yr2 \$1,402,411
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# HUMAN RESOURCE MANAGEMENT DIVISION

16

The base budgets across the division, including budget accounts 1360 and 1363, continue funding for employees and associated operating costs.

Material enhancement and efficiency units are as follows:

Addition of travel and training funds for staff to cross-train and build skills

➤ 1360 / E330	Yr1 \$8,832	Yr2 \$8,832
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Addition of two Personnel Technician positions and one Personnel Analyst position to support workload demands

➤ 1360 / E345	Yr1 \$260,199	Yr2 \$268,537
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# HUMAN RESOURCE MANAGEMENT DIVISION

17

**Addition of in-state and out-of-state travel for division leadership and staff for staff training and development**

➤ **1363 / E330** **Yr1 \$81,027** **Yr2 \$81,724**

**Addition of one Training Officer position for the Office of Employee Development**

➤ **1363 / E334** **Yr1 \$80,383** **Yr2 \$100,563**

**Addition of two Accountant Technician positions to provide support for payroll functions**

➤ **1363 / E336** **Yr1 \$135,963** **Yr2 \$168,049**

# HUMAN RESOURCE MANAGEMENT DIVISION

18

**Addition of one Personnel Technician position and two Personnel Analyst positions to support workload demands**

➤ **1363 / E345** **Yr1 \$296,405 Yr2 \$306,482**

**Continues funding for one Deputy Administrator position added during the interim to provide management and oversight of the Central Payroll and Central Records programs**

➤ **1363 / E346** **Yr1 \$161,615 Yr2 \$160,947**

# PUBLIC WORKS DIVISION

19

The base budgets across the division continue funding for employees and associated operating costs.  
Material enhancement and efficiency units are as follows:

## Buildings and Grounds

Transfer authority from Maintenance of Buildings and Grounds  
Category 12 to Building Renovation Category 14

➤ 1349 / E300	Yr1 Net \$0	Yr2 Net \$0
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Increase inmate payroll expenses

➤ 1349 / E333	Yr1 \$22,800	Yr2 \$22,800
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# PUBLIC WORKS DIVISION

20

**Funds ongoing utilities at McCarran Complex for space that will be occupied in fiscal years 2026 and 2027**

➤ **1349 / E335** **Yr1 \$2,277,053** **Yr2 \$2,277,053**

**Replaces three agency-owned vehicles with Fleet Service vehicles**

➤ **1349 / E712** **Yr1 \$9,452** **Yr2 \$17,135**

**Funds new tools and equipment for 32 Buildings and Grounds staff**

➤ **1349 / E713** **Yr1 \$134,946** **Yr2 \$0**

# PUBLIC WORKS DIVISION (Cont'd)

21

## Buildings and Grounds (Cont'd)

Funds the replacement of building equipment whose useful life has expired, and which is unsafe, unreliable, or problematic

➤ 1349 / E714 Yr1 \$167,496 Yr2 \$84,907

Funds new equipment for increased work efficiencies

➤ 1349 / E720 Yr1 \$75,357 Yr2 \$60,812

Transfers four (4) positions from Sierra Regional Center consisting of two Maintenance Repair Specialists, one Custodial Worker, and one Custodial Supervisor

➤ 1349 / E900 Yr1 \$372,240 Yr2 \$378,212

# PUBLIC WORKS DIVISION (Cont'd)

22

## Marlette Lake

**Funds heavy equipment rental for a wheel loader to maintain roads and backcountry at the Marlette Lake Water System**

➤ 1366 / E331

Yr1 \$19,677

Yr2 \$19,677

## Administration

**Additional travel to attend in-person stakeholder meetings to support the division's efforts to move state agencies into habitable space**

➤ 1540 / E331

Yr1 \$22,564

Yr2 \$22,564



# DEPARTMENT OF ADMINISTRATION

THANK YOU FOR YOUR TIME  
AND CONSIDERATION

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