

Assembly
WAYS AND MEANS COMMITTEE

NEVADA STATE LEGISLATURE
55th SESSION

FEBRUARY 5, 1969

The meeting was called to order by Chairman R. Young at 2:05 P.M. in the Ways and Means Room.

Present: R. Young, Howard, Glaser, Bowler, Webb, Ashworth, F. Young

Absent: Close, Jacobsen

Judge Jon Collins and Mr. Bob Davenport were present to discuss the District Judges Salaries, Supreme Court Justices and Widows Pensions, District Judges Travel, Supreme Court and State Board of Pardons Commission.

New positions requested by Judge Collins are Supervisory Law Clerk, Secretary to Law Clerk, and Deputy.

The new recording device was also mentioned. This machine would be used for recording arguments and would help the judges in writing their decisions. It would cost \$2,146.

Judge Collins expressed the Courts position relating to the Capital Improvement Program - \$1,000,000 to remodel the second floor of the Capitol Building and \$150,700 to remodel the Supreme Court.

Judge Collins is asking \$35,000 for Supreme Court Justices and \$30,000 for District Judges.

Howard Barrett, Director Department of Administration, Gene Phelps, Deputy, and John Dolan, Chief Assistant were present to discuss the Budget Division, Insurance Premium Revolving Fund, Merit Award Board, Building and Grounds Division and the Motor Pool.

Mr. Barrett distributed to the Committee the first of a series of pages explaining and reconciling positions authorized by the 1967 Legislature to the number of existing positions reported in the current Personnel Supplement of the 1969 Budget, and will continue to add to this information until there is a complete set for the entire State Budget.

Mr. Barrett also furnished the Committee members an IBM schedule listing the Department and Agency lease expenses in their individual Budgets and reconciling the schedule total to the Building and Grounds Division Operating Budget Spending Authority.

A.B. 71 Provides authority for governor to act under federal requirements until legislature can approve.

Mr. Howard reported we had to strike out the Interim Finance Commission do to the fact that it is not a statutory Commission, but can be called in to act by the authority of the Legislative Commission.

Ashworth moved that AB 71 be so amended and be reported out with a DO PASS.

Mr. Bowler seconded the motion.
Motion pass unanimously.

Meeting adjourned at 4:35 P.M.

OFFICE OF
CLERK OF THE SUPREME COURT
C. R. DAVENPORT, CLERK
CARSON CITY, NEVADA 89701

SUPREME COURT, Agency No. 10-12206, Statement of Justification:

The main concern and ultimate objective of this court is to maintain a calendar whereby there will be as little delay as possible from the time a matter is brought to this court to the rendition of the final decision. This, however, becomes more difficult each year, even with an enlarged court.

During the ten-year period 1958-1967 the caseload of this court has almost tripled. Eighty-three cases were filed in 1958 and 222 in 1967. The caseload from January 1, 1968, to June 30, 1968, has increased 32 percent over the same period one year ago. Our budget requests for the forthcoming biennium are based upon this increasing caseload.

SALARIES, Existing Positions:

With the above in mind the court recommends that various employees, all of which are existing and unclassified positions, be given salary increases as set forth in the payroll projection sheet. These are, in every sense of the word, "merit salary increases" and are commensurate with positions in state agencies as well as in the professional field of the law.

SALARIES, New Positions:

Supervisory law clerk
Secretary for above

This court has requested authorization and an appropriation for a supervisory law clerk. The request rests upon the fact that the clerks presently working for the court have time only for research and memorandum writing on the cases assigned to them. There is much other court business which could and should be processed by a supervisory clerk but which under the present conditions must be handled by either the chief justice or one of the associate justices, thus taking their time from their main tasks of deciding the important matters presented to the court. This business falls into many categories. The following are examples:

1. In Nevada a losing party in a trial court has the right of appeal whether there is merit to his position or not. Consequently, many appeals come to us which are in fact frivolous. With the existing staff the court is unable to screen frivolous appeals in advance. A supervisory law clerk would perform this function, with the consequence that appeals with little or no merit could be submitted on briefs only. The elimination of oral argument in such instances would greatly ease an overloaded calendar.

2. The court is presented with many preliminary motions prior to argument on the merits. When such motions are contested, and they usually are, the time of a justice is required to resolve the dispute. This consumes about 12 hours a week of

court time which, in the main, could be eliminated if such preliminary matters were to be assigned to a supervisory clerk for his recommendation.

3. With increasing frequency the court is presented with appeals in criminal cases from orders entered in the trial court before the case has gone to trial. This, of course, creates excessive delay in the disposition of the case in the trial court. The supervisory clerk would review the record in such a case, write a memorandum and advise this court whether the case should be calendared for formal hearing or whether it should be disposed of by order.

4. Writ applications in civil cases require at least two afternoons a month. A supervisory clerk could review these applications, explain them fully to the court and again eliminate the need of calendaring those matters, or a substantial percentage of them, for formal hearing.

5. There are many incidental judicial intra-court operations which need the attention of someone qualified in the law, other than a justice of the court. These tasks would be performed by the supervisory clerk as well.

Of course, it is not the court's intention to have such a clerk perform the judicial duties of the court, but rather to assist and recommend in those areas where experience has shown that excessive court time is required on nonessential matters.

An additional secretary will be needed to aid in the work prescribed above.

Deputy clerk

With the increasing caseload and because of the enlargement of the court in October of 1967, the clerk of this court is requesting an additional deputy clerk for the fiscal year beginning July1, 1970.

TRAVEL:

Out-of-State, 1969-70:

	<u>M&L</u>	<u>Trans</u>	<u>Total</u>
Chief Justices' Conf., 1 judge, 10 days	250	336	586
Seminars & Confs., 5 judges, 20 days	2,500	2,066	4,566
	<u>2,750</u>	<u>2,402</u>	<u>5,152</u>

Out-of-State 1970-71:

(Same detail as 1969-70)	2,750	2,402	5,152
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In-State, 1969-70:

District Judges Conf., 5 judges, 3 days	300	215	
Bar Meeting, 5 judges, 3 days	300	215	
Other confs., 5 judges, 10 days	1,000	970	
	<u>1,600</u>	<u>1,400</u>	3,000

In-State, 1970-71:

(Same detail as 1969-70)	1,600	1,400	3,000
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The bulk of the costs for out-of-state travel as set forth above is for attendance at conferences and seminars for the purpose of keeping abreast of new judicial procedures in all courts throughout the country. The increase in in-state travel funds is due to the increasing demands upon members of the court to participate in various civic

as well as judicial programs.

OPERATING, 1969-70:

Please note from the Agency Request Form that only four of the "starting base" figures are more than the expenditures of 1967-68. They are the items of Postage (402), Telephone (403, 04), Equipment Repair (412), and Building Rental (415). The reasons for the changes to the base figures are set forth below.

- 401 - Additional monies needed because of caseload increase, plus additional supplies for new office of supervisory law clerk.
- 402 - Minimal increase over 68-69 work program plus additional for new office.
- 403 - Additional telephones will be required for new office plus rate increase effective October 1968.
- 404 - Anticipate slight toll increase.
- 405 - This category is for the cost of printing advance sheets (opinions of the court) and the Nevada Reports (bound volumes of opinions). The reason for the marked increase stems not only from the increase in the caseload but because of rising printing costs. Also, at the request of the Secretary of State, we now have printed 750 copies instead of 500, furthering the cost increase.
- 406 - Increase necessary because of caseload and new office.
- 407 - Besides the regular publications we will be in need of new sets of statutes, annotations and digests for office of supervisory law clerk.
- 409 - Budgeted in accordance with previous year actual's.
- 412 - Additional equipment and more usage of existing equipment will create cost increase for repairs.
- 414 - Greater caseload will add to Xerox usage in copying memoranda and opinions.
- 415 - Set by Buildings & Grounds.
- 435 - Replace robes if necessary.
- 463 - Toner expense for Xerox.
- 467 - Monies used for official court pictures.

OPERATING, 1970-71:

We are seeking slight increases in most of the expense items listed above. Not only because of the caseload but to offset a possible rise in the cost of supplies and services. However, the only substantial increases are found in category 406, Subscrip-

tions; and 405. Printing. During this fiscal year the NRS supplements of the 1969 session should be ready for publication. Our printing cost will increase as the number of opinions increase and because of rising printing costs. The cost for microfilming, not budgeted for previously, is set forth below.

464 - 1970-71:

Within a period of three or four years we will have used all of the available storage space for our court records. The Records Services Division of the Department of Administration has estimated the cost of microfilming all documents from the years 1901-1955 at \$6,570. After this initial cost I do not believe we will have to microfilm on a yearly basis.

EQUIPMENT:

The following furniture and equipment will be needed during the 1969-70 fiscal year.

Office Furniture, replacements:

- (a) Combination cabinet for index cards and forms, \$254.
- (b) Judges secretaries and law clerks: executive desks, 5 @ \$259; Secretaries desks, 4 @ \$160.

Office Furniture, new or additional:

- (a) Tables, 5 @ \$132; bookcases, 6 @ \$204; side chairs, 8 @ \$130; all for secretaries and law clerks offices.
- (b) Executive unit, \$354; and secretarial unit, \$740, for new office of supervisory law clerk.
- (c) Bookcase, clerk's office, \$204.
- (d) File cabinets, grained, 4-drawer-legal, 4 @ \$211.

Total cost of office furniture is \$7,255.

Office Equipment, replacements:

- (a) Typewriters for law clerks, 3 @ \$470.

Office Equipment, new:

- (a) Recording equipment for courtroom, \$1,135.

Total cost of office equipment is \$2,545.

Other Equipment:

- (a) Window type air conditioners, 8 @ \$280.

Total cost of other equipment is \$2,240.

EQUIPMENT, 1970-71:

Office Furniture, new or additional:

- (a) Secretarial unit for additional deputy clerk, \$740.

Office Equipment, replacement:

- (a) Typewriter for Judge Collins' Secretary, \$612.

Office Equipment, new:

- (a) Microfilm reader, \$700.

The reasons for the 1969-70 equipment requests are as follows:

Each judge's secretary and law clerk share the same office space. To make each office more functional and comfortable, as well as attractive, we wish to refurbish these offices with new desks, tables and side chairs. Additional bookcases are needed in each office. The typewriters now being used by the law clerks are inadequate for the amount of usage and must be replaced.

The index cabinet, bookcase for the clerk's office, and grained file cabinets are needed to supplement like items which are full or near so.

A recording device would be advantageous because the court now hears 20 arguments every fourth week, four each day during a five-day period. The number of arguments during the same period may have to be increased because of the caseload. The three-week period between arguments is allotted to the writing of the decisions and hearing various matters in chambers. By recording the arguments the judges could readily replay an argument, if necessary, or any portion thereof, to aid them in writing their decisions.

Our present window type air conditioners are ten years old. They are worn out and must be replaced.

Only three requests are made for the 1970-71 fiscal year. Additional furniture will be needed if another deputy clerk is provided as requested. A replacement typewriter will be needed for Judge Collins' secretary. A microfilm reader will be needed. Please refer to our 1970-71 operating request for microfilming for the justification of this item.

In conclusion, the foregoing budget requests and the justifications pertaining thereto are the basic needs for this court for the 1969-71 biennium. However, we anticipate that the Legislative Commission will recommend to the legislature various changes in the State's judicial structure. If the recommended portions pertaining to this court are adopted additional monies will be needed, but only if the changes are made during the biennium. This would not affect the basic budget request we have submitted, but would be in addition thereto.

We respectfully request that the budget request as submitted be approved.

IN-STATE TRAVEL

DISTRICT JUDGES TRAVEL-Out-of-District:

During the fiscal year 1967-68 the sum of \$17,029 was expended for out-of-district travel. Our 1969-70 and 1970-71 requests of \$17,800 were based on those costs.

District judges travel is currently averaging \$1,685 per month. This means, at this rate, we will have a deficiency in the present fiscal year (1968-69) of \$3,320. ^{Supplemental}

At this continued rate of \$1,685 per month we will also need an additional amount of \$2,420 for out-of-district travel for each year of the coming biennium. Total amount necessary for each fiscal year is ^{69-70-71 total} \$20,220.

Year	Number of cases filed	Opinions Written	Total number of cases disposed of	Cases pending at end of year
1955	69	51	65	58
1956	80	60	70	67
1957	84	66	77	74
1958	86	78	94	67
1959	101	95	109	59
1960	124	83	108	75
1961	93	79	111	57
1962	100	75	103	54
1963	125	74	109	70
1964	145	102	139	76
1965	175	96	177	74
1966	228	88	201	101
1967	246	107	204	143
1968	288	149	245	186

Office of the Governor
Account Code 10-12501

Positions approved by 1967 Legislature for 1968-69 11.00

Changes:

Senior Clerk-Stenographer	(1.00)
3/4 Administrative Secretary	(.75)
	<u>9.25</u>

Explanation

Transferred to Office of Extradition Clerk

Mansion Maintenance
Account Code 10-12502

No change

Office of Extradition Clerk
Account Code 10-12503

New budget - .75 position transferred from Governor's Office.

Attorney General
Account Code 10-12001

Positions approved by 1967 Legislature for 1968-69 19.00

Positions Added:

Deputy Attorney General (Health)	1.00
	<u>20.00</u>

Requested and funded by Health Division

Secretary of State
Account Code 10-12851

No change - Chief Assistant coded in error as Reproduction Machine Supervisor.

Secretary of State Archives
Account Code 10-12853

No change.

State Treasurer
Account Code 10-12901

Change - Position of Senior Account Clerk should read .50. Money is correct for half-time position.

Controller
Account Code 10-12101

Positions approved by 1967 Legislature for 1968-69 10.00

Positions Added:

Principal Account Clerk	1.00
	<u>11.00</u>

Payroll clerk due to change in P/R
Financed from savings and downward classification of other positions

Previous Classification or Title Changes:

Data Processing Supervisor reclassified to Technician - Less salary.

Classification or Title Changes in 1969-71 Budget:

Classification of Unclassified Accountant as Senior Accountant
Computer Programmer underfilling technician's position.

State Printer
Account Code 30-13401

No change in administrative; printing trades vary with workload. No position control.

Budget Division
Account Code 10-11001

Positions approved by 1967 Legislature for 1968-69 14.00

Changes:

Transfer Principal Account Clerk	-1.00
Total Existing Positions per Supplement	13.00

Explanation
Transferred to Administrative Accounting

Classifications or Title Changes per 1969-71 Budget:

2 Management Analysts II (grade 33) are eligible for Senior Management Analysts (grade 35)

1 Management Analyst I (grade 29) is eligible for Management Analyst II (grade 33)

These are professional advancements to the journeyman levels when the required time has been completed.

Buildings and Grounds Division
Account Code 0-11103

Positions approved by 1967 Legislature for 1968-69 53.50

Changes:

Add Management Analyst I	1.00
Drop Relief Clerk	- .25
Add 2 Janitors	2.00
Add 1 Janitor	1.00
Add 1 Janitor	1.00
Add 1 Janitor	1.00
Add 3 Janitors	3.00
Drop Relief Watchman	- .25
Transfer Account Clerk	-1.00
Total Existing Positions per Supplement	61.00

Explanation

Maintain records for Buildings and Grounds as an authorized agency.
Management Analyst can fill in when Secretary is off.
Agriculture Department, Reno - Previously done by contract.
Historical Society, Reno - New building.
State Office Building, Elko - New building.
Motor Vehicle Department Building, Reno - was budgeted in Motor Vehicle budget.
Reno - New leases - Mill Street and Ryland Building
Janitors cover when watchmen are off.
Transferred to Administrative Accounting

Motor Pool
Account Code 30-11107

Positions approved by 1967 Legislature for 1968-69 5.00

Changes:

Add Principal Clerk Typist	1.00
Add Relief Garage Serviceman	.20
Total Existing Positions per Supplement	6.20

Work in Carson City Pool.
To cover days off of servicemen in Reno and Carson City.

General Services Working Capitol Fund
Account Code 30-11111

Positions Approved by 1967 Legislature for 1968-69 8.75

Changes:

Drop Relief Clerk	- .25
Add Mail Clerk	1.00
Drop Relief PBX Operator	- .50
Add Communications Analyst	1.00
Drop PBX Operator	-1.00
Add Senior Clerk Typist	1.00
Total Existing Positions per Supplement	10.00

New full time position added.
Volume of mail increased.
Not used so position was deleted.
To effect economies in telephone equipment.
New System in Carson City - no longer needed.
Operate Central Telephone in Elko Office Bldg.

Purchasing Division
Account Code 30-11202

Positions approved by 1967 Legislature for 1968-69

23.50

Changes:

Drop Key Punch Operator	(.50)
Transfer Accountant	(1.00)
Transfer Sr. Clerk Typist	(1.00)
Total Existing Positions per Supplement	<u>21.00</u>

<u>Explanation</u>
CDP performs work - Salaries transferred to operating
Transfer to Administration Accounting
Transfer to Administration Accounting

Previous Classifications or Title Changes

- 1) Deputy changed from classified service to unclassified service. The classified deputy was at grade 35-9 (\$12,175). The unclassified deputy is currently budgeted at \$10,500.
- 2) When the deputy was changed to unclassified, one Buyer position (grade 29) was reclassified to Assistant State Purchasing Administrator (grade 35).
- 3) The Senior Purchasing Clerk (grade 25) was reclassified to a Purchasing Specifications Writer I (grade 25). This was a title change only.
- 4) One Buyer position was transferred as a Sr. Clerk Typist position to the Administrative Accounting Division.

- 5) The Property Inventory Clerk II was dropped and the work is performed by other positions.

Surplus Property
Account Code 30-11203

Positions approved by 1967 Legislature for 1968-69

7.00

Changes:

Drop Senior Storekeeper	(1.00)
Transfer Sr. Account Clerk	(1.00)
Drop Property Screener	(1.00)
Total Existing Positions per Supplement	<u>4.00</u>

Not enough Surplus Property available
Transfer to Administration Accounting
Not enough Surplus Property available

Previous Classifications or Title Changes

Senior Storekeeper (grade 24) reclassified to Chief Storekeeper (grade 30). Duties previously spread among other positions were consolidated in a single individual resulting in greater responsibilities and a corresponding job reclassification.

Personnel Division
Account Code 30-11301

Positions approved by 1967 Legislature for 1968-69 22.00

Changes:

Add 2 Sr. Clerk Typists

2.00

Total Existing Positions per Supplement

24.00

Explanation

These were existing in 1966-67 but were budgeted to be dropped. When Legislature added more State employees in 1967, enough assessments were generated to retain the positions.

Previous Classifications or Title Changes

Two Personnel Analysts I (grade 29) and one Personnel Analyst Trainee (grade 25) reclassified to Personnel Analysts II (grade 33). These are professional advancements to the journeyman levels when the required time has been completed.

Classifications or Title Changes per 1969-71 Budget

Reclassification of Supervisors of Training, Classification and Pay, and Recruitment and Examining to Chief Personnel Analysts have been approved by the Personnel Advisory Commission. This involves a change from grade 36 to grade 38.

Central Data Processing
Account Code 10-11402

Positions approved by 1967 Legislature for 1968-69 10.00

Changes:

Add 1 Key-Punch Operator 1.00

Add Data Processing Manager II 1.00

Add Computer Programmers 3.00

Total existing positions per supplement 15.00

Explanation

To provide services to agencies who were budgeted electronic data processing expenditures.

Marlette Lake
Account Code 30-11501

Positions approved by 1967 Legislature for 1968-69 1.50

Changes:

Add Maintenance Laborer .50

Total existing positions per supplement 2.00

Part of this was previously budgeted in the contingency category for summer help.

Records Services
Account Code 10-11601

Positions approved by 1967 Legislature for 1968-69 2.00

Changes:

Add Management Analyst I 1.00

Add Microfilm Operator II 1.00

Add 2 Reproduction Operator Trainees 2.00

Total existing positions per supplement 6.00

To provide services to agencies who were budgeted micro-film or photo-copying expenditures.

Accounting Division
Account Code 30-11701

No positions authorized in 1967. This Division was created by a transfer of authorized positions from other Divisions in the Department of Administration. One from Budget, two from Purchasing, one from Surplus Property, one from Buildings and Grounds, and one from fees charged to Personnel, Marlette, Motor Pool, and General Services. These equal the six existing positions in 1969-71.

Economic Development
Account Code 10-12301

Positions Authorized by 1967 Legislature for 1968-69 5.50

Changes:

Delete Information Clerk	.25	
Delete Extra Help	.25	- .50
Total Existing Positions per Supplement		<u>5.00</u>

State Planning Board
Account Code 10-12701

Positions Authorized by 1967 Legislature for 1968-69 14.00

Changes:

Delete Urban Planner		-1.00
Total Existing Positions per Supplement		<u>13.00</u>

Reclassification Changes from 1967 Budget

Unclassified Chief Assistant (\$13,320) to classified Project Architect, grade 39.

Contracts Negotiator, grade 38, to Project Architect, grade 39.

Urban Planner to Planning Architect, grade 39.
(Title change only)

Reclassification Changes in 1969-71 Budget

Classified Program Specialist, grade 27, to Unclassified Chief Assistant.

Explanation

Information stand closed in lobby of Capitol Bldg.

Funding not received from federal and position was not filled. Transferred 1969-71 to Urban Planning, new program, as a Planning Architect.

Organizational plan to bring titles in line with job specifications pertinent to Planning Board activities.

Position will assume Program Specialist's duties and, in addition, will assist the Manager with his fiscal and administrative responsibilities.

Tax Commission
Account Code 13020

Positions authorized by 1967 Legislature for 1968-69 88.00

Changes:

Add Computer Programmer	1.00
Add Sr. Key Punch Operator	1.00
Add Clerk Typist - Elko	1.00
Add Tax Document Examiner - Las Vegas	1.00

Total Existing Positions per Supplement	<u>92.00</u>
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Explanation

(To implement the programming of the Sales and Use
(Tax for Data Processing.
(
50% position in 1968-69 and 100% in 1969-71
Position added due to moving of Tax Commission
office in Elko. No longer able to use the services
of Welfare Clerk Typist to answer phones, etc.
Position added due to moving of Tax Commission
office in Las Vegas from Motor Vehicle Building.
Since Tax Commission required by law to have rep-
resentative in Motor Vehicle office, new position
was established.

Reclassifications and title changes from 1967-69 Budget

During the 1967-69 biennium, the Tax Commission
was reorganized for better administration through
consolidation of the various divisions. Where there
once were 12 different divisions, there are now 4.
In the process of this reorganization, the follow-
ing reclassification and title changes were made:

1. Assistant to the Secretary was changed to Assistant Secretary.
2. Management Analyst II abolished and an Excise Tax Procedures Officer established.
3. Data Processing Supervisor title change to Data Processing Manager I.
4. Chief Local Budgets position abolished and Assistant Chief Property Appraiser was established.
5. Assistant Utility Valuation Appraiser reclassified to Condemnation Coordinator (from grade 33 to 35).
6. Rural Property Appraiser reclassified to Property Appraiser II (no grade change).
7. Three Property Appraisers reclassified to Property Appraiser II (grade 28 to 32).
8. Property Appraiser Trainee reclassified to Property Appraiser (grade 25 to 28).
9. Assistant Draftsman reclassified to a Draftsman I (grade 22 to 24).
10. Tax Administrator IV abolished and Tax Administrator I was established (grade 37 to 31).
11. Tax Administrator III reclassified to a Tax Administrator I (grade 35 to 31).
12. Branch Office Manager position reclassified to Tax Administrator III (grade 32 to 35).
13. Supervising Auditor reclassified to Chief Auditor (grade 35 to 38).
14. Administrative Secretary reclassified to Principal Clerk Typist (grade 23 to 21).
15. Principal Clerk reclassified to Principal Clerk Typist (no grade change).
16. Accountant reclassified to Sr. Clerk Typist (grade 32 to 18).
17. Three Senior Auditors reclassified to Auditors (grade 32 to 29).
18. Tax Administrator II abolished and Sr. Clerk Typist established (grade 33 to 18).

Commissioner for Veterans Affairs
Account Code 10-13201

No change in number of positions 7.00

Reclassification Changes from 1967 Budget

Senior Clerk Stenographer, grade 19 to
Administrative Secretary I, grade 23.

Explanation

Upgrade of position based on preliminary review
of job description to bring position up to level
of duties performed. (Subject to Personnel Division
final classification study.)

Equal Rights Commission
Account Code 10-13202

No change in number of positions 4.00

Reclassification Changes from 1967 Budget

Principal Clerk Stenographer, grade 19 to
Administrative Secretary I, grade 23.

Advancement with increase in level of duties per-
formed.

Indian Affairs Commission
Account Code 10-13301

No change in number of positions 1.50

Reclassification Changes in 1969-71 Budget

Senior Clerk Stenographer, grade 19 to
Principal Clerk Typist, grade 21.

Upgrade of position based on preliminary review
of job description of duties performed. (Subject
to legislative determination on recommendation to
increase position to full time.

Education Administration
Account Code 60-20101

Positions approved by 1967 Legislature for 1968-69

		<u>Explanation</u>
Education Administration	46.00	
Fleischmann Scholarships	1.00	
Indian Education	2.00	
ESEA Title I	4.00	
ESEA Title II	2.00	
ESEA Title V	<u>15.00</u>	
Total Approved for 1968-69	70.00	

Changes:

9 positions deleted	<u>-9.00*</u>	
Total Existing Positions per Supplement	61.00*	

*By re-organizing and consolidating positions budgeted in the federal programs in the Education Administration budget, many efficiencies resulted which allowed authorized positions to be left vacant. Also, automation of the bookkeeping and auditing functions in the Department released some authorized positions.

Teacher Training for Handicapped Children
Account Code 60-20110

Positions approved by the 1967 Legislature for 1968-69	1.00	
No Changes.		
Total Existing Positions per Supplement	1.00	

Western States Small Schools Project
Account Code 60-20119

Positions approved by 1967 Legislature for 1968-69	2.00	
Changes:		
Add Coordinator	1.00	
Add Administrative Secretary I	<u>1.00</u>	
Total Existing Positions per Supplement	4.00	

The Project Coordinator rotates among the five states which are participating in this project.

Educational Communications Commission
Account Code 20125

Authorized 1967 for 1968-69 - No budget since this program was only authorized by legislation in 1967. It is recommended that 2 of the 2.50 positions funded from federal funds be funded from the General Fund in 1969-71.

Vocational Education
Account Code 11-20201

Positions approved by 1967 Legislature for 1968-69 18.00
No Changes

Explanation

Manpower Development and Training Act
Account Code 11-20202

Positions approved by 1967 Legislature for 1968-69 3.00
Changes:
 Add 1 Senior Clerk Typist 1.00
 Total Existing Positions per Supplement 4.00

Was existing in 1966-67 but federal funding was to be reduced so position was budgeted to be deleted. However, federal funds were not reduced so position was retained.

Adult Basic Education
Account Code 11-20205

Positions approved by 1967 Legislature for 1968-69 1.00
No changes

Nevada Historical Society
Account Code 10-20501

Positions Authorized by 1967 Legislature for 1968-69 6.50

Changes:

Delete 1 Custodian -1.00

Total Existing Positions per Supplement 5.50

Explanation

Funds transferred to operating for maintenance
service through Buildings and Grounds.

State Library
Account Code 1-20601

Positions authorized by 1967 Legislature for 1968-69 26.50

Changes:

Students increased to full time equivalent +1.00

Delete 3 positions (2 Library Technicians and
1 Senior Clerk Typist)

-3.00

Total existing positions per supplement

24.50

Explanation

Percent of time not shown in 1967- 68
budget. Actual number working varies,
not to exceed dollars allocated.

Transferred in 1968 to Library Cooper-
ation budget with federal funding

Agency Request Column 1969-71 25.50

Agency listed the 3 positions transferred
(with the funding) to the Cooperation as
existing positions.

Agency transferred 2 existing positions
to other programs not recommended

Reclassification Changes from 1967 Budget:

$\frac{1}{2}$ time Senior Clerk Typist to $\frac{1}{2}$ time Library Technician
1 Senior Clerk Typist to Principal Clerk Typist

Change in duties and journeyman advancement

Library Cooperation
Account Code 60-20607

Positions authorized by 1967 Legislature for 1968-69 None

Total existing positions per supplement 16.00

Funded by Title III, LSCA, a Fleischmann Grant and service charges from member libraries the program operated with a limited budget for the first 6 months of the biennium. As the volume increased the State Library requested positions be established to implement the expanding program. These positions were transferred from the State Library budget and thirteen new positions were established.

State Museum
Account Code 10-20801

Positions authorized by 1967 Legislature for 1968-69	9.38
Changes:	
Delete .50 equivalent part time help	<u>- .50</u>
Total existing positions per supplement	<u>8.88</u>

Explanation
Listed in salary detail page 161 Executive
Budget as lump sum dollar amount

Reclassification changes from 1967 Budget:

Principal Clerk Stenographer - grade 19 to Administrative Secretary, grade 21

Upgrade of position with change and increase in duties.

.44 Museum Guard to Museum Attendant.
2.00 Janitors to Custodial Workers.

Title changes only, no change in grade.

Lost City Museum
Account Code 10-11109

Positions approved by 1967 Legislature for 1968-69	1.50
No changes	

Economic Development
Account Code 10-12301

Positions Authorized by 1967 Legislature for 1968-69 5.50

Changes:

Delete Information Clerk	.25	
Delete Extra Help	.25	- .50
Total Existing Positions per Supplement		<u>5.00</u>

Explanation

Information stand closed in lobby of Capitol Bldg.

State Planning Board
Account Code 10-12701

Positions Authorized by 1967 Legislature for 1968-69 14.00

Changes:

Delete Urban Planner		-1.00
Total Existing Positions per Supplement		<u>13.00</u>

Funding not received from federal and position was not filled. Transferred 1969-71 to Urban Planning, new program, as a Planning Architect.

Reclassification Changes from 1967 Budget

Unclassified Chief Assistant (\$13,320) to classified Project Architect, grade 39.

Organizational plan to bring titles in line with job specifications pertinent to Planning Board activities.

Contracts Negotiator, grade 38, to Project Architect, grade 39.

Urban Planner to Planning Architect, grade 39.
(Title change only)

Reclassification Changes in 1969-71 Budget

Classified Program Specialist, grade 27, to Unclassified Chief Assistant.

Position will assume Program Specialist's duties and, in addition, will assist the Manager with his fiscal and administrative responsibilities.

Commissioner for Veterans Affairs
Account Code 10-13201

No change in number of positions 7.00

Classification Changes from 1967 Budget

Explanation

Senior Clerk Stenographer, grade 19 to
Administrative Secretary I, grade 23.

Upgrade of position based on preliminary review
of job description to bring position up to level
of duties performed. (Subject to Personnel Division
final classification study.)

Equal Rights Commission
Account Code 10-13202

No change in number of positions 4.00

Reclassification Changes from 1967 Budget

Principal Clerk Stenographer, grade 19 to
Administrative Secretary I, grade 23.

Advancement with increase in level of duties per-
formed.

Indian Affairs Commission
Account Code 10-13301

No change in number of positions 1.50

Reclassification Changes in 1969-71 Budget

Senior Clerk Stenographer, grade 19 to
Principal Clerk Typist, grade 21.

Upgrade of position based on preliminary review
of job description of duties performed. (Subject
to legislative determination on recommendation to
increase position to full time.)

Positions authorized by 1967 Legislature for 1968-69 88.00

Changes:

Add Computer Programmer	1.00
Add Sr. Key Punch Operator	1.00
Add Clerk Typist - Elko	1.00
Add Tax Document Examiner - Las Vegas	1.00

Total Existing Positions per Supplement	<u>92.00</u>
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Explanation

(To implement the programming of the Sales and Use
(Tax for Data Processing.
(
50% position in 1968-69 and 100% in 1969-71
Position added due to moving of Tax Commission
office in Elko. No longer able to use the services
of Welfare Clerk Typist to answer phones, etc.
Position added due to moving of Tax Commission
office in Las Vegas from Motor Vehicle Building.
Since Tax Commission required by law to have rep-
resentative in Motor Vehicle office, new position
was established.

Reclassifications and title changes from 1967-69 Budget

During the 1967-69 biennium, the Tax Commission
was reorganized for better administration through
consolidation of the various divisions. Where there
once were 12 different divisions, there are now 4.
In the process of this reorganization, the follow-
ing reclassification and title changes were made:

1. Assistant to the Secretary was changed to Assistant Secretary.
2. Management Analyst II abolished and an Excise Tax Procedures Officer established.
3. Data Processing Supervisor title change to Data Processing Manager I.
4. Chief Local Budgets position abolished and Assistant Chief Property Appraiser was established.
5. Assistant Utility Valuation Appraiser reclassified to Condemnation Coordinator (from grade 33 to 35).
6. Rural Property Appraiser reclassified to Property Appraiser II (no grade change).
7. Three Property Appraisers reclassified to Property Appraiser II (grade 28 to 32).
8. Property Appraiser Trainee reclassified to Property Appraiser (grade 25 to 28).
9. Assistant Draftsman reclassified to a Draftsman I (grade 22 to 24).
10. Tax Administrator IV abolished and Tax Administrator I was established (grade 37 to 31).
11. Tax Administrator III reclassified to a Tax Administrator I (grade 35 to 31).
12. Branch Office Manager position reclassified to Tax Administrator III (grade 32 to 35).
13. Supervising Auditor reclassified to Chief Auditor (grade 35 to 38).
14. Administrative Secretary reclassified to Principal Clerk Typist (grade 23 to 21).
15. Principal Clerk reclassified to Principal Clerk Typist (no grade change).
16. Accountant reclassified to Sr. Clerk Typist (grade 32 to 18).
17. Three Senior Auditors reclassified to Auditors (grade 32 to 29).
18. Tax Administrator II abolished and Sr. Clerk Typist established (grade 33 to 18).

Education Administration
Account Code 11-20101

Positions approved by 1967 Legislature for 1968-69

		<u>Explanation</u>
Education Administration	46.00	
Fleischmann Scholarships	1.00	
Indian Education	2.00	
ESEA Title I	4.00	
ESEA Title II	2.00	
ESEA Title V	<u>15.00</u>	
Total Approved for 1968-69	70.00	

Changes:

9 positions deleted	<u>-9.00*</u>	
Total Existing Positions per Supplement	61.00*	

*By re-organizing and consolidating positions budgeted in the federal programs in the Education Administration budget, many efficiencies resulted which allowed authorized positions to be left vacant. Also, automation of the bookkeeping and auditing functions in the Department released some authorized positions.

Teacher Training for Handicapped Children
Account Code 60-20110

Positions approved by the 1967 Legislature for 1968-69	1.00	
No Changes.		
Total Existing Positions per Supplement	1.00	

Western States Small Schools Project
Account Code 60-20119

Positions approved by 1967 Legislature for 1968-69	2.00	
Changes:		
Add Coordinator	1.00	
Add Administrative Secretary I	<u>1.00</u>	
Total Existing Positions per Supplement	4.00	

The Project Coordinator rotates among the five states which are participating in this project.

Educational Communications Commission
Account Code 60-20125

Authorized 1967 for 1968-69 - No budget since this program was only authorized by legislation in 1967. It is recommended that 2 of the 2.50 positions funded from federal funds be funded from the General Fund in 1969-71.

Vocational Education
Account Code 11-20201

Positions approved by 1967 Legislature for 1968-69 18.00
No Changes

Explanation

Manpower Development and Training Act
Account Code 11-20202

Positions approved by 1967 Legislature for 1968-69 3.00
Changes:
 Add 1 Senior Clerk Typist 1.00
 Total Existing Positions per Supplement 4.00

Was existing in 1966-67 but federal funding was to be reduced so position was budgeted to be deleted. However, federal funds were not reduced so position was retained.

Adult Basic Education
Account Code 11-20205

Positions approved by 1967 Legislature for 1968-69 1.00
No changes

Nevada Historical Society
Account Code 10-20501

Positions Authorized by 1967 Legislature for 1968-69 6.50

Changes:

Delete 1 Custodian -1.00

Total Existing Positions per Supplement 5.50

Explanation

Funds transferred to operating for maintenance
service through Buildings and Grounds.

State Library
Account Code 11-20601

Positions authorized by 1967 Legislature for 1968-69 26.50

Changes:

Students increased to full time equivalent +1.00

Delete 3 positions (2 Library Technicians and
1 Senior Clerk Typist)

-3.00

Total existing positions per supplement

24.50

Explanation

Percent of time not shown in 1967- 68
budget. Actual number working varies,
not to exceed dollars allocated.

Transferred in 1968 to Library Cooper-
ation budget with federal funding

Agency Request Column 1969-71 25.50

Agency listed the 3 positions transferred
(with the funding) to the Cooperation as
existing positions.

Agency transferred 2 existing positions
to other programs not recommended

Reclassification Changes from 1967 Budget:

$\frac{1}{2}$ time Senior Clerk Typist to $\frac{1}{2}$ time Library Technician

1 Senior Clerk Typist to Principal Clerk Typist

Change in duties and journeyman advancement

Library Cooperation
Account Code 60-20607

Positions authorized by 1967 Legislature for 1968-69 None

Total existing positions per supplement 16.00

Funded by Title III, LSCA, a Fleischmann Grant and service charges from member libraries the program operated with a limited budget for the first 6 months of the biennium. As the volume increased the State Library requested positions be established to implement the expanding program. These positions were transferred from the State Library budget and thirteen new positions were established.

State Museum
Account Code 10-20801

Positions authorized by 1967 Legislature for 1968-69	9.38
Changes:	
Delete .50 equivalent part time help	<u>- .50</u>
Total existing positions per supplement	<u>8.88</u>

Explanation
Listed in salary detail page 161 Executive
Budget as lump sum dollar amount

Reclassification changes from 1967 Budget:

Principal Clerk Stenographer - grade 19 to Administrative Secretary, grade 21

Upgrade of position with change and increase in duties.

.44 Museum Guard to Museum Attendant.
2.00 Janitors to Custodial Workers.

Title changes only, no change in grade.

Lost City Museum
Account Code 10-11109

Positions approved by 1967 Legislature for 1968-69	1.50
No changes	