STATE OF NEVADA
EMPLOYEE WORK PERFORMANCE STANDARDS FORM

<table>
<thead>
<tr>
<th>Employee Last Name:</th>
<th>First Name:</th>
<th>Initial:</th>
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<tbody>
<tr>
<td>Class Title: Personnel Analyst 1</td>
<td>Employee ID #:</td>
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<tr>
<td>Dept/Div/Section: UNR/VPAF/HR</td>
<td>Date Standards Est/Rev:</td>
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<td>Agency # (3 digits):</td>
<td>Home Org # (4 digits):</td>
<td>Position Control #:</td>
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I have read and understand the work performance standards for this position. I understand these standards may be modified after discussion with my immediate supervisor and with the concurrence of the appointing authority.

Employee Signature: Date:

Supervisor Title & Signature: Date:

Reviewing Officer Title & Signature: Date:

Appointing Authority Title & Signature: Date:

JOB ELEMENTS: The following are defined as the “job elements” required for all classified positions pursuant to NAC 284.468. When creating work performance standards, consider the results or behavior, or both, expected of an employee when the job elements are performed exceedingly well, satisfactorily or unsatisfactorily under current working conditions. Additional pages may be attached.

QUALITY OF WORK: Consider the extent to which completed work is accurate, neat, well-organized, thorough, and effective.

Exceeds Standards – Consistently exceeds standards; produces clear and concise write-ups on increasingly complicated cases with little revisions necessary; recognizes unique nuances in each case and adjusts product accordingly.

Meets Standards - Accurately interpret and communicate regulations and policies related to job evaluation; produce neat, accurate and well-organized job descriptions; produce clear and concise position write-ups; effectively communicates decisions.

Does Not Meet Standards – work products have regular mistakes, are poorly formatted, and do not make sense to the reader; unable to clearly articulate classification decisions.

QUANTITY OF WORK: Consider the extent to which the amount of work produced compares to quality standards for the job.

Exceeds Standards – Regularly maintains and completes, with exceptional quality, traditional and project workload in excess of communicated standards; handles increasing volume by classification level with ease.

Meets Standards – Maintains an appropriate traditional classification/job evaluation workload and special projects; figures depend on seasonal volume and will be communicated by the manager.

Does Not Meet Standards – Fails to maintain and appropriate workload and assigned special projects.

WORK HABITS: Consider the employee’s effectiveness in organizing and using work tools and time, in caring for equipment and materials, in following good practices of vehicle and personal safety, etc.

Exceeds Standards – work habits result in a high level of productivity; continuously assesses work methods for improvements; leads change initiatives.

Meets Standards – Properly and effectively uses work tools, time, equipment and materials; follows safety standards; adapts to changing circumstances in workload.

Does Not Meet Standards – Improper use of work tools, time, equipment and/or materials; demonstrates unsafe behaviors; resists change.

RELATIONSHIPS WITH OTHER PERSONS: Consider the extent to which the employee recognizes the needs and desires of other people, treats others with respect and courtesy, and inspires their respect and confidence, etc.

Exceeds Standards – Meets standards and provides above and beyond service to external and internal customers; encourages the development of coworkers and may lead assigned team development activities.

Meets Standards – conducts in-person interviews with the exception of quick, duty update, vacant and non-local positions; takes time to build professional relationships with customers/liaisons; takes time to research questions and provides assistance; encourages coworkers; treats others with kindness and respect.

Does Not Meet Standards – Regularly does not meet standards as outlined; does not take responsibility for actions and performance.
TAKING ACTION INDEPENDENTLY: Consider the extent to which the employee shows initiative in making work improvements, identifying and correcting errors, initiating work activities, etc.

**Exceeds Standards** – Routinely exceeds standards, identifies and executes projects, improves professionally, and seeks new challenges; maintains a level of independence consistent with the assigned classification.

**Meets Standards** – present recommendations for manager review and final approval; modify decisions or documentation as instructed; independently implement approved job descriptions/classification actions in accordance with internal protocols; activities outside of standard protocol are approved by the manager in advance of action taken; take initiative to develop professionally, improve work quality, and identify projects and assignments.

**Does Not Meet Standards** – Acts outside level of authority; does not independently implement job descriptions/classification actions; fails to take initiative, grow professionally, etc., relies on others for assistance.

MEETING WORK COMMITMENTS: Consider the extent to which the employee completes work assignments, meets deadlines, follows established policies and procedures, reliability, etc.

**Exceeds Standards** – Routinely exceeds meets standard deadlines and rarely requires extension of deadlines; recognizes and makes adjustments in workload for priority assignments and acceptable time saving steps to exceed quantity standards

**Meets Standards** – Customers are contacted within 24 hours to notify of receipt and to schedule a meeting for interview; job evaluation actions are completed within two to six weeks with vacancies taking priority; ad hoc projects are completed by the stated deadline; in any case the stated timeframes may be extended for extenuating circumstances; communicate workload and project status regularly.

**Does Not Meet Standards** – Routinely misses standard deadlines; fails to communicate workload and project status.

ANALYZING SITUATIONS AND MATERIALS: Consider the extent to which the employee applies consistently good judgment in analyzing work situations and materials, and in drawing sound conclusions.

**Exceeds Standards** – Routinely exceeds standards in analytical process and provides for creative solutions; accurately interprets and applies policy for increasingly complicated issues

**Meets Standards** – demonstrates sound analytics and decision-making related to classification and policy interpretation; analyzes historical and current information to prepare audit script; researches organizational factors impacting position classification; draws sound classification conclusions; independently execute standard classification analytical steps and present recommendations or lead discussions with team surrounding difficult cases.

**Does Not Meet Standards** – Inability to analyze conceptual and nuanced details of classification; inability to collect necessary quantitative and qualitative data to make classification determinations; relies too heavily on the guidance of others to analyze requests.

SUPERVISING THE WORK OF OTHER PERSONS (if supervising the work of other persons is part of an employee’s responsibilities): Consider the employee’s effectiveness in planning and controlling work activities, motivating and developing subordinates, improving work methods and results, encouraging and supporting employee suggestions for work improvement, applying policies, etc. **N/A**

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**Distribution:** Original to Agency; Copy to Employee; Copy to Supervisor

**HR-14 Established 8/2019**

**Job Duties:**

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<tr>
<td><strong>Entry Level Job Analysis and Evaluation</strong></td>
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<tr>
<td>• Conduct comprehensive analysis and job evaluations of classified and faculty positions within defined parameters (examples: include duty updates, short form positions, trades, title changes, etc).</td>
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<td>• Utilize a variety of methodologies to gather information, ie. desk audits; in-depth interviews; position comparisons; application of various job evaluation models.</td>
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<td>• Author decision determinations for assigned classifications in accordance with standard protocol</td>
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<td>• Prepare decision determinations for higher level positions as directed and in accordance with standard protocol</td>
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<td>• Develop essential functions</td>
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<td>• Train with supervisor or senior analyst on more complicated classification actions.</td>
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<td>• Continually monitor, assess and make equitable classification determinations; ensure individual and group determinations result in equity across compensation models</td>
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<td>• Assist with appeals: research information, prepare facts, summarize information.</td>
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**Consultation**

• Provide consultation to constituents regarding classified and faculty positions on policies, rules, and regulations for both employee types

• Participate in various activities (committees, cross-training, observations) to enhance knowledge of operating departments
Special Projects
- Perform other duties as assigned (examples: data clean-up projects, mass essential functions updates, research projects, etc.)