

State of Nevada: 700-Hour Program

Presented by:
Vocational Rehabilitation's
Internal Job Development Team

What is the 700-Hour Program?

- A law to encourage State employment of people with disabilities
- Allows for a trial employment period of up to 700 hours
- Priority hiring lists are provided to State agencies

How the Program Works

The 700-Hour Program allows the State of Nevada to assist persons with disabilities with securing employment within their agencies. When an individual's name is placed on the eligible list as a 700-Hour client, agencies are required to interview and may hire them on a temporary limited appointment of up to 700 hours. These 700 hours of work experience serve as the examination and are used to measure the individual's merit and skills for the job. At the end of this appointment, if the individual's performance is satisfactory, the agency may offer the individual regular probationary employment with 700 hours counting toward the time required to obtain permanent status. The individual receives benefits on the first day of employment.

To be placed on the 700-Hour List:

A DETR Vocational Rehabilitation Counselor (VRC) certifies eligibility to participate in the program and may submit a request for a certified client to be placed on the 700-Hour List. The VRC and Internal Job Developer will review the proposed job titles and essential functions with the client to determine whether the job duties may be performed, and the jobs reasonably fit the employment history, skillset and educational background of the client. The hiring agencies are required to review eligible 700-Hour Program applications and interview the applicants. The hiring agency will provide the applicant with the essential functions of the position to allow the candidate to determine their need for reasonable accommodation.

700-Hour
Program
Participation
Requirements

Documented
Disability

High School
Diploma or
Equivalent

VRC Responsibilities



ESTABLISH AN
EMPLOYMENT GOAL
WITH THE CLIENT



ENSURE CLIENT IS JOB
READY AND HAS
COMPLETED A SOFT
SKILLS PROGRAM



IDENTIFY IF CLIENT IS A
CANDIDATE FOR THE
700-HOUR PROGRAM



ASSIST CLIENT WITH
CREATING THEIR BASIC
STATE PROFILE



ASSIST WITH
IDENTIFYING JOBS
CLIENT IS ELIGIBLE FOR
BASED ON THEIR SKILL
LEVEL, EMPLOYMENT
HISTORY AND
EDUCATION



REFER CLIENT TO THE
INTERNAL JOB
DEVELOPMENT TEAM
TO BEGIN THE 700-
HOUR PROGRAM
PROCESS

Once the Internal Job Development Team receives a client's referral, one of the Technicians will reach out to the client to schedule an appointment with an Internal Job Developer.

Participant Responsibilities

Attend

Attend all VR related appointments

Create

Create a basic State profile using key words

Locate

Locate jobs in the Class Specifications that they qualify for

Complete

Complete two Mock Interviews with the Internal Job Developer

Check

Check your email daily and respond to any 700-Hour inquiries within 48 hours.

Internal Job Developer Responsibilities

Resume & Cover Letter development

Ensure that clients' State profiles are professional, complete & include skills to match the jobs they are qualified for

Prepare clients for State interviews & complete two panel Mock Interviews including different video platforms

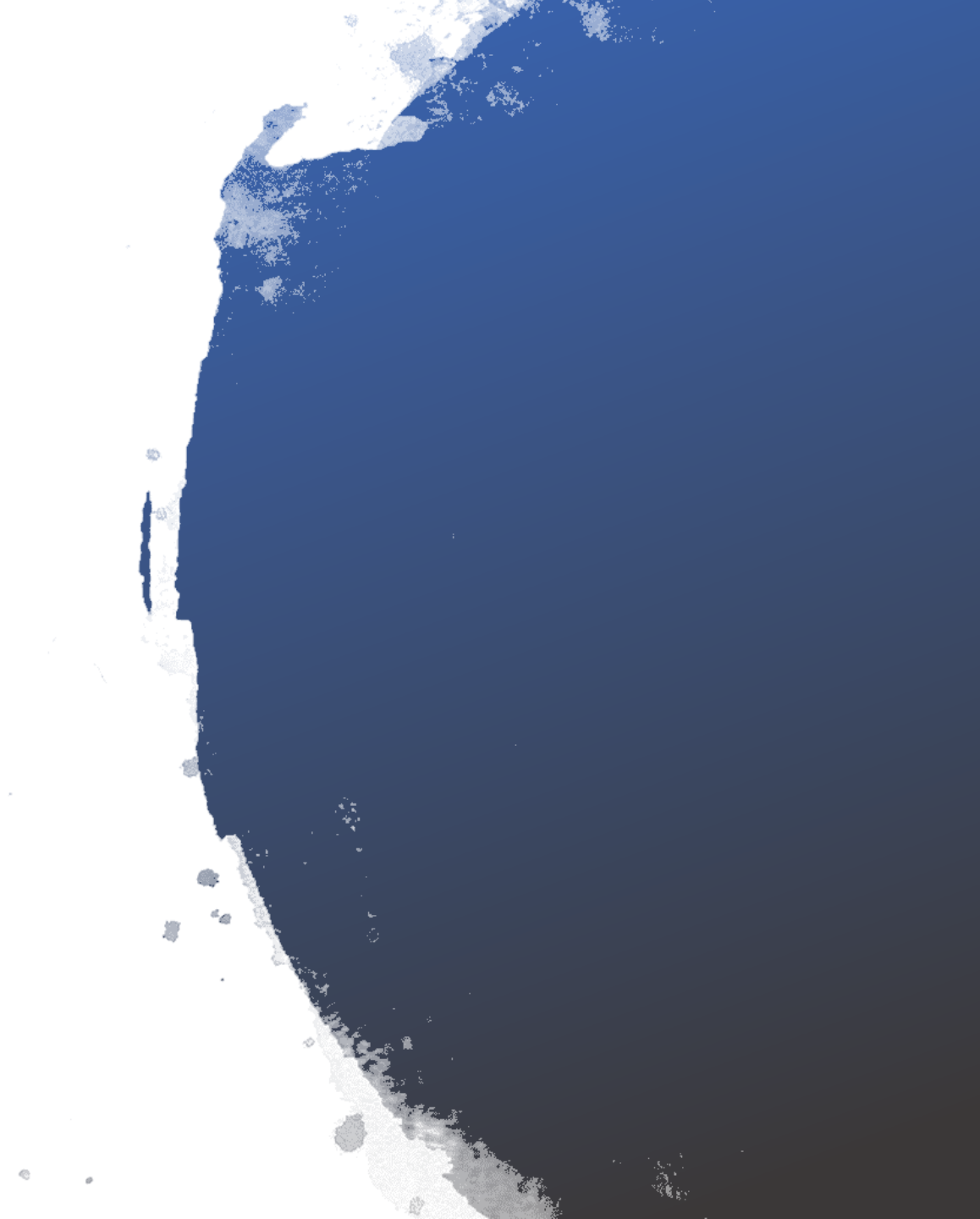
Verify client qualifications for the jobs listed on the FS-21/Job Development Form & identify any jobs not listed

Send clients' 700-Hour packets to the Internal Job Development Supervisor for Department of Human Resource Management(DHRM) approval

Be available to go over questions/concerns regarding essential functions of the jobs & additional interview prep prior to an interview

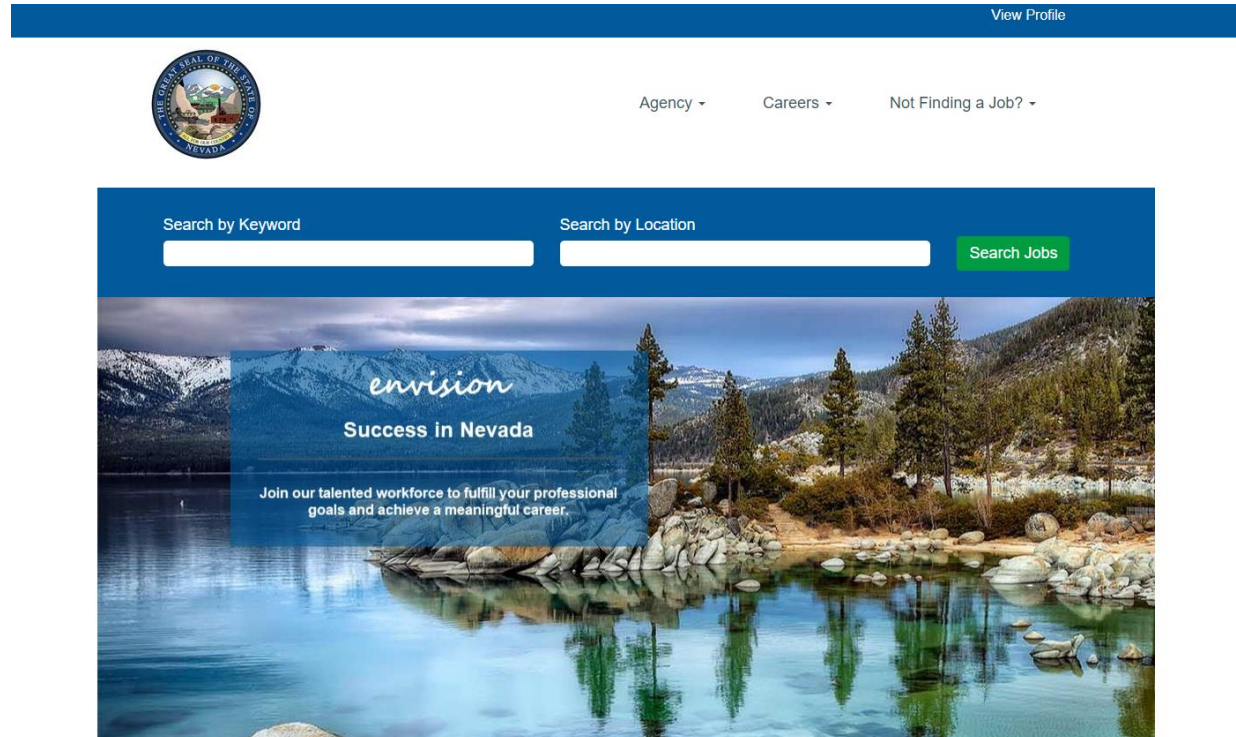
Once employment is obtained, the Internal Job Developer will verify employment, obtain a paycheck stub & follow along with clients for 30 days

How to Create Your State Profile in Success Factors

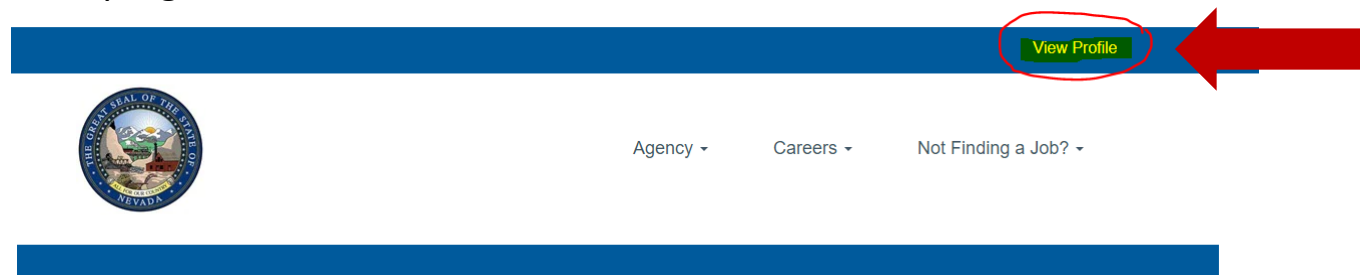


To apply for a position on our external site, you will need to create an account. Below are screenshots of how to do this.

First go to <https://careers.nv.gov/>



Click **View Profile** found toward the top right.



Click **Create an account**

Career Opportunities: Sign In

Already have an account?

Enter your email address and password (both are case-sensitive).

*indicates a required field.

*Email Address:

*Password:

Sign In

[Forgot your password?](#)



Not a registered user yet?

[Create an account](#) to apply for our career opportunities.

Fill in all the required fields that have an *, then click on **Create Account**

Career Opportunities: Create an Account

Already a registered user? [Please sign in](#) Login credentials are case sensitive

*indicates a required field.

* Email Address:

*Retype Email Address:

*Choose Password:

- Password must be at least 8 characters long.
- Password must not be longer than 18 characters.
- Password must contain at least one upper case and one lower case letter.
- Password must contain at least one number or punctuation character.
- Password must not contain space or unicode characters.

*Retype Password:

*First Name:

*Last Name:

*Country/Region of Residence:

Notification: Receive new job posting notifications


Use: [Read and accept the data privacy statement.](#)

Create Account



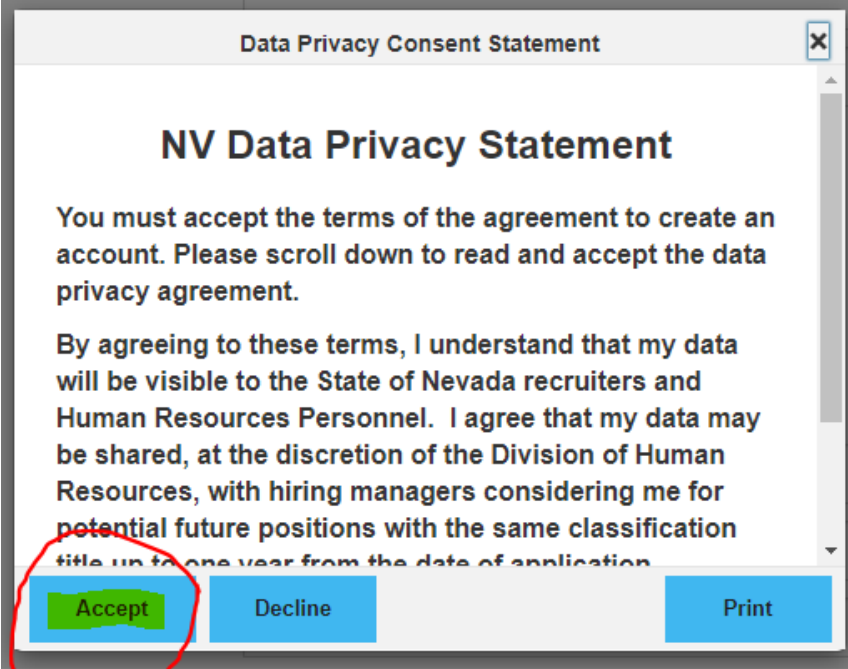
Please note that the **Notification** is optional and only needs to be checked marked if wanted. Click on **Read and accept the data privacy statement**.

Notification: Receive new job posting notifications

*Terms of Use: [Read and accept the data privacy statement.](#) 

[Create Account](#)

The pop-up with the privacy statement will need to be **Accepted** to continue creating an account to apply for State positions.




Data Privacy Consent Statement

NV Data Privacy Statement

You must accept the terms of the agreement to create an account. Please scroll down to read and accept the data privacy agreement.

By agreeing to these terms, I understand that my data will be visible to the State of Nevada recruiters and Human Resources Personnel. I agree that my data may be shared, at the discretion of the Division of Human Resources, with hiring managers considering me for potential future positions with the same classification title up to one year from the date of application.

 [Accept](#) [Decline](#) [Print](#)

As a courtesy, it is recommended that you sign into the email you used to create your account and open the confirmation email prior to clicking **Create Account** as you will receive a **passcode** that is only valid for 2 minutes. Then click on **Create Account**.

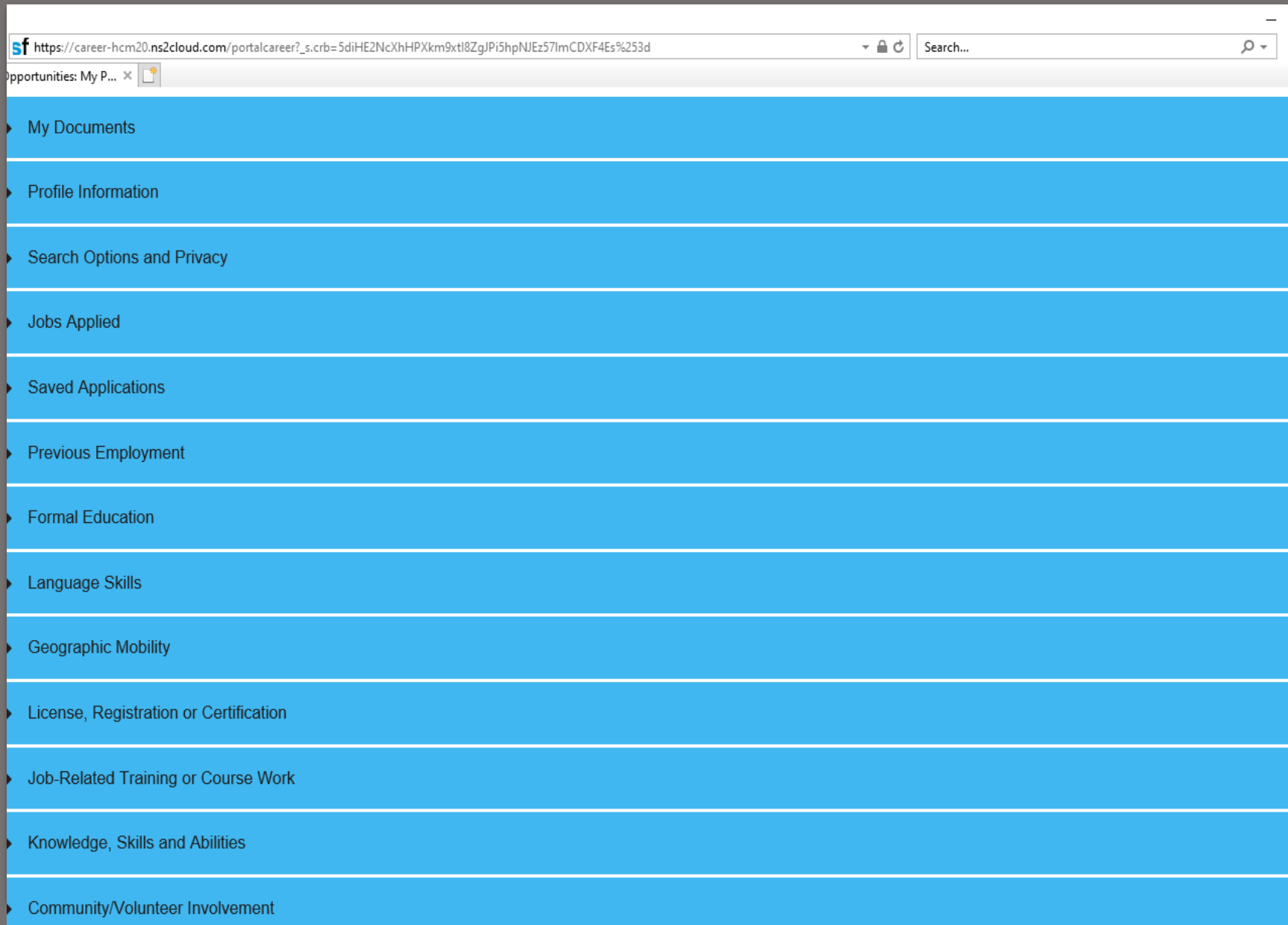
*Country/Region of Residence: ▼

Notification: Receive new job posting notifications

*Terms of Use: [Read and accept the data privacy statement.](#)

Create Account

- After completing these steps, you will receive a **passcode** in an email, sent to the email account used to create the external applicant account. You will use this one-time passcode to continue with setting up your profile.
- Once this has been done, you will then fill in your information on your new profile. It is recommended that you type out your information in a Word Document to copy and paste the information as needed.
- For further assistance please call our office at 1-775-687-9099 or 1-866-686-3287. Our HR Help Desk representatives are available to assist you Monday-Friday 8:00AM to 5:00PM Pacific Standard Time, excluding State holidays.



Print & Save to PDF!!!

Adding Your Work History to Success Factors

SAVE, SAVE, SAVE!!!

Items to consider when creating a State Profile

- Do NOT Upload your resume/cover letter until your entire profile is completed and saved
- Add all the work history and the education going from **the oldest to the newest**. For example: your high school diploma will be the first thing that you enter under the education. Your most recent job will be the last entered for your work history. The platform does not sort it or allow you to move things around.
- Do not use acronyms – Acronyms are different for each company/organization.
- Add detailed yet concise job tasks
- **Other duties as assigned** – You know the job duties; the Recruiters do not. Using this phrase results in Recruiters not being able to give you credit for your experience.
- Volunteer work – If you gained experience as a Volunteer, it is okay to enter that into the Community/Volunteer Involvement
- Recruiters do not assume you have the experience; they need to see it in your Employment History.
- If you have held more than one position within the same company, list them separately. For example, if you were an Administrative Assistant for 2001 -2002 then transferred to a Purchasing Technician for 2002- 2010, you would have the two positions listed separately with the company listed twice in your Employment History.
- **Proofread** – Check and have someone double-check your spelling and grammar; your application is your first impression.
- Ensure you **save** your progress after any entries
- Lastly, upload your current resume/cover letter, transcripts, certifications and/or license, and any other supporting documentation.

Locating Positions in the Class Specifications

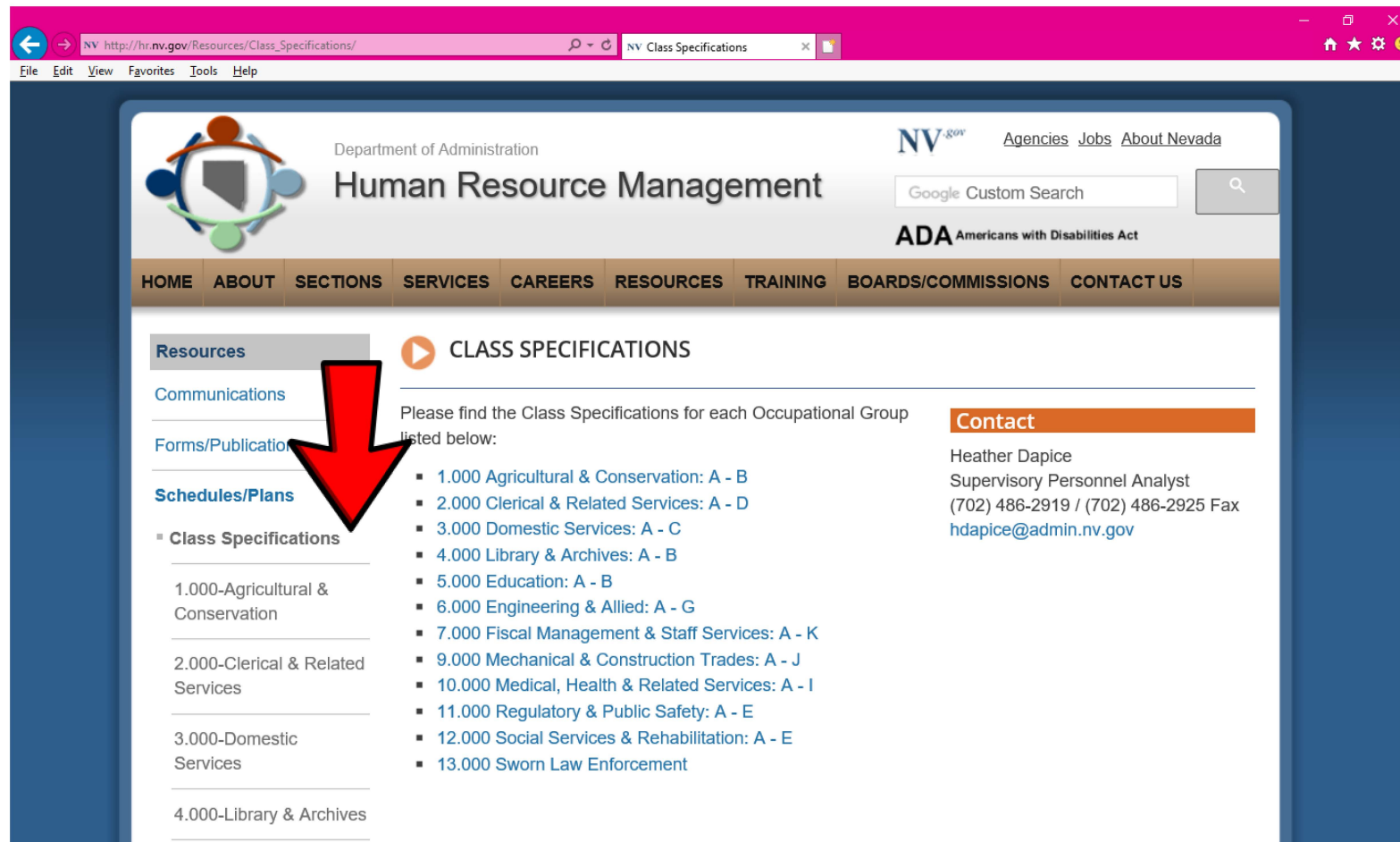
- Open your internet browser and type <http://hr.nv.gov/> in the address bar at the top of the page
- This will take you to the Department of Administration Human Resource Management Homepage
- Scroll down to where it says **Welcome to Human Resource Management.**
- Under **State Employee Services**, use your mouse to click on **Job Descriptions.**

The screenshot shows a web browser window with the address bar containing <http://hr.nv.gov/>. The page features a navigation menu with links for 'Listserv' and 'HR 1-2-3'. The main content area is titled 'WELCOME TO HUMAN RESOURCE MANAGEMENT' and is divided into four columns of services:

- JOB SEEKER SERVICES:** Includes links for 'How to Apply for a State Job', 'Information for State Applicants', 'Job Resources', 'Employment Benefits', 'Salary Schedules', and 'More Job Seeker Services'.
- STATE EMPLOYEE SERVICES:** This section is circled in red. It includes links for 'Employee Assistance Program', 'Employee Development', 'Job Descriptions', 'Employee Handbook', '2017 Legislative Session', and 'More State Employee Services'. A red arrow points from the 'Job Descriptions' link to the 'MENT OF' link in the footer.
- HR AND PAYROLL PROFESSIONAL SERVICES:** Includes links for 'Mediation Program', 'Central Payroll', 'Central Records', 'Forms', 'Publications', and 'More HR and Payroll Services'.
- MOST REQUESTED SERVICES:** Includes links for 'NVAPPs', 'NEATS & Data Warehouse', 'Personnel Procedures & Rules', 'State Holidays', 'Compensation Schedules', and 'More Most Requested Items'.

The footer contains the URL http://hr.nv.gov/Services/Mediation/Employee_Mediation_Connection/ and three links: 'MENT OF', 'QUESTIONS?', and 'CONTACT'.

- Once you click on **Job Descriptions**, it will take you to the **Class Specifications**.
- Here you will click on each Occupational Group to look at the various positions that may become available.
- Start at 1.000 and work your way to number 13.000.



The screenshot shows a web browser window displaying the Nevada Department of Administration Human Resource Management website. The page title is "CLASS SPECIFICATIONS". The main content area contains a list of Occupational Groups with their corresponding Class Specifications. A red arrow points to the "Class Specifications" link in the left sidebar.

Department of Administration
Human Resource Management

NV.gov Agencies Jobs About Nevada

Google Custom Search

ADA Americans with Disabilities Act

HOME ABOUT SECTIONS SERVICES CAREERS RESOURCES TRAINING BOARDS/COMMISSIONS CONTACT US

Resources

CLASS SPECIFICATIONS

Please find the Class Specifications for each Occupational Group listed below:

- 1.000 Agricultural & Conservation: A - B
- 2.000 Clerical & Related Services: A - D
- 3.000 Domestic Services: A - C
- 4.000 Library & Archives: A - B
- 5.000 Education: A - B
- 6.000 Engineering & Allied: A - G
- 7.000 Fiscal Management & Staff Services: A - K
- 9.000 Mechanical & Construction Trades: A - J
- 10.000 Medical, Health & Related Services: A - I
- 11.000 Regulatory & Public Safety: A - E
- 12.000 Social Services & Rehabilitation: A - E
- 13.000 Sworn Law Enforcement

Contact

Heather Dapice
Supervisory Personnel Analyst
(702) 486-2919 / (702) 486-2925 Fax
hdapice@admin.nv.gov

Class Specifications

- 1.000-Agricultural & Conservation
- 2.000-Clerical & Related Services
- 3.000-Domestic Services
- 4.000-Library & Archives

- Click on each **Class Specification** to see the related **Title Codes**.
- For example, when you click on **2.000-Clerical & Related Services**, you will be taken to the screen below and you will see a list of all clerical and related positions.
- Use your mouse to click on each **PDF** to read and determine if you are qualified and meet the requirements for each position.

2.000 - CLERICAL & RELATED SERVICES: A - D

Administrative Support

TITLE Code	Occupational Group/Sub-Group Title/Option	Class Spec	Title Series	Class Grade + Leg Adj	EEO-4 Code	Est/RV Date	1.5 OT Elig.
2.209	Executive Assistant	PDF		31	F	01/20/06UC	N
2.210	Administrative Assistant IV	PDF	2.210	29	F	07/01/05LG	N
2.211	Administrative Assistant III	PDF	2.210	27	F	07/01/05LG	N
2.212	Administrative Assistant II	PDF	2.210	25	F	07/01/05LG	N
2.213	Administrative Assistant I	PDF	2.210	23	F	07/01/05LG	N
2.221	Administrative Aid	PDF	2.210	21	F	07/01/05LG	N
2.222	Clerical Trainee	PDF		20	F	03/04/16PC	N
2.131	Student Worker	PDF		10	F	09/25/15PC	N
2.225	Admissions/Records Assistant IV	PDF	2.225	29	F	12/12/14PC	N
2.226	Admissions/Records Assistant III	PDF	2.225	27	F	12/12/14PC	N
2.227	Admissions/Records Assistant II	PDF	2.225	25	F	12/12/14PC	N
2.228	Admissions/Records Assistant I	PDF	2.225	23	F	12/12/14PC	N

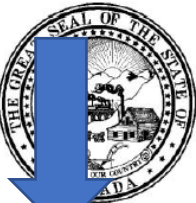
- When you click on the **PDF** for any of the **Administrative Assistant** positions, it would take you to the following screen
- At the top is the list of **Titles, Grades and Codes** that you will need to write down on your **FS-21/Job Development Form** if you are interested and qualified in any of these positions

02-210spc.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools 02-210spc.pdf x ? Sign In

1 / 13 119%

 **STATE OF NEVADA**
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
ADMINISTRATIVE ASSISTANT IV	29	F	2.210
ADMINISTRATIVE ASSISTANT III	27	F	2.211
ADMINISTRATIVE ASSISTANT II	25	F	2.212
ADMINISTRATIVE ASSISTANT I	23	F	2.213
ADMINISTRATIVE AID	21	F	2.221

SERIES CONCEPT

Administrative Assistants perform a broad variety of clerical, secretarial and administrative support duties in an

FS-21/Job Development Form

700-Hour Program

Job Development Form

* Shaded areas to be completed by DETR Rehabilitation Counselor

Client Name: _____ **Counselor Name:** _____

Client Phone: _____ **Counselor Phone:** _____

Client Address: _____

Client Email: _____ **Counselor Email:** _____

Location(s) client is willing to work: Battle Mountain; Caliente; Carlin;
 Carson City, Minden, Gardnerville, Genoa; Elko; Ely; Fallon; Hawthorne; Lake Tahoe, Incline Village, Zephyr Cove; Las Vegas, Boulder City, Indian Springs, Jean, Henderson; Laughlin; Lovelock; Mesquite; Non-Assigned/Out-of-State; Pahrump; Pioche; Reno, Sparks; Silver Springs, Lahontan, Fernley; Tonopah; Virginia City, Silver City; Wells; Winnemucca; Yerington

Applicant Profile ID (to be completed by DHRM): _____

_____/_____
 Client Signature Date

Please complete the first three columns of the table below for the job classes the client and counselor have discussed as suitable for and of interest to the client, and for which they feel the client qualifies. Additional lines may be added to the table or as an attachment if needed. Class Specifications (descriptions and qualifications) may be found at: http://hr.nv.gov/Resources/Class_Specifications/.

Submit this form and attach client's up-to-date NEATS/NVAPPS Applicant Profile and cover letter introducing client as a candidate for the 700-Hour Program and listing requested titles to the Division of Human Resource Management (DHRM), Compensation, Classification and Recruitment Section by email to program contact or by fax: (775) 684-0122.

Class Code	Class & Option (List each option separately)	Grade	A/ R*	DHRM Evaluated: Evaluator Reason for Rejection	Review by: Initial and Date	Entered in NEATS (date & initial)

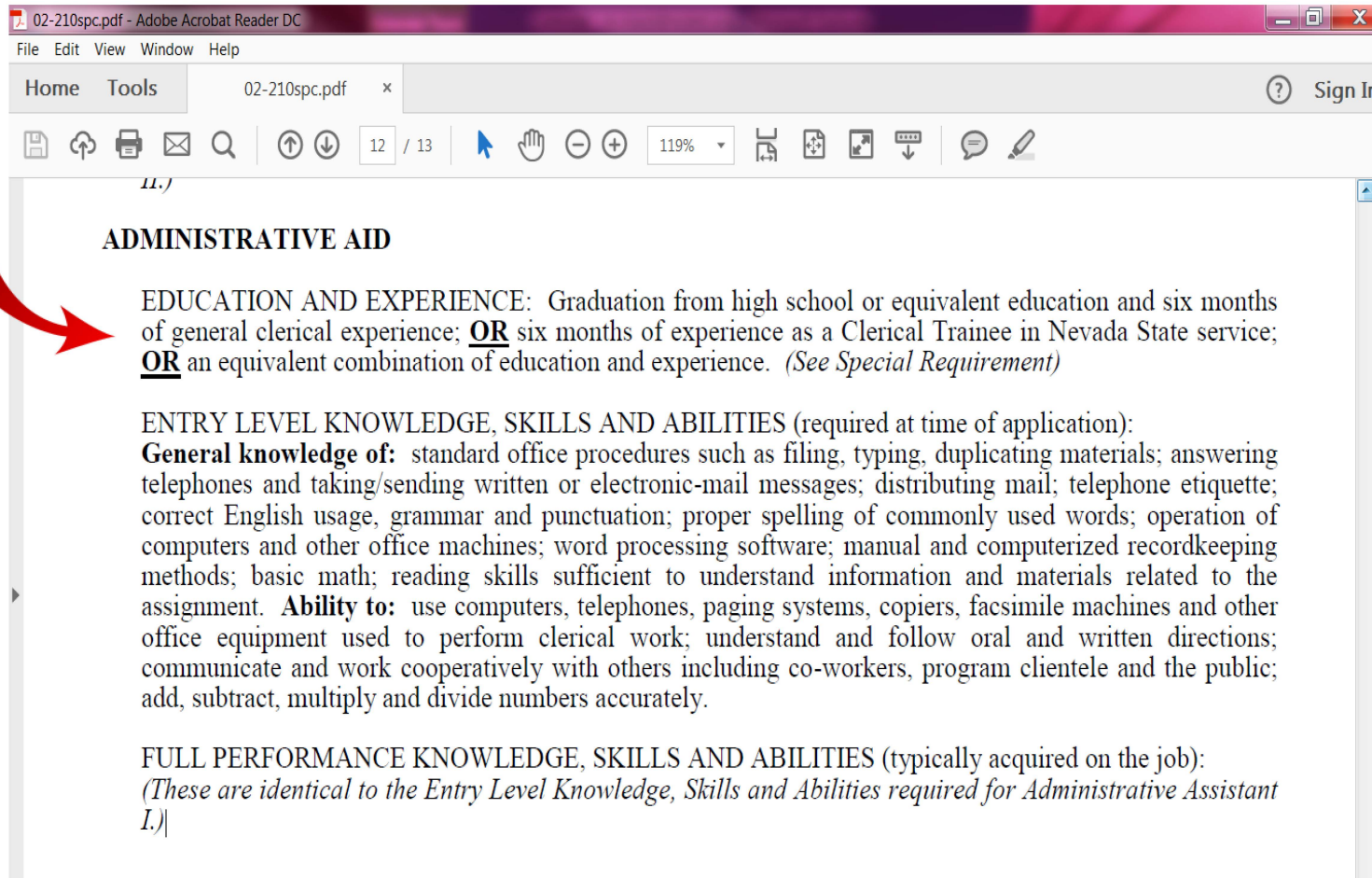
*A = Accepted R = Does not meet requirements for class

- Your Internal Job Developer will ensure your name, phone, address and email match what is listed in your State Profile.
- Add only the positions you are interested in and qualify for based on your experience and education.
- Email your Internal Job Developer the Title, Grade and Code of jobs you would like to add to your form.

State employee pay grades on the Employer/Employee contribution plan

PAY GRADE	APPROX. ANNUAL SALARY	APPROX. HOURLY SALARY
20	\$28,020 to \$39,943	\$13.42 to \$19.13
21	\$29,148 to \$41,572	\$13.96 to \$19.91
22	\$30,213 to \$43,346	\$14.47 to \$20.76
23	\$31,403 to \$45,142	\$15.04 to \$21.62
24	\$32,718 to \$47,188	\$15.67 to \$22.60
25	\$33,971 to \$49,151	\$16.27 to \$23.54
26	\$35,328 to \$51,281	\$16.92 to \$24.56
27	\$36,790 to \$53,958	\$17.62 to \$25.67
28	\$38,314 to \$55,958	\$18.35 to \$26.80
29	\$39,943 to \$58,380	\$19.13 to \$27.96
30	\$41,572 to \$61,011	\$19.91 to \$29.22
31	\$43,346 to \$63,746	\$20.76 to \$30.52
32	\$45,142 to \$66,628	\$21.62 to \$31.91
33	\$47,188 to \$69,739	\$22.60 to \$33.40
34	\$49,151 to \$72,871	\$23.54 to \$34.90
35	\$51,281 to \$76,170	\$24.56 to \$36.48
36	\$53,598 to \$79,719	\$25.67 to \$38.18
37	\$55,958 to \$83,394	\$26.80 to \$39.94
38	\$58,380 to \$87,320	\$27.96 to \$41.82
39	\$61,011 to \$91,350	\$29.22 to \$43.75
40	\$63,746 to \$95,672	\$30.53 to \$45.82
41	\$66,628 to \$100,161	\$31.91 to \$47.97
42	\$69,739 to \$104,901	\$33.40 to \$50.24
43	\$72,871 to \$109,849	\$34.90 to \$52.61
44	\$76,170 to \$115,090	\$36.48 to \$55.12
45	\$79,719 to \$120,582	\$38.18 to \$57.75
46	\$83,394 to \$126,386	\$39.94 to \$60.53
47	\$87,320 to \$132,441	\$41.82 to \$63.43
48	\$91,350 to \$138,789	\$43.75 to \$66.47
49	\$95,672 to \$145,470	\$45.82 to \$69.67
50	\$100,161 to \$152,424	\$47.97 to \$73.00
51	\$104,901 to \$159,878	\$50.24 to \$76.57
52	\$109,849 to \$167,603	\$52.61 to \$80.27
53	\$115,090 to \$175,746	\$55.12 to \$84.17
54	\$120,582 to \$184,203	\$57.75 to \$88.22
55	\$126,386 to \$192,743	\$60.53 to \$92.31

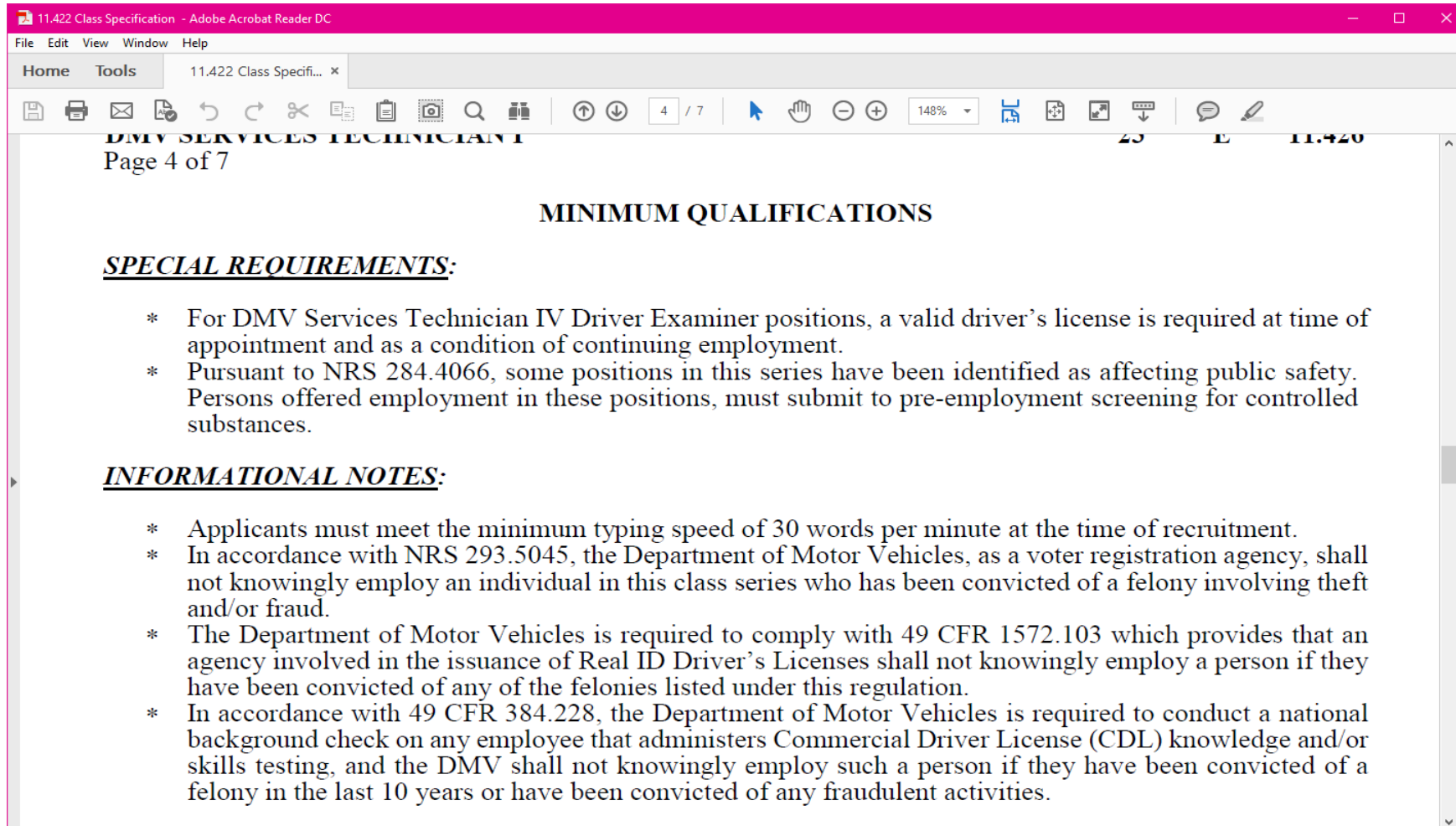
- Scroll down to the last position in the list; here this will be **Administrative Aid**
- Under **Minimum Qualifications**, start with the **Education and Experience** section
- If you qualify, write down the **Title, Grade and Code** to be put on your **FS-21/Job Development Form**
- Continue to scroll up and read the **Minimum Qualifications** and **Class Concepts** for each position
- Look for any **special requirements** the job may require outside of the education and experience



Must meet the Minimum Education and Experience to Qualify

Special Requirements & Informational Notes:

Look for any special requirements the job may require outside of the education and experience



11.422 Class Specification - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools 11.422 Class Specifi... x

DMV SERVICES TECHNICIAN IV
Page 4 of 7


MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * For DMV Services Technician IV Driver Examiner positions, a valid driver's license is required at time of appointment and as a condition of continuing employment.
- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions, must submit to pre-employment screening for controlled substances.

INFORMATIONAL NOTES:

- * Applicants must meet the minimum typing speed of 30 words per minute at the time of recruitment.
- * In accordance with NRS 293.5045, the Department of Motor Vehicles, as a voter registration agency, shall not knowingly employ an individual in this class series who has been convicted of a felony involving theft and/or fraud.
- * The Department of Motor Vehicles is required to comply with 49 CFR 1572.103 which provides that an agency involved in the issuance of Real ID Driver's Licenses shall not knowingly employ a person if they have been convicted of any of the felonies listed under this regulation.
- * In accordance with 49 CFR 384.228, the Department of Motor Vehicles is required to conduct a national background check on any employee that administers Commercial Driver License (CDL) knowledge and/or skills testing, and the DMV shall not knowingly employ such a person if they have been convicted of a felony in the last 10 years or have been convicted of any fraudulent activities.



Jobs that are ineligible for the 700-Hour Program

- Any Trainee positions
- Agriculture Inspector I
- Architectural/Engineering Drafter I
- Buyer I and II
- Casework Management Specialist I
- Clerical Trainee
- Clinical Social Worker I
- Community Based Instructor I
- Community Based Instructor II
- Conservation Aide I
- Developmental Specialist I and II
- Economist I and II
- Engineering Tech I and II
- ESD Manager I
- Family Service Specialist I
- Fingerprint/Records Examiner I
- Fish Hatchery Technician I
- Group Supervisor I
- Health Care Coordinator I
- Health Resource Analyst I
- Health/Human Services Prof Trainee
- IT Technician I
- Library Assistant I
- Nursery Specialist I
- Park Aide I
- Parole and Probation Specialist I
- Public Safety Dispatcher I and II
- Quality Assurance Specialist I
- Records Analyst I
- Retirement Examiner I (PERS does not use 700-hour lists)
- Retirement Technician (PERS does not use 700-hour lists)
- Social Worker I
- Staff Professional Trainee
- Substance Abuse Counselor I
- Teacher Assistant I
- Teacher Assistant II
- Transportation and Safety Attendant I
- Unemployment Insurance Rep I
- Workforce Service Rep I
- Youth Parole Counselor I



Mock Interviews

Two Mock Interviews are required prior to being added to the 700-Hour List

Tell me about yourself professionally?

What types of computer software have you used?

What is your greatest strength/weakness in the workplace?

State Employee Benefits

<https://hr.nv.gov>

Employer/Employee vs Employee Pay

https://hr.nv.gov/Sections/Compensation/Compensation_Schedules/

Retirement: PERS

<https://www.nvpers.org/front>

Benefits - beginning the first day of 700-Hour Employment

<https://pebp.state.nv.us/plans/>

Will this affect my SS benefits? Contact your VRC for SS counseling and guidance.

Ticket to work program: <http://www.ssa.gov/work>

What happens once I am added to the 700-Hour Program?

- **State Agencies will contact you about job opportunities that the Department of Human Resource Management has approved, and they will CC the Internal Job Development Team (IJDT) on any correspondence in regard to 700-Hour interviews and/or employment offers.**
- **If you have questions about the essential functions and/or concerns regarding employment (transportation, assistance to the job, clothing, etc.) reach out to your Internal Job Developer, VRC or the Internal Job Development Supervisor to assist you.**
- **Failure to respond to interview invitations may result in being removed from the 700-Hour Program**
- **NC/NS to interviews or orientations will result in removal from the 700-Hour Program**
- **The 700-Hour Program is not intended to be used as a training or assessment; it is to be utilized for long-term/permanent employment**
- **If you are released from a 700-Hour appointment, please contact your VRC for counseling & guidance before requesting to be placed back on the 700-Hour List**

Essential Functions:

Please ensure you review the essential functions of each job in depth as you will be responsible to perform those duties on the job. If you have concerns regarding the essential functions, please reach out to the IJD Team or your VR counselor to discuss. It is your responsibility to return the signed essential functions within the deadline listed in the email from the agency and communicate in a timely manner throughout the recruitment process. No Call No Show to any scheduled interview/meet & greet will result in removal from the 700HR Program.

Additional 700-Hour Program Information:

- Must have a high school diploma or equivalent to qualify for any state position

- There are no part-time positions or work-from-home positions available.

- State profile Helpdesk (775) 687-9099

- You can apply competitively to any open position you qualify for @ <https://careers.nv.gov/>

- All trainee positions are ineligible for the 700-Hour Program

- A current State employee cannot participate in the 700-Hour Program

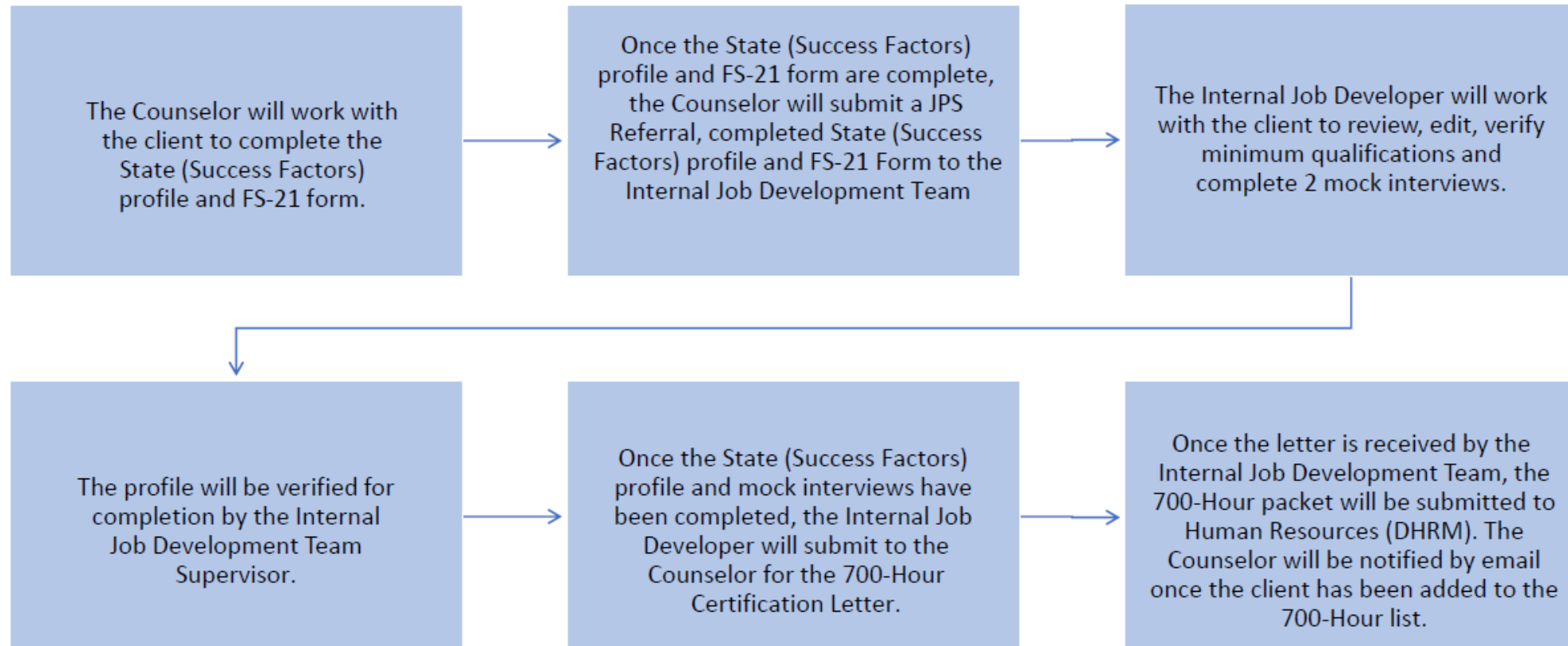
- 700-Hour Certification is good for 1 year; you must make an appointment to re-certify with an Internal Job Developer

- If you want to add or remove job titles or locations you are willing to work, please notify your Internal Job Developer

- You will receive State benefits, effective your first day of employment

Wrapping Up

700-Hour Program Process



A dark blue, irregularly shaped graphic with a splatter effect, containing the text "Questions?" in white. The graphic has a rough, hand-painted appearance with various shades of blue and white splatters around its edges. The text is centered within the dark blue area.

Questions?

How to apply for Vocational Rehabilitation services

To apply for VR services, visit: https://detr.nv.gov/Page/Vocational_Rehabilitation or scan QR code:

Southern Nevada:
Phone: (702) 486-5230

Northern Nevada:
Phone: (775) 687-6860

Check us out!

https://www.youtube.com/watch?v=pa-U6_ahtPY

<https://vrnevada.org/what-is-vr-nevada/>



700HR Contact:

Tammy Riley

Office: 775-823-8150

tjriley@detr.nv.gov • InternalJobDevelopment@detr.nv.gov