

Senate Bill No. 422–Committee on Finance

CHAPTER.....

AN ACT relating to governmental administration; creating the Mail Services Division in the Department of Administration; revising provisions relating to the Department’s Communication Fund; transferring the responsibility for establishing and conducting a Central Mail Room from the Division of State Library, Archives and Public Records of the Department to the Mail Services Division of the Department; and providing other matters properly relating thereto.

Legislative Counsel’s Digest:

Existing law creates the Department of Administration consisting of a Director and various entities. (NRS 232.213) **Section 1** of this bill creates within the Department a Mail Services Division. **Sections 2 and 3** of this bill require the Director of the Department to appoint an Administrator of the Mail Services Division who serves at the pleasure of the Director and is in the unclassified service of the State.

Existing law creates the Department of Administration’s Operating Fund for Administrative Services as an internal service fund and requires the operating budget of each of the entities within the Department to include an amount representing that entity’s share of the operating costs of the central accounting function of the Department. (NRS 232.219) **Section 4** of this bill requires the operating budget of the Mail Services Division to include an amount representing that entity’s share of the operating costs of the central accounting function of the Department.

Existing law requires the Division of State Library, Archives and Public Records of the Department of Administration to establish and conduct a Central Mailing Room for all state officers, departments and agencies located in Carson City. (NRS 378.149) **Sections 6 and 7** of this bill require, instead, that the Mail Services Division establish and conduct a Central Mailing Room.

Existing law creates the Department of Administration’s Communication Fund where all revenue resulting from: (1) postage sold to state officers, departments and agencies and local governments and other governmental entities; and (2) charges for proportionate costs of mail service operation must be deposited. (NRS 378.143, 378.146) **Section 5** of this bill provides that the Administrator of the Mail Services Division, rather than the State Library, Archives and Public Records Administrator, must approve claims against the Fund.

EXPLANATION – Matter in *bolded italics* is new; matter between brackets ~~omitted material~~ is material to be omitted.

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN
SENATE AND ASSEMBLY, DO ENACT AS FOLLOWS:

- Section 1.** NRS 232.213 is hereby amended to read as follows:
232.213 1. The Department of Administration is hereby created.
2. The Department consists of a Director and the following:



- (a) Risk Management Division.
- (b) Hearings Division, which consists of hearing officers, compensation officers and appeals officers.
- (c) State Public Works Division.
- (d) Purchasing Division.
- (e) Administrative Services Division.
- (f) Division of Human Resource Management.
- (g) Division of Enterprise Information Technology Services.
- (h) Division of State Library, Archives and Public Records.
- (i) Office of Grant Procurement, Coordination and Management.
- (j) Fleet Services Division.
- (k) Public Employees' Deferred Compensation Program.
- (l) Mail Services Division.***

Sec. 2. NRS 232.215 is hereby amended to read as follows:

232.215 The Director:

1. Shall appoint an Administrator of the:

- (a) Risk Management Division;
- (b) State Public Works Division;
- (c) Purchasing Division;
- (d) Administrative Services Division;
- (e) Division of Human Resource Management;
- (f) Division of Enterprise Information Technology Services;
- (g) Division of State Library, Archives and Public Records;
- (h) Office of Grant Procurement, Coordination and Management; ~~and~~

(i) Fleet Services Division ~~and~~; ***and***

(j) Mail Services Division.

2. Shall, with the concurrence of the Governor and the Committee to Administer the Public Employees' Deferred Compensation Program, appoint the Executive Officer of the Public Employees' Deferred Compensation Program.

3. Shall serve as Chief of the Hearings Division and shall appoint the hearing officers and compensation officers. The Director may designate one of the appeals officers in the Division to supervise the administrative, technical and procedural activities of the Division.

4. Is responsible for the administration, through the divisions of the Department, of the provisions of chapters 233F, 242 and 284 of NRS, NRS 287.250 to 287.370, inclusive, and chapters 331, 333, 336, 338, 341 and 378 of NRS and all other provisions of law relating to the functions of the divisions of the Department.



5. Is responsible for the administration of the laws of this State relating to the negotiation and procurement of medical services and other benefits for state agencies.

6. Has such other powers and duties as are provided by law.

Sec. 3. NRS 232.2165 is hereby amended to read as follows:
232.2165 1. The Administrator of:

- (a) The State Public Works Division;
- (b) The Purchasing Division;
- (c) The Administrative Services Division;
- (d) The Division of Human Resource Management;
- (e) The Division of Enterprise Information Technology

Services;

(f) The Division of State Library, Archives and Public Records;

(g) The Office of Grant Procurement, Coordination and Management; ~~and~~

(h) The Fleet Services Division ~~{}; and~~

(i) The Mail Services Division,

↳ of the Department serves at the pleasure of the Director and is in the unclassified service of the State.

2. The Executive Officer of the Public Employees' Deferred Compensation Program appointed pursuant to NRS 232.215 is in the unclassified service of the State and serves at the pleasure of the Director, except that he or she may be removed by a majority vote of the Committee to Administer the Public Employees' Deferred Compensation Program.

Sec. 4. NRS 232.219 is hereby amended to read as follows:

232.219 1. The Department of Administration's Operating Fund for Administrative Services is hereby created as an internal service fund.

2. The operating budget of each of the following entities must include an amount representing that entity's share of the operating costs of the central accounting function of the Department:

- (a) State Public Works Division;
- (b) Purchasing Division;
- (c) Hearings Division;
- (d) Risk Management Division;
- (e) Division of Human Resource Management;
- (f) Division of Enterprise Information Technology Services;
- (g) Division of State Library, Archives and Public Records;
- (h) Fleet Services Division; ~~and~~
- (i) Public Employees' Deferred Compensation Program ~~{}; and~~
- (j) Mail Services Division.*



3. All money received for the central accounting services of the Department must be deposited in the State Treasury for credit to the Operating Fund.

4. All expenses of the central accounting function of the Department must be paid from the Fund as other claims against the State are paid.

Sec. 5. NRS 378.143 is hereby amended to read as follows:

378.143 1. The Department of Administration's Communications Fund is hereby created as an internal service fund. The Fund is a continuing fund, and its money may not revert to the State General Fund at any time.

2. Claims against the Fund which are approved by the ~~[State Library, Archives and Public Records]~~ Administrator *of the Mail Services Division* must be paid as other claims against the State are paid.

3. Claims must be made in accordance with budget and quarterly work allotments and subject to postaudit examination and approval.

Sec. 6. NRS 378.149 is hereby amended to read as follows:

378.149 1. The *Mail Services* Division shall establish and conduct a Central Mailing Room for all state officers, departments and agencies located at Carson City, Nevada.

2. Any state officer, department or agency or local government or other governmental entity may use the Central Mailing Room facilities if the state officer, department or agency or local government or governmental entity pays the cost of such use as determined by the *Mail Services* Division.

3. The staff of the Central Mailing Room shall deliver incoming mail and pick up and process outgoing mail, except outgoing parcel post from the Legal Division of the Legislative Counsel Bureau, other than interoffice mail, of all state officers, departments and agencies and local governments using the Central Mailing Room facilities.

Sec. 7. In the codification of the Nevada Revised Statutes after the 81st Legislative Session, the Legislative Counsel shall move the provisions of NRS 378.143, 378.146 and 378.149 to chapter 232 of the Nevada Revised Statutes.

Sec. 8. This act becomes effective on July 1, 2021.

