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
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

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resume &amp; Cover Letter development</td>
<td>Ensure that clients’ State profiles are professional, complete &amp; include</td>
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<tr>
<td></td>
<td>skills to match the jobs they are qualified for</td>
</tr>
<tr>
<td>Prepare clients for State interviews &amp; complete two panel Mock</td>
<td>Interviews including different video platforms</td>
</tr>
<tr>
<td>Verify client qualifications for the jobs listed on the FS-21/Job</td>
<td>Development Form &amp; identify any jobs not listed</td>
</tr>
<tr>
<td>Send clients’ 700-Hour packets to the Internal Job Development</td>
<td>Supervisor for Department of Human Resource Management (DHRM) approval</td>
</tr>
<tr>
<td>Be available to go over questions/concerns regarding essential</td>
<td>functions of the jobs &amp; additional interview prep prior to an interview</td>
</tr>
<tr>
<td>Once employment is obtained, the Internal Job Developer will verify</td>
<td>employment, obtain a paycheck stub &amp; follow along with clients for 30 days</td>
</tr>
</tbody>
</table>
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/](https://careers.nv.gov/)

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

If you 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.
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**.

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

- 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.
Adding Your Work History to Success Factors
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.
▪ 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.
- 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.
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.
FS-21/Job Development Form

700-Hour Program
Job Development Form

* Shaded areas to be completed by DETR Rehabilitation Counselor

<table>
<thead>
<tr>
<th>Client Name:</th>
<th>Counselor Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counselor Name:</td>
<td>Counselor Phone:</td>
</tr>
<tr>
<td>Client Address:</td>
<td>Counselor Email:</td>
</tr>
<tr>
<td>Client Email:</td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Class &amp; Option (List each option separately)</th>
<th>Grade</th>
<th>A/R*</th>
<th>DHRM Evaluated: Evaluator Reason for Rejection</th>
<th>Reviewed by: Initial and Date</th>
<th>Entered in NEATS (date &amp; initial)</th>
</tr>
</thead>
</table>

*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

<table>
<thead>
<tr>
<th>PAY GRADE</th>
<th>APPROX. ANNUAL SALARY</th>
<th>APPROX. HOURLY SALARY</th>
</tr>
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<tbody>
<tr>
<td>20</td>
<td>$28,020 to $39,943</td>
<td>$13.42 to $19.13</td>
</tr>
<tr>
<td>21</td>
<td>$29,148 to $41,572</td>
<td>$13.96 to $19.91</td>
</tr>
<tr>
<td>22</td>
<td>$30,213 to $43,346</td>
<td>$14.47 to $20.76</td>
</tr>
<tr>
<td>23</td>
<td>$31,403 to $45,142</td>
<td>$15.04 to $21.62</td>
</tr>
<tr>
<td>24</td>
<td>$32,718 to $47,188</td>
<td>$15.67 to $22.60</td>
</tr>
<tr>
<td>25</td>
<td>$33,971 to $49,151</td>
<td>$16.27 to $23.54</td>
</tr>
<tr>
<td>26</td>
<td>$35,328 to $51,281</td>
<td>$16.92 to $24.56</td>
</tr>
<tr>
<td>27</td>
<td>$36,790 to $53,958</td>
<td>$17.62 to $25.67</td>
</tr>
<tr>
<td>28</td>
<td>$38,314 to $55,958</td>
<td>$18.35 to $26.80</td>
</tr>
<tr>
<td>29</td>
<td>$39,943 to $58,380</td>
<td>$19.13 to $27.96</td>
</tr>
<tr>
<td>30</td>
<td>$41,572 to $61,011</td>
<td>$19.91 to $29.22</td>
</tr>
<tr>
<td>31</td>
<td>$43,346 to $63,746</td>
<td>$20.76 to $30.52</td>
</tr>
<tr>
<td>32</td>
<td>$45,142 to $66,628</td>
<td>$21.62 to $31.91</td>
</tr>
<tr>
<td>33</td>
<td>$47,188 to $69,739</td>
<td>$22.60 to $33.40</td>
</tr>
<tr>
<td>34</td>
<td>$49,151 to $72,871</td>
<td>$23.54 to $34.90</td>
</tr>
<tr>
<td>35</td>
<td>$51,281 to $76,170</td>
<td>$24.56 to $36.48</td>
</tr>
<tr>
<td>36</td>
<td>$53,398 to $79,719</td>
<td>$25.67 to $38.18</td>
</tr>
<tr>
<td>37</td>
<td>$55,958 to $83,394</td>
<td>$26.80 to $39.94</td>
</tr>
<tr>
<td>38</td>
<td>$58,380 to $87,320</td>
<td>$27.96 to $41.82</td>
</tr>
<tr>
<td>39</td>
<td>$61,011 to $91,350</td>
<td>$29.22 to $43.75</td>
</tr>
<tr>
<td>40</td>
<td>$63,746 to $95,672</td>
<td>$30.53 to $45.82</td>
</tr>
<tr>
<td>41</td>
<td>$66,628 to $100,161</td>
<td>$31.91 to $47.97</td>
</tr>
<tr>
<td>42</td>
<td>$69,739 to $104,901</td>
<td>$33.40 to $50.24</td>
</tr>
<tr>
<td>43</td>
<td>$72,871 to $109,849</td>
<td>$34.90 to $52.61</td>
</tr>
<tr>
<td>44</td>
<td>$76,170 to $115,090</td>
<td>$36.48 to $55.12</td>
</tr>
<tr>
<td>45</td>
<td>$79,719 to $120,582</td>
<td>$38.18 to $57.75</td>
</tr>
<tr>
<td>46</td>
<td>$83,394 to $126,336</td>
<td>$39.94 to $60.53</td>
</tr>
<tr>
<td>47</td>
<td>$87,320 to $132,441</td>
<td>$41.82 to $63.43</td>
</tr>
<tr>
<td>48</td>
<td>$91,350 to $138,789</td>
<td>$43.75 to $66.47</td>
</tr>
<tr>
<td>49</td>
<td>$95,672 to $145,470</td>
<td>$45.82 to $69.67</td>
</tr>
<tr>
<td>50</td>
<td>$100,161 to $152,424</td>
<td>$47.97 to $73.00</td>
</tr>
<tr>
<td>51</td>
<td>$104,901 to $159,878</td>
<td>$50.24 to $76.57</td>
</tr>
<tr>
<td>52</td>
<td>$109,849 to $167,603</td>
<td>$52.61 to $80.27</td>
</tr>
<tr>
<td>53</td>
<td>$115,090 to $175,746</td>
<td>$55.12 to $84.17</td>
</tr>
<tr>
<td>54</td>
<td>$120,582 to $184,203</td>
<td>$57.75 to $88.22</td>
</tr>
<tr>
<td>55</td>
<td>$126,386 to $192,743</td>
<td>$60.53 to $92.31</td>
</tr>
</tbody>
</table>
Must meet the Minimum Education and Experience to Qualify

- 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
Special Requirements & Informational Notes:

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

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 responsibly 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

The Counselor will work with the client to complete the State (Success Factors) profile and FS-21 form.

Once the State (Success Factors) profile and FS-21 form are complete, the Counselor will submit a JPS Referral, completed State (Success Factors) profile and FS-21 Form to the Internal Job Development Team.

The Internal Job Developer will work with the client to review, edit, verify minimum qualifications and complete 2 mock interviews.

The profile will be verified for completion by the Internal Job Development Team Supervisor.

Once the State (Success Factors) profile and mock interviews have been completed, the Internal Job Developer will submit to the Counselor for the 700-Hour Certification Letter.

Once the letter is received by the Internal Job Development Team, the 700-Hour packet will be submitted to Human Resources (DHRM). The Counselor will be notified by email once the client has been added to the 700-Hour list.
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