



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: **June 21, 2022**

DATE: Tuesday, June 14, 2022

TO: Board of County Commissioners

FROM: James P. Conway, Court Administrator for Reno Justice Court
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THROUGH: Kate Thomas, Assistant County Manager
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SUBJECT: Approve an overfill request for one Bailiff position for 12 weeks, direct Budget to make the necessary adjustments, and authorize Human Resources to allow the necessary staffing changes. The estimated cost of \$28,948.00 for the period of the overfill will be absorbed in the FY23 budget utilizing existing salary savings. Budget has approved this request.

[Fiscal impact is estimated at \$28,948.00] (All Commission Districts)

SUMMARY

Reno Justice Court seeks approval from the Board to approve an overfill request for one Bailiff position for 12 weeks which will allow adequate time for the recruit candidate to attend the next law enforcement academy in July. Pursuant to Washoe County Code 5.210(1)(c), the bailiff position requires the possession of highly specialized knowledge, skills and abilities in that Police Officer Standard Training (P.O.S.T.) Category I or II is a minimum requirement for the position in accordance with NRS 289.150. Overfilling one Bailiff position for 12 weeks will help minimize a critical need shortage due to a pending retirement occurring September 30, 2022, and will not increase the number of permanent positions. The estimated cost for the overfill is \$28,948.00, which will be absorbed in the FY23 budget utilizing salary savings.

Department Strategic Objective supported by this item: To provide a safe and secure environment for individuals to seek access to justice in a fair, independent, and impartial forum for the peaceful resolution of legal conflicts according to the law.

PREVIOUS ACTION

On November 9, 2021, the Board approved a recommendation to overfill 2 bailiff positions beyond the six-week limit per Washoe County Code 5.210, to be effective December 27, 2021; however, one of the positions was not filled. This request seeks to replace the previously approved overfill position, reducing the time to 12 weeks, and the fiscal impact from the previously approved \$42,269.00 to \$28,948.00, which will be absorbed in the FY23 budget utilizing salary savings.

AGENDA ITEM # _____

BACKGROUND

In 2022, a bailiff position will be vacated through retirement on September 30, 2022, leaving the Bailiff Division in a critical need shortage to fill the position with a qualified and trained applicant. In the past, it has been difficult to recruit qualified and desired candidates due to the pay and benefits in competing local law enforcement agencies, such as the Washoe County Sheriff’s Department and Reno Police Department.

Currently, the Bailiff Division of Reno Justice Court employs one Chief Bailiff, a Lead Bailiff, four full-time bailiffs, two part-time bailiffs (whose hours and earnings are limited by RETA), and one intermittent bailiff. In their official capacity, these positions are responsible for the safety and security of the court, including five judges (that will become 6 judges in January 2023); 50+ staff and contract employees; as well as attorneys and other individuals who appear in court. The bailiffs must also supervise criminal defendants brought to court from the jail and maintain order during all courtroom proceedings.

Approval of the overfill request for one Bailiff position will:

- Allow for a recruit to attend the next law enforcement academy in July 2022 to obtain P.O.S.T. Category II certification
- Reduce a critical need shortage for the safety/security of the court
- Provide the court with a qualified employee who will have training upon a retirement occurring September 30, 2022, at which time the overfill will be eliminated

FISCAL IMPACT

Overfilling one Bailiff position for 12 weeks will have an estimated fiscal impact of \$28,948.00 for the period of the overfill and will be absorbed in the FY23 budget utilizing existing salary savings. Budget has provided approval for this request.

Department	Position #	Job Class	Title	Number of Weeks	Estimated Impact	Effective Date
Reno Justice Court	70000369	60015925	Bailiff (Reno)	12	\$28,948	07/11/2022

RECOMMENDATION

Approve an overfill request for one Bailiff position for 12 weeks, direct Budget to make the necessary adjustments, and authorize Human Resources to allow the necessary staffing changes. The estimated cost of \$28,948.00 for the period of the overfill will be absorbed in the FY23 budget utilizing existing salary savings. Budget has approved this request.

[Fiscal impact is estimated at \$28,948.00]

POSSIBLE MOTION

Should the Board agree with staff’s recommendation, a possible motion would be:

“Move to approve an overfill request for one Bailiff position for 12 weeks, direct Budget to make the necessary adjustments, and authorize Human Resources to allow the necessary staffing changes. The estimated fiscal impact of \$28,948.00 for the period of the overfill will be absorbed in the FY23 budget utilizing existing salary savings.”