



# WASHOE COUNTY

Integrity Communication Service

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## STAFF REPORT

BOARD MEETING DATE: November 12, 2019

**DATE:** Wednesday, October 23, 2019

**TO:** Board of County Commissioners

**FROM:** Patricia Hurley, Director of Human Resources/Labor Relations  
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**THROUGH:** Christine Vuletich, Assistant County Manager  
328-2016, [cvuletich@washoecounty.us](mailto:cvuletich@washoecounty.us)

**SUBJECT:** Recommendation to approve new position and reclassification requests of a vacant Wastewater Collections Systems Supervisor, pay grade K, to a new job classification of Utility Systems Supervisor, pay grade N (Community Services), a vacant Human Services Program Manager, pay grade P, to a new job classification of Human Services Property Manager, pay grade M, two (2) new full-time Mental Health Counselor positions, pay grade P (Human Services Agency), a Library Assistant I, pay grade E, to Library Assistant II, pay grade G (Library), a vacant Account Clerk II, pay grade H, to Office Support Specialist, pay grade H, one (1) new full-time position for a new job classification of Chaplain, pay grade N, one (1) new part-time benefited position (.6 FTE) for a new job classification of Chaplain Assistant, pay grade K, one (1) new part-time benefited position (.6 FTE) for a new job classification of Detention Library Aide, pay grade A, and a new intermittent hourly Office Assistant III position, pay grade G (Sheriff's Office), and a change in pay grade for Lead Programmer Analyst from YPP to YOP to reflect premium pay (Assessor's Office) as evaluated by the Job Evaluation Committee or Korn Ferry (Hay); and authorize Human Resources to make the necessary changes. [Net annual fiscal impact is estimated at \$500,750] (All Commission Districts.)

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### SUMMARY

Periodically, staff requests approval of reclassification requests for various positions reviewed by the Job Evaluation Committee (JEC) not only to support department realignment of resources, but to encourage improvements to efficiency and effectiveness as well.

**Washoe County Strategic Objective supported by this item:** Regional Leadership through Engaged Employees.

### PREVIOUS ACTION

On August 27, 2019, the Board approved reclassifications of an Office Assistant II to Office Assistant III, and an Administrative Assistant I to Fiscal Compliance Officer (Manager's Office); three Account Clerks to Account Clerk II, a Senior Business Systems Analyst to Business Systems Analyst II, a Technology Project Coordinator to Fiscal Manager-HSA, an Office Support Specialist to Fiscal Compliance Officer, an Administrative Assistant I to Administrative Assistant II, a Senior Human Services Case Worker to Human Services Case Worker III, and the creation of a new Administrative Assistant II position (Human Services Agency).

**AGENDA ITEM # \_\_\_\_\_**

On May 21, 2019, the Board approved both new positions and reclassification requests submitted and evaluated by the JEC or Korn Ferry (Hay) for the FY 19/20 annual budget.

## **BACKGROUND**

Washoe County Code 5.098 (4) provides that all recommendations made by the Job Evaluation Committee for the creation of a new classification, reclassification, abolishment of an existing classification, consolidation of classifications, alternation of existing classifications, or where there is a fiscal impact, must be forwarded to the Board of County Commissioners for final action.

Periodically, the Board approves new position and reclassification requests outside of the regular budget cycle to support department reorganizations and realignment of resources to improve efficiency and effectiveness. These changes were evaluated and approved by an Assistant County Manager for “off cycle” review.

## **Reclassification of Existing Positions/New Positions**

<b>Department</b>	<b>Current Job Class</b>	<b>Recommended Job Classes</b>	<b>Estimated Annual Impact</b>	<b>Effective Date</b>
Community Services	Wastewater Collections Systems Supervisor pay grade K (\$26.49 to \$34.47)	Utility Systems Supervisor pay grade N (\$31.41 to \$40.85)	\$17,344	01/01/2020
Human Services Agency	Human Services Program Manager pay grade P (\$35.33 to \$45.90)	Human Services Property Manager pay grade M (\$29.78 to \$38.74)	(\$19,465)	10/16/2019
	New position (2 FTE)	Mental Health Counselor II (2) pay grade P (\$35.33 to \$45.90)	\$241,256	11/01/2019
Library	Library Assistant I pay grade E (\$18.87 to \$24.54)	Library Assistant II pay grade G (\$21.02 to \$27.29)	\$7,476	08/20/2019
Sheriff's Office	Account Clerk II pay grade H (\$22.15 to \$28.80)	Office Support Specialist pay grade H (\$22.15 to \$28.80)	\$0	11/01/2019
	New position (1 FTE)	Chaplain pay grade N (\$31.41 to \$40.85)	\$108,422	10/16/2019
	New position (.6 FTE)	Chaplain Assistant Pay grade K (\$26.49 to \$34.47)	\$59,917	10/16/2019
	New position (.6 FTE)	Detention Library Aide pay grade A (\$15.77 to \$20.49)	\$39,773	10/16/2019
	New position (Intermittent hourly)	Office Assistant III pay grade G (\$21.02 to \$27.29)	\$46,027	10/16/2019

### **Community Services**

The reclassification of the vacant Wastewater Collections Systems Supervisor to the broader Utility Systems Supervisor will meet the demands of the need for efficient and safe operations and maintenance not only of the sewer utilities, but also for the increasing service levels due to the added responsibilities for reclaim water and storm water utilities.

### **Human Services Agency**

As the Human Services Agency (HSA) continues to grow and expand, it has become evident that one centralized individual is needed to facilitate and coordinate maintenance needs for the newly acquired

buildings at the Northern Nevada Adult Mental health Services (NNAMHS) campus. With this reclassification, HSA will gain consistent coordination of technology and facility needs allowing for increases in efficiency, reductions in down-time and improvements in service delivery.

The addition of the two new grant funded Mental Health Counselor II positions, in conjunction with existing Mental Health Counselor positions will provide the County's ability to provide immediate crisis intervention to persons at least 18 years old with a serious mental illness.

#### Library

When the Library System resurrected the Library Assistant I job classification last year, the intent was to allow for automatic progression to the Library Assistant II level upon meeting the requirements of the class and upon recommendation of the appointing authority. Reclassification of this position is simply a course correction to include it within the flexibly staffed series.

#### Sheriff's Office

The reclassification of an Account Clerk II to an Office Support Specialist will allow the position to assist all divisions within the Sheriff's Office by coordinating purchasing needs through a centralized office and will allow for cross-training and support to the department's payroll/personnel area.

The new job classification of Detention Library Aide will focus on ensuring inmates receive requested books for recreational and educational purposes as well as maintaining these books per library standards.

The new Chaplain and Chaplain Assistant will focus on pastoral care and religious assistance to meet the spiritual needs within various faith traditions of all inmates in the Washoe County Detention Facility. A full-time, dedicated Chaplain committed to these programs will result in an increase in services to the inmates.

### **FISCAL IMPACT**

The fiscal impact for the reclassification in the Community Services Department will result in an annual cost of approximately \$17,344. The new positions and reclassification in the Human Services Agency will result in an additional annual cost of approximately \$221,791. The fiscal impact for the reclassification in the Library will result in an additional annual cost of approximately \$7,476. The fiscal impact for the reclassification and new positions in the Sheriff's Office will result in an additional annual cost of approximately \$254,139. Additional costs will be absorbed by those departments within their existing FY 19/20 budgets or will be covered by anticipated grants/other funding sources.

### **RECOMMENDATION**

Recommendation to approve new position and reclassification requests of a vacant Wastewater Collections Systems Supervisor, pay grade K, to a new job classification of Utility Systems Supervisor, pay grade N (Community Services), a vacant Human Services Program Manager, pay grade P, to a new job classification of Human Services Property Manager, pay grade M, two (2) new full-time Mental Health Counselor positions, pay grade P (Human Services Agency), a Library Assistant I, pay grade E, to Library Assistant II, pay grade G (Library), a vacant Account Clerk II, pay grade H, to Office Support Specialist, pay grade H, one (1) new full-time position for a new job classification of Chaplain, pay grade N, one (1) new part-time benefited position (.6 FTE) for a new

job classification of Chaplain Assistant, pay grade K, one (1) new part-time benefited position (.6 FTE) for a new job classification of Detention Library Aide, pay grade A, and a new intermittent hourly Office Assistant III position, pay grade G (Sheriff's Office), and a change in pay grade for Lead Programmer Analyst from YPP to YOP to reflect premium pay (Assessor's Office) as evaluated by the Job Evaluation Committee or Korn Ferry (Hay); and authorize Human Resources to make the necessary changes. [Net annual fiscal impact is estimated at \$500,750.]

### **POSSIBLE MOTION**

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

*“Move to approve new position and reclassification requests of a vacant Wastewater Collections Systems Supervisor, pay grade K, to a new job classification of Utility Systems Supervisor, pay grade N (Community Services), a vacant Human Services Program Manager, pay grade P, to a new job classification of Human Services Property Manager, pay grade M, two (2) new full-time Mental Health Counselor positions, pay grade P (Human Services Agency), a Library Assistant I, pay grade E, to Library Assistant II, pay grade G (Library), a vacant Account Clerk II, pay grade H, to Office Support Specialist, pay grade H, one (1) new full-time position for a new job classification of Chaplain, pay grade N, one (1) new part-time benefited position (.6 FTE) for a new job classification of Chaplain Assistant, pay grade K, one (1) new part-time benefited position (.6 FTE) for a new job classification of Detention Library Aide, pay grade A, and a new intermittent hourly Office Assistant III position, pay grade G (Sheriff's Office), and a change in pay grade for Lead Programmer Analyst from YPP to YOP to reflect premium pay (Assessor's Office) as evaluated by the Job Evaluation Committee or Korn Ferry (Hay); and authorize Human Resources to make the necessary changes. [Net annual fiscal impact is estimated at \$500,750.]*