



WASHOE COUNTY

Integrity Communication Service

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STAFF REPORT

BOARD MEETING DATE: November 19, 2024

DATE: Thursday, November 14, 2024

TO: Board of County Commissioners

FROM: Patricia Hurley, Director of Human Resources
775-328-2087, phurley@washoecounty.gov

THROUGH: Eric Brown, County Manager
775-328-2000, epricebrown@washoecounty.gov

SUBJECT: Recommendation to approve the reclassification of a Librarian II, pay grade 16, to Librarian I, pay grade 14; reclassification of an Office Supervisor, pay grade 13, to Administrative Assistant I, pay grade 13 (Library); reclassification of a Senior Licensed Engineer, pay grade 18, to the new classification of Utility Systems Manager, pay grade 18; reclassification of a Business Technologist Coordinator, pay grade 17, to the new classification of Business Intelligence Program Manager, pay grade 17 (Community Services Department) as reviewed and evaluated by the Job Evaluation Committee; a change in the job classification title from Homeless Services Coordinator to Human Services Coordinator; a change in the job classification title from Homeless Services Case Manager Supervisor to Human Services Supervisor; a change in the job classification title from Homeless Services Analyst to Management Analyst; a change in the job classification title from Homeless Services Program Assistant to Program Assistant (Human Services Agency); delimit the job classification titles of Homeless Services Coordinator, Homeless Services Case Manager Supervisor, Homeless Services Analyst, and Homeless Services Program Assistant (Human Services Agency); a change in the job classification title from NNCTC Intelligence Analyst to Intelligence Analyst (Sheriff's Office); a change in the job classification title from Parks Operations Superintendent to Operations Superintendent – CSD/Parks; a change in the job classification title from Grounds Equipment Mechanic to Parks Medium Equipment Mechanic (Community Services Department); a change in the job classification title from Librarian I to Librarian (Library); delimit the job classification title of Librarian II and authorize Human Resources to make the necessary changes (Library). [Total fiscal impact is a savings of \$25,263.] Human Resources. (All Commission Districts.) FOR POSSIBLE ACTION

AGENDA ITEM # _____

SUMMARY

Periodically, staff requests approval for new classifications, new positions and reclassification requests reviewed by the Job Evaluation Committee (JEC) and/or Korn Ferry (the classification consultant firm utilized by Washoe County) to support the realignment of department resources and to encourage improvements to department efficiency and effectiveness.

Washoe County Strategic Objective supported by this item: Fiscal Sustainability (Long Term Sustainability).

PREVIOUS ACTION

On May 21, 2024, the Board of County Commissioners approved new position and reclassification requests submitted and evaluated by the JEC or Korn Ferry for the Fiscal Year 24/25 annual budget.

On November 14, 2023, the Board approved the reclassification of a Librarian II pay grade 16, to Librarian I pay grade 14 (Library); reclassification of a Water Resources Program Manager, pay grade 18, to Senior Licensed Engineer, pay grade 18 (Community Services Department); reclassification of an Administrative Assistant II pay grade 14, to a Program Coordinator, pay grade 14 (Human Services Agency); reclassification of a Deputy Sheriff pay grade D001, to Pilot, pay grade 18 (Sheriff’s Office); as reviewed and evaluated by the JEC and authorized Human Resources to make the necessary changes.

BACKGROUND

The Washoe County Personnel Handbook 5.098(4) provides that all recommendations for the creation of a new classification, reclassification, abolishment of an existing classification, consolidation of classifications, alteration 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 department efficiency and effectiveness. These changes were evaluated and approved by an Assistant County Manager for “off cycle” review.

Reclassification of Existing Positions

Department	Current Job Class/Pay Grade	Recommended Job Class/Pay Grade	Position Number	Estimated Annual Impact	Effective Date
Library	Librarian II, pay grade 16 (\$41.31-\$53.71)	Librarian I, pay grade 14 (\$34.39-\$44.71)	70002072	(\$25,263)	11/19/2024
	Office Supervisor, pay grade 13 (\$31.92-\$41.49)	Administrative Assistant I, pay grade 13 (\$31.92-\$41.49)	70001947	\$0	11/19/2024

Reclassification of Existing Positions

Department	Current Job Class/Pay Grade	Recommended Job Class/Pay Grade	Position Number	Estimated Annual Impact	Effective Date
Community Services Department	Senior Licensed Engineer, pay grade 18 (\$53.34-\$69.35)	Utility Systems Manager, pay grade 18 (\$53.34-\$69.35)	70001206	\$0	11/19/2024
	Business Technologist Coordinator, pay grade 17 (\$46.83-\$60.88)	Business Intelligence Program Manager, pay grade 17 (\$46.83-\$60.88)	70000174	\$0	11/19/2024

Job Classification Title Changes

Job Class Code	Position Number	Current Job Classification Title	New Job Classification Title	Effective Date
60018925 to 60006130	70011057 70011055 70011406	Homeless Services Coordinator	Human Services Coordinator	11/19/2024
60019078 to 60006136	70011351 70011352 70011350	Homeless Services Case Manager Supervisor	Human Services Supervisor	11/19/2024
60018951 to 60016501	70011028 70011287 70011027	Homeless Services Analyst	Management Analyst	11/19/2024
60018953 to 60000172	70001039 70011026 70011227	Homeless Services Program Assistant	Program Assistant	11/19/2024
60016175	70008970 70006606	NNCTC Intelligence Analyst	Intelligence Analyst	06/03/2024
60004029	70001687	Parks Operations Superintendent	Operations Superintendent – CSD/Parks	09/16/2024
60008102	70001720	Grounds Equipment Mechanic	Parks Medium Equipment Mechanic	10/14/2024

Job Classification Title Changes

Job Class Code	Position Number	Current Job Classification Title	New Job Classification Title	Effective Date
60005020	70002052	Librarian I	Librarian	11/19/2024
	70002053			
	70002058			
	70002059			
	70002060			
	70002062			
	70002063			
	70002066			
	70002074			
	70002077			
	70004252			
	70011065			
	70011066			
	70011067			
	70002114			
	70011068			
	70011069	Librarian II	Librarian I; title change to Librarian to follow	
	70002072			

Reclassifications of Existing Positions

The reclassification of a recent vacant Librarian II to Librarian I is in alignment with the department’s long-term plans to phase out Librarian II positions by reclassifying these positions to Librarian I as the positions become vacant. The request was submitted to reclassify the vacant Librarian II to Librarian I at the time of JEC submission.

The reclassification of a vacant Office Supervisor to Administrative Assistant I will enable the position to assume duties related to budget development, project management, and an increased level of board liaison support. While the classifications are equivalent in pay grade, the duties within the Administrative Assistant I classification will better fit the needs of the department. The addition of several Wastewater Plant Operator positions within the Engineering and Capital Projects Division of the Community Services Department prompted the division to seek changes to the existing management structure.

The reclassification of the Senior Licensed Engineer to Utility Systems Manager will allow the division to attract candidates with not only an engineering background, but also those with significant utility operations experience as well. The Utility Systems Manager will have the knowledge base to oversee treatment plant and field operations while also assuming responsibility for strategic planning for operations, budget development, and management of third-party services, all of which better align with this role over the Senior Licensed Engineer.

The Business Intelligence Program Manager was initially reclassified to the Business Technologist IV/Coordinator; however, considering the unique nature of the work being

performed specifically as it relates to asset and performance data science, it was determined the Business Intelligence Program Manager would align more effectively with the needs of the department. While the Business Technologist Coordinator classification is broader in nature and can be utilized as a shared classification across the County, the Business Intelligence Program Manager classification allows for increased specificity which the department believes is critical to not only attract the appropriate skills set for the position but also to more accurately capture the work being performed.

Job Classification Title Changes

The Homeless Services classifications listed above were initially modeled after classifications within the Human Services Agency. With the transition of Housing and Homeless Services from the Office of the County Manager to the Human Services Agency, these title changes will ensure a more appropriate fit within the existing structure of the Human Services Agency.

The job classification titles of Homeless Services Coordinator, Homeless Services Case Manager Supervisor, Homeless Services Analyst, and Homeless Services Program Assistant will be delimited effective November 19, 2024.

The job classification title change from NNCTC Intelligence Analyst to Intelligence Analyst will remove the reference to a specialized group which is no longer applicable.

The job classification title change from Parks Operations Superintendent to Operations Superintendent – CSD/Parks was made for consistency with the naming convention of the other Superintendent classifications within the Community Services Department. The Grounds Equipment Mechanic to Parks Medium Equipment Mechanic title change is intended to more accurately describe the classification for recruitment purposes.

Following JEC approval, and ahead of an upcoming recruitment, it was determined the Librarian I should be retitled to Librarian as there will no longer be any Librarian II positions with this most recent reclassification. As a result, the Librarian II classification will be delimited effective November 19, 2024.

FISCAL IMPACT

The reclassification of the Librarian II to Librarian I in the Library System will result in an annual savings of approximately \$25,263.

The reclassification of the Office Supervisor to Administrative Assistant I in the Library System will have no fiscal impact.

The reclassification of the Senior Licensed Engineer to Utility Systems Manager in the Community Services Department will have no fiscal impact.

The reclassification of the Business Technologist Coordinator to Business Intelligence Program Manager in the Community Services Department will have no fiscal impact.

The listed job classification title changes have no fiscal impact as they are title changes only, with no change to the pay grade.

RECOMMENDATION

Recommendation to approve to approve the reclassification of a Librarian II, pay grade 16, to Librarian I, pay grade 14; reclassification of an Office Supervisor, pay grade 13, to Administrative Assistant I, pay grade 13 (Library); reclassification of a Senior Licensed Engineer, pay grade 18, to the new classification of Utility Systems Manager, pay grade 18; reclassification of a Business Technologist Coordinator, pay grade 17, to the new classification of Business Intelligence Program Manager, pay grade 17 (Community Services Department) as reviewed and evaluated by the Job Evaluation Committee; a change in the job classification title from Homeless Services Coordinator to Human Services Coordinator; a change in the job classification title from Homeless Services Case Manager Supervisor to Human Services Supervisor; a change in the job classification title from Homeless Services Analyst to Management Analyst; a change in the job classification title from Homeless Services Program Assistant to Program Assistant (Human Services Agency); delimit the job classification titles of Homeless Services Coordinator, Homeless Services Case Manager Supervisor, Homeless Services Analyst, and Homeless Services Program Assistant (Human Services Agency); a change in the job classification title from NNCTC Intelligence Analyst to Intelligence Analyst (Sheriff's Office); a change in the job classification title from Parks Operations Superintendent to Operations Superintendent – CSD/Parks; a change in the job classification title from Grounds Equipment Mechanic to Parks Medium Equipment Mechanic (Community Services Department); a change in the job classification title from Librarian I to Librarian (Library); delimit the job classification title of Librarian II and authorize Human Resources to make the necessary changes (Library). [Total fiscal impact is a savings of \$25,263.] Human Resources. (All Commission Districts.)

POSSIBLE MOTION

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

“Move to approve the reclassification of a Librarian II, pay grade 16, to Librarian I, pay grade 14; reclassification of an Office Supervisor, pay grade 13, to Administrative Assistant I, pay grade 13 (Library); reclassification of a Senior Licensed Engineer, pay grade 18, to the new classification of Utility Systems Manager, pay grade 18; reclassification of a Business Technologist Coordinator, pay grade 17, to the new classification of Business Intelligence Program Manager, pay grade 17 (Community Services Department) as reviewed and evaluated by the Job Evaluation Committee; a change in the job classification title from Homeless Services Coordinator to Human Services Coordinator; a change in the job classification title from Homeless Services Case Manager Supervisor to Human Services Supervisor; a change in the job classification title from Homeless Services Analyst to Management Analyst; a change in the job classification title from Homeless Services Program Assistant to Program Assistant (Human Services Agency); delimit the job classification titles of Homeless Services Coordinator, Homeless Services Case Manager Supervisor, Homeless Services Analyst, and Homeless Services Program Assistant (Human Services Agency); a change in the job classification title from NNCTC Intelligence Analyst to Intelligence Analyst (Sheriff's Office); a change in the job classification title from Parks Operations Superintendent to Operations Superintendent – CSD/Parks; a change in the job classification title from Grounds Equipment Mechanic to Parks Medium Equipment

Mechanic (Community Services Department); a change in the job classification title from Librarian I to Librarian (Library); delimit the job classification title of Librarian II and authorize Human Resources to make the necessary changes (Library). [Total fiscal impact is a savings of \$25,263.] Human Resources. (All Commission Districts.)