



WASHOE COUNTY

Integrity Communication Service

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STAFF REPORT

BOARD MEETING DATE: February 13, 2018

DATE: Wednesday, January 24, 2018

TO: Board of County Commissioners

FROM: John Listinsky, Director of Human Resources/Labor Relations
328-2089, jlistinsky@washoecounty.us

THROUGH: Christine Vuletich, Assistant County Manager
328-2016, cvuletich@washoecounty.us

SUBJECT: Recommendation to approve a new job classification and create a new position of County Security Administrator, pay grade Q (Manager's Office), as evaluated by the Hay Group, and authorize Human Resources to make the necessary changes. [Net fiscal impact is estimated at \$135,727.] (All Commission Districts.)

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: Valued, engaged employee workforce.

PREVIOUS ACTION

On January 9, 2018, the Board approved various reclassification requests within Community Services, Human Services, the Library, the Manager's Office and the Sheriff's Office.

On October 24, 2017, the Board approved reclassification requests within Community Services, Human Resources, Human Services and Technology Services, and approved the creation of a new job classification for the Medical Examiner's Office.

On September 12, 2017, the Board approved reclassification requests within the Sheriff's Office and Community Services, and approved the creation of a new job classification for the County Clerk's Office.

On May 23, 2017, the Board approved both new position and reclassification requests submitted and evaluated by the JEC for the FY 17/18 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.

AGENDA ITEM # _____

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. This change was evaluated and approved by an Assistant County Manager for “off cycle” review.

New Positions

Department	Current Job Class	Recommended Job Classes	Annual Cost
Manager’s Office	New	County Security Administrator Pay Grade Q (\$35.88 to \$46.62)	\$135,727

Manager’s Office

The implementation of a County Security Administrator will improve the physical security of Washoe County employees, visitors, facilities and assets. It will oversee a security team for the entire County and will regularly liaise with law enforcement, department heads, and elected officials about the implementation and effectiveness of County-wide security programs. The position was first evaluated by the Job Evaluation Committee and then later by the Hay Group.

FISCAL IMPACT

The estimated maximum annual fiscal impact is \$135,727. The pro-rated FY 17/18 amount is available in the department’s adopted budget, and the full FY 18/19 amount is included in the department’s base budget.

RECOMMENDATION

Recommendation to approve a new job classification and create a new position of County Security Administrator, pay grade Q (Manager’s Office), as evaluated by the Hay Group, and authorize Human Resources to make the necessary changes.

POSSIBLE MOTION

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

“Move to approve a new job classification and create a new position of County Security Administrator, pay grade Q (Manager’s Office), as evaluated by the Hay Group, and authorize Human Resources to make the necessary changes.”