



# WASHOE COUNTY

Integrity Communication Service

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## STAFF REPORT

BOARD MEETING DATE: July 10, 2018

**DATE:** Wednesday, June 20, 2018

**TO:** Board of County Commissioners

**FROM:** John Listinsky, Director of Human Resources/Labor Relations  
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**THROUGH:** Christine Vuletich, Assistant County Manager  
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**SUBJECT:** Recommendation to approve, effective July 1, 2018, the reclassification of a Management Analyst, pay grade N, to Government Affairs Manager, pay grade Q (Manager's Office); a Librarian III, pay grade O, to a new job classification of Collections Development Manager, pay grade O (Library); a new job classification of Human Resources Proctor, pay grade C (Human Resources); three (3) new Human Services Support Specialist II FTE's, pay grade H (District Attorney), upon award of FY 18/19 VOCA grant funding, as evaluated by the Job Evaluation Committee and the Hay Group; the elimination of unused or obsolete job classifications as listed in Exhibit A; and authorize Human Resources to make the necessary changes. [Net fiscal impact to salaries and benefits is estimated at \$246,750 in FY 18/19] (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:** Valued, engaged employee workforce.

### **PREVIOUS ACTION**

On June 26, 2018, the Board approved the reclassification of Human Services Case Managers to Human Services Case Workers (HSA), and an increase in pay grade to the Victim Witness Advocate job classification in HSA.

On May 22, 2018, the Board approved both new position and reclassification requests submitted and evaluated by the JEC or Hay for the FY 18/19 annual budget.

On March 27, 2018, the Board approved the reclassification of Grants Coordinator to Program Coordinator for the Emergency Management Division within the County Manager's Office.

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

On February 13, 2018, the Board approved a new job classification and created a new position of County Security Administrator with the County Manager's Office.

### **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 not included in the May 22, 2018 staff report simply due to timing, and the need for additional clarification.

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

<b>Department</b>	<b>Current Job Class</b>	<b>Recommended Job Classes</b>	<b>Annual Impact</b>
Manager's Office	Management Analyst Pay Grade N (\$30.69 to \$39.91)	Government Affairs Liaison Pay Grade Q (\$36.78 to \$47.79)	\$21,200
Library	Librarian III Pay Grade O (\$32.49 to \$42.25)	Collection Development Manager Pay Grade O (\$32.49 to \$42.25)	\$0
Human Resources	New Job Classification (intermittent hourly)	Human Resources Proctor Pay Grade C (\$16.53 to \$21.48)	\$0
District Attorney	New Position Requests (3)	Human Services Support Specialist II Pay Grade H (\$21.64 to \$28.14)	\$225,550

#### **Manager's Office**

The position in the Manager's Office was originally classified as a Government Affairs Manager, but was reclassified to a Management Analyst through attrition in 2014. Management has been working to better define this job over the past few years and it has become apparent that the duties and responsibilities are not those of a Management Analyst, but still fall within the parameters of Government Affairs Manager. The department has requested the position be reclassified back to the original title and job duties.

#### **Librarian III**

The new job title of Collections Development Manager will more accurately describe the work currently being conducted by the Librarian III in this position, and will distinguish it from the other Librarian III's in the Library System.

#### **Human Resources**

In an effort to reduce the time necessary for a new recruitment, the department is adding additional testing dates. Exams are currently proctored by Human Resources Specialists, who have been evaluated at a pay grade J. The creation of the lower level intermittently hourly Human Resources Proctor will not only be more cost efficient, but will free up the Specialists to conduct higher level duties in support of the Human Resources Analysts.

### District Attorney

Pursuant to Nevada Revised Statutes, Sexual Assault, Stalking and Crimes against Children are all defined and qualify for protective orders. Due to the District Attorney's Office managing the Washoe County Child Advocacy Center and the Sexual Assault Response Team, the need to provide assistance with these orders naturally occurs for victims in need of this immediate protection. The addition of three (3) Human Services Support Specialists will help ensure the services are accessible, victim-centered, professional and responsive to the needs of the community.

### **FISCAL IMPACT**

The estimated annual fiscal impact for the reclassification in the Manager's Office is \$21,200 and will be absorbed within their existing FY 18/19 budget under cost center 101820. There is no change in pay grade for the reclassification of the Librarian III to Collection Development Manager so there is no fiscal impact for the Library. The new Human Resources Proctor will be used as an intermittent hourly position only and will not exceed the FY 18/19 budget authority already approved under cost center 109500 so there is no additional fiscal impact. The annual fiscal impact for the three new positions in the District Attorney's Office is estimated at \$225,550 which will be fully funded through the department's anticipated FY 18/19 VOCA grant.

There is no fiscal impact for the elimination of unused job classifications.

### **RECOMMENDATION**

Recommendation to approve, effective July 1, 2018, the reclassification of a Management Analyst, pay grade N, to Government Affairs Manager, pay grade Q (Manager's Office); a Librarian III, pay grade O, to a new job classification of Collections Development Manager, pay grade O (Library); a new job classification of Human Resources Proctor, pay grade C (Human Resources); three (3) new Human Services Support Specialist II FTE's, pay grade H (District Attorney), upon award of FY 18/19 VOCA grant funding, as evaluated by the Job Evaluation Committee and the Hay Group; the elimination of unused or obsolete job classifications as listed in Exhibit A; and authorize Human Resources to make the necessary changes. [Net fiscal impact to salaries and benefits is estimated at \$246,750 in FY 18/19]

### **POSSIBLE MOTION**

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

*"Move to approve, effective July 1, 2018, the reclassification of a Management Analyst, pay grade N, to Government Affairs Manager, pay grade Q (Manager's Office); a Librarian III, pay grade O, to a new job classification of Collections Development Manager, pay grade O (Library); a new job classification of Human Resources Proctor, pay grade C (Human Resources); three (3) new Human Services Support Specialist II FTE's, pay grade H (District Attorney), upon award of FY 18/19 VOCA grant funding, as evaluated by the Job Evaluation Committee and the Hay Group; the elimination of unused or obsolete job classifications as listed in Exhibit A; and authorize Human Resources to make the necessary changes. [Net fiscal impact to salaries and benefits is estimated at \$246,750 in FY 18/19]"*

**EXHIBIT A**  
**OBSOLETE JOBS TITLES TO BE DELIMITED 07/01/2018**

<b>JOB CLASS #</b>	<b>JOB TITLE</b>	<b>BU</b>	<b>GRADE</b>
60016627	Assistant Public Works Director (APWD) - Engineering	C	VV
60018352	Classification and Compensation Analyst	Y	OO
60018180	County Security Officer	W	EE
60017325	Director of Community Services	M	ZZ
60000504	Human Resources Administration Manager	C	TT
60015601	Human Services Case Manager I	Y	KK
60015600	Human Services Case Manager II	Y	LL
60008002	Maintenance Worker I	W	CC
60018052	Media Programs Coordinator	Y	MM
60016350	NNCTC Infrastructure Liaison Coordinator	Y	PP
60000178	Plans/Permits/Applications Aide	W	GG
60017426	Principal Fiscal Analyst	C	SS
60018051	Training and Development Specialist	W	KK
60015426	Workforce Development Manager	Y	RR