



WASHOE COUNTY

Integrity Communication Service

www.washoecounty.us

STAFF REPORT

BOARD MEETING DATE: August 28, 2018

DATE: Wednesday, August 22, 2018

TO: Board of County Commissioners

FROM: Cynda Horning, Assistant Court Administrator, Sparks Justice Court
775-353-7610, chorning@washoecounty.us

THROUGH: Kevin Higgins, Chief Justice of the Peace

SUBJECT: Recommendation to approve, effective August 28, 2018, four (4) reclassifications for the Sparks Justice Court and create one (1) intermittent Justice Court Records Clerk position. Reclassify Accounting Supervisor position (70007202), pay grade J178, to Supervising Clerk III, pay grade J178; Supervising Clerk II, position (70010179), pay grade J175, to Account Clerk II, pay grade J120; Court Clerk I, two (2) positions (70008851 and 70000347), pay grade J130, to Court Clerk II, pay grade J157. Create one (1) intermittent Justice Court Records Clerk position and authorize Human Resources and the Comptroller's Office to make the necessary changes [\$0 net impact]. (All commission districts)

SUMMARY

The Sparks Justice Court requests approval of four (4) reclassifications and the creation of one (1) intermittent Justice Court Records Clerk position to better align department resources and increase operational efficiency.

Washoe County Strategic Objective supported by this item: Valued, Engaged Employee Workforce.

PREVIOUS ACTION

On May 22, 2018, the Board of County Commissioners approved the creation of position number 70010179-Supervising Clerk II.

BACKGROUND

Supervisory Clerk

During the FY19 budget process, Sparks Justice Court reallocated funds within the Court budget to create a supervisory position for the Citation Department. At the time, however, we did not have enough resources to create a Supervisory Clerk III position. After completing internal recruitment, the applicant selected holds a position that can be reclassified to Supervising Clerk III; the same classification as the other supervising clerks at the Court.

AGENDA ITEM # _____

Court Clerk

Sparks Justice Court trains Court Clerks to specialize in every docket (Criminal, Civil and, Citations). The Court has a 1:1 ratio of court clerks to judges. Currently, two (2) of these positions are classified as entry-level, Court Clerk I. Due to the training and experience of the incumbents, the Court is seeking to reclassify these positions to the position of Court Clerk II.

Account Clerk II

Sparks Justice Court's fiscal responsibilities have previously fallen under the title of Account Supervisor; however, the position did not have a staff to supervise. The position of Account Clerk II aligns with the fiscal responsibilities of the Court.

Records Clerk

On January 22, 2018, the court hired a temporary Justice Court Records Clerk to assist in creating electronic cases files and eliminating paper files. Due to the heavy volume of scanning and clerical duties, the court would like to create an intermittent position for future scanning projects and the implementation of collections. This intermittent position will be funded with cost savings from the reclassification of the Supervising Clerk II to Account Clerk II and collection revenue.

FISCAL IMPACT

The estimated annual fiscal impact for this request will be offset from the cost savings of reclassifying the position of Supervising Clerk II to Account Clerk II.

Current Job Class	Recommended Job Class	Annual Impact
Accounting Supervisor Job Class # 60001300 Pay Grade J178 (\$29.40-\$39.68)	Supervising Clerk III Job Class # 60001270 Pay Grade J178 (\$29.40-\$39.68)	\$0
Supervising Clerk II Job Class #60001265 Pay Grade J175 (\$27.23-\$36.78)	Account Clerk II Job Class #60001225 Pay Grade J120 (\$20.82-\$28.14)	\$(17,259)
Court Clerk I Job Class #60001220 Pay Grade J130 (\$23.35-\$31.52)	Court Clerk II Job Class #60001240 Pay Grade J157 (\$25.19-\$34.04)	\$6785
Court Clerk I Job Class #60001220 Pay Grade J130 (\$23.35-\$31.52)	Court Clerk II Job Class #60001240 Pay Grade J157 (\$25.19-\$34.04)	\$6785
New Position:	Justice Court Records Clerk (Intermittent) Job Class #60001200 Pay Grade J105	\$3,689

There is zero net cost to the General Fund.

RECOMMENDATION

Recommendation to approve, effective August 28, 2018, four (4) reclassifications for the Sparks Justice Court and create one (1) intermittent Justice Court Records Clerk position. Reclassify Accounting Supervisor position (70007202), pay grade J178, to Supervising Clerk III, pay grade J178; Supervising Clerk II, position (70010179), pay grade J175, to Account Clerk II, pay grade J120; Court Clerk I, two (2) positions (70008851 and 70000347), pay grade J130, to Court Clerk II, pay grade J157. Create one (1) intermittent Justice Court Records Clerk position and authorize Human Resources and the Comptroller's Office to make the necessary changes.

POSSIBLE MOTION

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

"Move to approve, effective August 28, 2018, four (4) reclassifications for the Sparks Justice Court and create one (1) intermittent Justice Court Records Clerk position. Reclassify Accounting Supervisor position (70007202), pay grade J178, to Supervising Clerk III, pay grade J178; Supervising Clerk II, position (70010179), pay grade J175, to Account Clerk II, pay grade J120; Court Clerk I, two (2) positions (70008851 and 70000347), pay grade J130, to Court Clerk II, pay grade J157. Create one (1) intermittent Justice Court Records Clerk position and authorize Human Resources and the Comptroller's Office to make the necessary changes."