



WASHOE COUNTY

Integrity Communication Service

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STAFF REPORT

BOARD MEETING DATE: August 28, 2018

DATE: Wednesday, August 8, 2018

TO: Board of County Commissioners

FROM: Jeff Scott, Library Director
327-8341, jscott@washoecounty.us

THROUGH: Dave Solaro, Assistant County Manager
328-3624, dsolaro@washoecounty.us

SUBJECT: Recommendation to approve eliminating three (3) part-time Library Assistant II positions, pay grade G, and creating one (1) new full-time Library Assistant II position, pay grade G (Library), as reported to the Job Evaluation Committee, and authorize Human Resources to make the necessary changes. [Net fiscal impact is estimated at \$5,286.] (All Commission Districts.)

SUMMARY

Eliminating three (3) 15-hour per week non-benefitted Library Assistant II positions in exchange for one (1) full-time Library Assistant II position will enable the Library to better realign department resources and improve efficiencies as well.

Washoe County Strategic Objective supported by this item: Valued, engaged employee workforce.

PREVIOUS ACTION

None.

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.

We are requesting the elimination of three (3) part-time Library Assistant II positions in order to create one (1) full-time Library Assistant II to enable the Library to better realign department resources and improve efficiencies.

AGENDA ITEM # _____

These three (3) part-time non-benefitted Library Assistant II positions below have been vacant since before March 2018 with the intent to eliminate them as individual positions to create a new full-time benefitted Library Assistant II position.

- 70008827 – vacated 10/3/17
- 70008188 – vacated 1/4/18
- 70008504 – vacated 2/4/18

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.

Creation of this full-time Library Assistant II will be able to contribute to library services in a variety of ways, including library operations, public service, programming and outreach.

FISCAL IMPACT

The estimated FY18/19 fiscal impact to cost center 130240 in salaries and benefits is \$5,286. This will be offset by a \$5,286 reduction in cost center 130100 g/l 710300 – Operating Supplies to cover this expense.

RECOMMENDATION

Recommendation to approve eliminating three (3) part-time Library Assistant II positions, pay grade G, and creating one (1) new full-time Library Assistant II position, pay grade G (Library), as reported to the Job Evaluation Committee, and authorize Human Resources to make the necessary changes. [Net fiscal impact is estimated at \$5,286.]

POSSIBLE MOTION

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

“Move to approve eliminating three (3) part-time Library Assistant II positions, pay grade G, and creating one (1) new full-time Library Assistant II position, pay grade G (Library), as reported to the Job Evaluation Committee, and authorize Human Resources to make the necessary changes. [Net fiscal impact is estimated at \$5,286.]”