



WASHOE COUNTY

Integrity Communication Service

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STAFF REPORT

BOARD MEETING DATE: September 11, 2018

DATE: Wednesday, August 22, 2018

TO: Board of County Commissioners

FROM: Patricia Hurley, Acting Director of Human Resources/Labor Relations
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THROUGH: Christine Vuletich, Assistant County Manager
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SUBJECT: Approve the reclassifications of an Office Assistant III, pay grade G, to Office Support Specialist, pay grade H, and an Administrative Secretary Supervisor, pay grade K, to Administrative Secretary, pay grade J (Community Services), and a Principal Account Clerk, pay grade J, to Fiscal Compliance Officer, pay grade N (Sheriff's Office), as evaluated by the Job Evaluation Committee; and the creation of a new, full-time Office Assistant II, pay grade E (Manager's Office), pending JEC review; and authorize Human Resources to make the necessary changes. [Net fiscal impact to salaries and benefits is estimated at \$95,500 in FY 18/19.] (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 July 10, 2018, the Board approved the reclassification of a Management Analyst to a Government Affairs Manager (Manager's Office), a Librarian III to a Collections Development Manager (Library); new position requests for one intermittent hourly Human Resources Proctor (Human Resources) and three new Human Services Support Specialist II's (District Attorney's Office); and the elimination of obsolete job classifications.

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.

AGENDA ITEM # _____

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

Department	Current Job Class	Recommended Job Classes	Annual Impact
Community Services	Office Assistant III pay grade G (\$20.53 to \$26.66)	Office Support Specialist pay grade H (\$21.64 to \$28.14)	\$3,985
	Administrative Secretary Supervisor pay grade K (\$25.88 to \$33.68)	Administrative Secretary pay grade J (\$24.32 to \$31.60)	(\$5,600)
Sheriff's Office	Principal Account Clerk pay grade J (\$24.32 to \$31.60)	Fiscal Compliance Officer pay grade N (\$30.69 to \$39.91)	\$22,375
Manager's Office	New Position	Office Assistant II pay grade E (\$18.44 to \$23.97)	\$74,740

Community Services

The two reclassifications in Community Services not only result in a net savings to the department, but will also enable them to better utilize, assign, and cross-train support staff in their Administrative Division.

Sheriff's Office

The reclassification in the Sheriff's Office will enhance service levels by providing personnel with an additional grant resource within the department, as well as increased review levels for fiscal compliance.

Manager's Office

The new Office Assistant II will replace the temporary staff currently manning the front desk in the Manager's Office and will take over the mail sorting and delivery responsibilities currently processed by an outside vendor. This transition will allow for better and more consistent customer service when the public comes to the Manager's Office and will provide greater dependability in terms of controlling the sorting and routing of incoming mail and the timely collection of outgoing mail.

FISCAL IMPACT

The annual fiscal impact for the reclassifications in Community Services will result in a net savings of approximately \$1,600; the reclassification in the Sheriff's Office will result in an estimated fiscal impact of \$22,375 which will be permanently offset by an increase in revenues to 150900-431500 (federal incarceration); the new position in the Manager's Office will result in an estimated impact of \$74,740 which will be offset by a permanent reduction in the Manager's Office FY 18/19 Services and Supplies budget.

RECOMMENDATION

Recommendation to approve the reclassifications of an Office Assistant III, pay grade G, to Office Support Specialist, pay grade H, and an Administrative Secretary Supervisor, pay grade K, to Administrative Secretary, pay grade J (Community Services), and a Principal Account Clerk, pay grade J, to Fiscal Compliance Officer, pay grade N (Sheriff's Office), as evaluated by the Job Evaluation Committee; and the creation of a new, full-time Office Assistant II, pay grade E (Manager's Office), pending JEC review; 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 reclassifications of an Office Assistant III, pay grade G, to Office Support Specialist, pay grade H, and an Administrative Secretary Supervisor, pay grade K, to Administrative Secretary, pay grade J (Community Services), and a Principal Account Clerk, pay grade J, to Fiscal Compliance Officer, pay grade N (Sheriff's Office), as evaluated by the Job Evaluation Committee; and the creation of a new, full-time Office Assistant II, pay grade E (Manager's Office), pending JEC review; and authorize Human Resources to make the necessary changes.