



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: November 13, 2018

DATE: Wednesday, October 24, 2018

TO: Board of County Commissioners

FROM: Patricia Hurley, Acting Director of Human Resources/Labor Relations
328-2087, phurley@washoecounty.us

SUBJECT: Approve an increase in the salary range for the Assistant Medical Examiner classification (Pay Grade C001) as reviewed by Hay Korn Ferry; and authorize Human Resources to make the necessary changes. [Net fiscal impact \$84,439]. (All Commission Districts.)

SUMMARY

Recommendation to approve the increase to Pay Grade C001 salary range for the Assistant Medical Examiner classification from \$159,556.80 - \$207,396.80 to \$180,003.20 - \$240,011.20. This request was brought forward to maintain competitiveness in the market in order to recruit and retain qualified individuals for the Assistant Medical Examiner classification.

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

PREVIOUS ACTION

On April 24, 2007, the Board approved the second reading and adoption of an Ordinance amending Washoe County Code, Chapter 35, by adding new sections creating the Office of the Coroner and Medical Examiner (previously known as "Coroner"), and creating the new positions of Chief Medical Examiner and Coroner, and Assistant Medical Examiner.

On May 23, 2017, the Board approved the creation of a second Assistant Medical Examiner position as part of the FY17/18 Budget.

BACKGROUND

When Human Resources requested salary data from the Hay Group regarding the new Chief Medical Examiner and Assistant Medical Examiner job titles in 2007, Hay advised these jobs are purely market driven and provided current 2007 market data which resulted in the creation of pay grade C001.

The Regional Medical Examiner's Office relies heavily on the Assistant Medical Examiner positions to effectively manage an increasingly demanding caseload which stems from serving all Northern Nevada counties as well as additional counties in Northern California. Historically this position has been difficult to recruit for based on the highly specialized nature of the work being performed and the extremely limited applicant pool within the field. In an effort to ensure

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competitiveness comparative to the market, the Regional Medical Examiner's Office, in conjunction with Human Resources, requested that Hay Korn Ferry evaluate current national market salary ranges for positions which are comparable to the Assistant Medical Examiner.

The results from the evaluation showed that the County's current salary range of \$159,556.80 - \$207,396.80 is not competitive enough to attract or retain qualified individuals for the Assistant Medical Examiner classification. Based on the findings, it is recommended that the C001 salary range be increased to \$180,003.20 - \$240,011.20. The two Assistant Medical Examiner incumbents are currently receiving a 10% salary adjustment increase. Upon approval of the increased salary range, it is recommended that both incumbents retain the 10% increase. The proposed salary range change would be effective November 13, 2018.

FISCAL IMPACT

The increased salary range for the Assistant Medical Examiner classification will be absorbed in the adopted FY19 budget. Permanent cost offsets, including revenue, have been identified for FY20.

RECOMMENDATION

Recommendation to approve an increase in the salary range for the Assistant Medical Examiner classification (Pay Grade C001) as reviewed by Hay Korn Ferry; 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 an increase in the salary range for the Assistant Medical Examiner classification (Pay Grade C001) as reviewed by Hay Korn Ferry; and authorize Human Resources to make the necessary changes."