



WASHOE COUNTY

Integrity Communication Service

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STAFF REPORT

BOARD MEETING DATE: January 8, 2019

DATE: Wednesday, December 19, 2018

TO: Board of County Commissioners

FROM: Patricia Hurley, Director of Human Resources/Labor Relations
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THROUGH: Christine Vuletich, Assistant County Manager
328-2016, cvuletich@washoecounty.us

SUBJECT: Recommendation to approve the reclassifications of a vacant Senior Appraiser, pay grade P, to a new job classification of Personal Property Coordinator, pay grade N (Assessor); Imaging and Records Technician II job class from pay grade E to pay grade F, a Basis Administrator II, pay grade O, to Senior Technology Systems Administrator, pay grade P, a vacant Basis Administrator II, pay grade O, to Technology Systems Administrator II, pay grade LM (Technology Services); a vacant Librarian II, pay grade N, to Librarian I, pay grade K (Library); a vacant Administrative Assistant II, pay grade L, to Deputy Director, pay grade T (Truckee River Flood Management Authority); a vacant Senior Human Services Case Worker, pay grade O, to Human Services Case Worker III, pay grade N, and two (2) new positions, one (1) Mental Health Counselor II, pay grade P, and one (1) Mental Health Counselor Supervisor, pay grade Q (Human Services Agency); as evaluated by the Job Evaluation Committee; and authorize Human Resources to make the necessary changes. [Net annual fiscal impact is estimated at \$314,615] (All Commission Districts.)

SUMMARY

Periodically, staff requests approval of new positions and 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 November 27, 2018, the Board accepted a U.S. Department of Justice, Child Victims of Opioid Crisis grant in the amount of \$745,564 for the period retroactive October 1, 2018 through September 30, 2021. No positions were approved.

On October 23, 2018, the Board approved the reclassifications of a Chief Records Clerk and a Sheriff Support Specialist Supervisor to Administrative Supervisors, two Office Assistant IIs to Sheriff Support Specialists, and a Chief Records Clerk to Office Support Specialist (Sheriff's Office); an Office Assistant III to Office Support Specialist (Assessor's Office); a Senior Human Services Case Worker to Human Services Supervisor, two Senior Human Services Case Workers to Human Services Case Worker IIIs, and a Senior Human Services Case Worker to Human Services Intake Screener (Human Services).

AGENDA ITEM # _____

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.

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 evaluated and approved by an Assistant County Manager for “off cycle” review.

Reclassification of Existing Positions/New Positions

Department	Current Job Class	Recommended Job Classes	Annual Impact*
Assessor's Office	Sr. Appraiser pay grade P (\$34.51 to \$44.84)	Personal Property Coordinator pay grade N (\$30.69 to \$39.91)	(\$13,274)
Technology Services	Imaging & Records Tech II pay grade E (\$18.44 to \$23.97)	Imaging & Records Tech. II pay grade F (\$19.56 to \$25.40)	\$19,252
	Basis Administrator II pay grade O (\$32.49 to \$42.25)	Sr. Tech. Systems Administrator pay grade P (\$34.51 to \$44.84)	\$6,974
	Basis Administrator II pay grade O (\$32.49 to \$42.25)	Tech. Systems Administrator II pay grade LM (\$29.10 to \$37.84)	(\$11,874)
Library	Librarian II pay grade N (\$30.69 to \$39.91)	Librarian I pay grade K (\$25.88 to \$33.68)	(\$16,775)
Truckee River Flood Management Authority	Administrative Assistant II pay grade L (\$27.70 to \$35.99)	Deputy Director pay grade T (\$46.79 to \$60.80)	\$66,802
Human Services	Sr. Human Services Case Worker pay grade O (\$32.49 to \$42.25)	Human Services Case Worker III pay grade N (\$30.69 to \$39.91)	(\$6,301)
	New position (Grant funded)	Mental Health Counselor II pay grade P (\$34.51 to \$44.84)	\$130,934
	New position (Grant funded)	Mental Health Counselor Spvr. pay grade Q (\$36.78 to \$47.79)	\$138,877

*The Annual Fiscal Impacts identified above result in a net increase of \$314,615 and break down between General Fund and Non-General Fund as follows: General Fund \$15,698 Net Savings; Non-General Fund \$330,313 Net Increase.

Assessor's Office

The Assessor's Office is consolidating their Personal Property and Real Property divisions into one, under the Chief Property Appraiser. Reclassifying a vacant Senior Appraiser to the new job classification of Personal Property Coordinator will provide the appropriate level of oversight and supervision to the employees working in personal property.

Technology Services

Based on new information presented by the supervisor, the Job Evaluation Committee re-evaluated the new job title of Imaging and Records Technician II, which was a consolidation of two job classifications, and the result was a one pay grade increase. Additionally, the reclassifications of two Basis Administrator IIs will result in improved overall team productivity, and will ensure the new job titles can provide the assistance with job tasks outside the scope of the legacy SAP system.

Library

The Library has recently reorganized their highest level of the librarian series to more uniformly reflect job duties across the Library System, which also allows them to remove one level in the job class series. Eventually, they will have only Managing Branch Librarians and Librarians. To accomplish this reorganization, Librarian II's will be reclassified to Librarian I's as vacancies occur. At this time, we are reclassifying the first of three positions (#70002077); the remaining two positions (#70002066 and #70002072) will be reclassified only upon attrition and/or management discretion.

Truckee River Flood Management Authority (TRFMA)

The reclassification of this vacant administrative position to Deputy Director is simply resurrecting a job title that was a part of TRFMA's organizational structure for many years. With the possibility of an upcoming retirement, the department is attempting to fill some knowledge gaps so the office will continue to run smoothly.

Human Services

With the recent organizational changes to the Human Services Agency, the department took the opportunity to thoroughly review the needs of the agency and the clientele they serve. It was determined that the existing job classification of Senior Human Services Case Worker was an extra level that was no longer needed, hence the request to downgrade this job to a Human Services Case Worker III. In addition, in November 2018, the Board accepted a \$745,000 grant from the Department of Justice to provide mental services to children in an effort to mitigate the opioid and substance abuse issues. The two new mental health positions in HSA are linked to those grant services. Both new positions are funded 100% by the U.S. Department of Justice, Child Victims of Opioid Crisis grant award, and as such, if grant funding is reduced or eliminated, the positions hours will be reduced and/or the positions will be abolished accordingly.

FISCAL IMPACT

The annual fiscal impact for the reclassification in the Assessor's Office will result in an annual savings of approximately \$13,274. The reclassifications in Truckee River Flood Management Authority and Technology Services will result in an additional annual cost of approximately \$66,802 and \$14,351 respectively and will be absorbed within those department's existing FY 18/19 budgets. The reclassification in the Library will result in an annual savings of approximately \$16,775 and the reclassification in HSA will result in a savings of approximately \$6,301 annually. The two new mental health positions will have a fiscal impact of approximately \$269,812 and are covered 100% by grant funding.

RECOMMENDATION

Recommendation to approve the reclassifications of a vacant Senior Appraiser, pay grade P, to a new job classification of Personal Property Coordinator, pay grade N (Assessor); Imaging and Records Technician II job class from pay grade E to pay grade F, a Basis Administrator II, pay grade O, to Senior Technology Systems Administrator, pay grade P, a vacant Basis Administrator II, pay grade O, to Technology Systems Administrator II, pay grade LM (Technology Services); a vacant Librarian II, pay grade N, to Librarian I, pay grade K (Library); a vacant Administrative Assistant II, pay grade L, to Deputy Director, pay grade T (Truckee River Flood Management Authority); a vacant Senior Human Services Case Worker, pay grade O, to Human Services Case Worker III, pay grade N, and two (2) new positions, one (1) Mental Health Counselor II, pay grade P, and one (1) Mental Health Counselor Supervisor, pay grade Q (Human Services Agency); as evaluated by the Job Evaluation Committee; 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 the reclassifications of a vacant Senior Appraiser, pay grade P, to a new job classification of Personal Property Coordinator, pay grade N (Assessor); Imaging and Records Technician II job class from pay grade E to pay grade F, a Basis Administrator II, pay grade O, to Senior Technology Systems Administrator, pay grade P, a vacant Basis Administrator II, pay grade O, to Technology Systems Administrator II, pay grade LM (Technology Services); a vacant Librarian II, pay grade N, to Librarian I, pay grade K (Library), a vacant Administrative Assistant II, pay grade L, to Deputy Director, pay grade T (Truckee River Flood Management Authority); a vacant Senior Human Services Case Worker, pay grade O, to Human Services Case Worker III, pay grade N, and two (2) new positions, one (1) Mental Health Counselor II, pay grade P, and one (1) Mental Health Counselor Supervisor, pay grade Q (Human Services Agency); as evaluated by the Job Evaluation Committee; and authorize Human Resources to make the necessary changes.”