



# WASHOE COUNTY

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## STAFF REPORT

**BOARD MEETING DATE: January 14, 2020**

**DATE:** Tuesday, December 24, 2019

**TO:** Board of County Commissioners

**FROM:** Patricia Hurley, Director of Human Resources/Labor Relations  
328-2087, [phurley@washoecounty.us](mailto:phurley@washoecounty.us)

**THROUGH:** Christine Vuletich, Assistant County Manager  
328-2016, [cvuletich@washoecounty.us](mailto:cvuletich@washoecounty.us)

**SUBJECT:** Recommendation to approve the reclassifications of a vacant Plans Examiner, pay grade LM, to a new job classification of Plans Examiner Trainee, pay grade K (CSD), a vacant Payroll Technician II, pay grade J, to Account Clerk II, pay grade H (Comptroller), and a vacant Senior Human Services Case Worker, pay grade O, to Human Services Case Worker III, pay grade N (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 (\$27,784)] (All Commission Districts.)

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### **SUMMARY**

Periodically, staff requests approval of reclassification requests for various positions reviewed by the Job Evaluation Committee (JEC) to support department realignment of resources and to encourage improvements to efficiency and effectiveness.

**Washoe County Strategic Objective supported by this item:** Regional Leadership through Engaged Employees.

### **PREVIOUS ACTION**

On November 11, 2019, the Board approved reclassification and new position requests of a vacant Wastewater Collections Systems Supervisor to a new job classification of Utility Systems Supervisor (CSD); a vacant Human Services Program Manager to a new job classification of Human Services Property Manager and two new Mental Health Counselor positions (HSA); a Library Assistant I to Library Assistant II (Library); a vacant Account Clerk II to Office Support Specialist, a new intermittent hourly Office Assistant III, and three new job classifications of Detention Chaplain, Detention Chaplain Assistant and Detention Library Aide (Sheriff's Office); and a change in pay grade for Lead Programmer Analyst from YPP to YOP to reflect premium pay (Assessor's Office).

On August 27, 2019, the Board approved reclassification requests for positions in the Manager's Office, and reclassification requests and creation of one new position in Human Services.

On May 21, 2019, the Board approved both new positions and reclassification requests submitted and evaluated by the JEC or Korn Ferry (Hay) for the FY 19/20 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, alteration 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**

<b>Department</b>	<b>Current Job Class</b>	<b>Recommended Job Classes</b>	<b>Estimated Annual Impact</b>	<b>Effective Date</b>
Community Services	Plans Examiner pay grade LM (\$29.78 to \$38.74) Vacant	Plans Examiner Trainee pay grade K (\$26.49 to \$34.47)	(\$11,608)	12/11/19
Comptroller	Payroll Technician II pay grade J (\$24.89 to \$32.35) Vacant	Account Clerk II pay grade H (\$22.15 to \$28.80)	(\$9,651)	12/11/19
Human Services Agency	Senior Human Services Case Worker pay grade O (\$33.25 to \$43.25) Vacant	Human Services Case Worker III pay grade N (\$31.41 to \$40.85)	(\$6,525)	12/11/19

### **Community Services**

The reclassification of a vacant Plans Examiner to a new job classification of Plans Examiner Trainee will provide greater resiliency for plan review services as the department is challenged in finding qualified candidates that possess the required ICC Certifications needed for the Plans Examiner position. A trainee level will allow the department to start building an apprenticeship position and program to sustain and streamline plan review services in the future.

### **Comptroller**

The reclassification of a vacant Payroll Technician II to Account Clerk II will allow more support and assistance across all divisions within the Comptroller’s Office.

### **Human Services Agency**

With the consolidation and renaming of the Department of Social Services 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 the existing job classification of Senior Human Services Case Worker is an extra level that is no longer needed. As these jobs vacate through attrition, the department has been assessing where the true needs lie and has reclassified these positions appropriately. At this point, one of the three remaining Senior Human Services Case Workers positions is vacant (p/c #700001115) and will be reclassified to the lower level of Human Services Case Worker III. The last two senior positions (p/c #70001041 and #70001042) will also be reclassified to Case Worker III’s upon attrition.

### **FISCAL IMPACT**

The fiscal impact for the reclassification in the Community Services Department will result in an annual savings of approximately \$11,608; the reclassification in the Comptroller's Office will net an approximate annual savings of \$9,651; and the reclassification in the Human Services Agency will result in an approximate annual savings of \$6,525.

### **RECOMMENDATION**

Recommendation to approve the reclassifications of a vacant Plans Examiner, pay grade LM, to a new job classification of Plans Examiner Trainee, pay grade K (CSD), a vacant Payroll Technician II, pay grade J, to Account Clerk II, pay grade H (Comptroller), and a vacant Senior Human Services Case Worker, pay grade O, to Human Services Case Worker III, pay grade N (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 Plans Examiner, pay grade LM, to a new job classification of Plans Examiner Trainee, pay grade K (CSD), a vacant Payroll Technician II, pay grade J, to Account Clerk II, pay grade H (Comptroller), and a vacant Senior Human Services Case Worker, pay grade O, to Human Services Case Worker III, pay grade N (Human Services Agency), as evaluated by the Job Evaluation Committee; and authorize Human Resources to make the necessary changes.*