



WASHOE COUNTY

Integrity Communication Service

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STAFF REPORT

BOARD MEETING DATE: February 25, 2020

DATE: Wednesday, February 5, 2020

TO: Board of County Commissioners

FROM: Patricia Hurley, Director of Human Resources/Labor Relations
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THROUGH: Christine Vuletich, Assistant County Manager
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SUBJECT: Recommendation to approve the reclassifications of two (2) vacant, part-time Legal Secretary positions, pay grade I, to one (1) full-time Office Assistant II, pay grade E (Juvenile Services), two (2) vacant Senior Licensed Engineers, pay grade RS, to Licensed Engineers, pay grade QR (CSD), and the creation of six (6) full-time positions with the new job classification of Communications Call Taker, pay grade G, and one (1) full-time position with the new job classification of Communications Center Manager, pay grade R (Sheriff's Office), as evaluated by the Job Evaluation Committee; and authorize Human Resources to make the necessary changes. [Net annual fiscal impact is estimated at \$594,043] (All Commission Districts.)

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 January 14, 2020, the Board approved reclassifications of a vacant Plans Examiner to a new job classification of Plans Examiner Trainee (CSD); a vacant Payroll Technician II to Account Clerk II (Comptroller); and a vacant Senior Human Services Case Worker to Human Services Case Worker III, (Human Services Agency).

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).

AGENDA ITEM # _____

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.

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

Department	Current Job Class	Recommended Job Classes	Estimated Annual Impact	Effective Date
Juvenile Services	Legal Secretary pay grade I (\$23.46 to \$30.47) Vacant (2 P/T)	Office Assistant II pay grade E (\$18.87 to \$24.54) (1 F/T)	\$23,869	1/29/2020
Community Services	Senior Licensed Engineer pay grade RS (\$43.20 to \$56.18) Vacant (2 F/T)	Licensed Engineer pay grade QR (\$40.24 to \$52.30)	(\$21,096)	3/01/2020
Sheriff's Office	New (6)	Communications Call Taker pay grade G (\$21.02 to \$27.29)	\$455,282	3/16/2020
	New (1)	Communications Center Manager pay grade R (\$40.24 to \$52.30)	\$135,988	3/16/2020

Juvenile Services

Reclassifying two part-time vacant Legal Secretaries into one full-time Office Assistant II will allow increased productivity and consistency in service delivery to the members of the public at Jan Evans. This will also allow for increased productivity, efficiency and focus for our legal secretarial staff as they would not need to be pulled away for front window coverage and other department clerical duties.

Community Services

Currently, the Utility Division within Community Services has three Senior Licensed Engineers and one Licensed Engineer. This reclassification will allow for redistribution of the existing and increasing workloads to be performed within appropriate organizational levels. The redistribution of work will result in increased project productivity and efficiencies in the delivery of Utility services.

Sheriff's Office

Per NRS 707.550, the Public Safety Answering Point is the first point of reception of 911 telephone calls and serves the jurisdiction in which it's located and other participating locations. In addition to being the first point of reception for all of Washoe County, they are also the first point of reception of

911 calls for Truckee Meadows Fire Protection District, North Lake Tahoe Fire Protection District, Washoe Fire, Pyramid Lake Police, Fire and Medical, and Reno-Sparks Indian Colony Police. Washoe County has been party to an Interlocal Agreement with the City of Reno since 1990 that exchanges Dispatch Services (provided by Reno) for Crime Lab Services (provided by Washoe County). This agreement is currently being reviewed as part of the Regional Services Agreement initiative per the Fiscal Sustainability Strategic Goal. As has been previously indicated, if either party decides to terminate the Interlocal Agreement, each entity would be required to find a way to provide or fund the services currently being exchanged.

The purpose of creating these new classifications now is simply in preparation for the possibility of Washoe County providing dispatch functions as early as July 1, 2020. The creation of the new classifications and recruitment efforts could begin now, but the positions would not be filled if the Interlocal Agreement is not dissolved, nor would they be filled prior to July 1, 2020. Additionally, funding would have to be identified and secured before any of these positions could be filled.

FISCAL IMPACT

The fiscal impact for the reclassifications in Juvenile Services will result in an approximate annual cost of \$23,869 and will be absorbed within their existing FY 19/20 approved budget.

The reclassifications in the Community Services Department will net an approximate annual savings of \$21,096.

The creation of seven new positions in the Sheriff's Office would result in an approximate annual cost of \$591,270. Funding would have to be identified and secured before any of these positions could be filled.

RECOMMENDATION

Recommendation to approve the reclassifications of two (2) vacant, part-time Legal Secretary positions, pay grade I, to one (1) full-time Office Assistant II, pay grade E (Juvenile Services), two (2) vacant Senior Licensed Engineers, pay grade RS, to Licensed Engineers, pay grade QR (CSD), and the creation of six (6) full-time positions with the new job classification of Communications Call Taker, pay grade G, and one (1) full-time position with the new job classification of Communications Center Manager, pay grade R (Sheriff's Office), 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 two (2) vacant, part-time Legal Secretary positions, pay grade I, to one (1) full-time Office Assistant II, pay grade E (Juvenile Services), two (2) vacant Senior Licensed Engineers, pay grade RS, to Licensed Engineers, pay grade QR (CSD), and the creation of six (6) full-time positions with the new job classification of Communications Call Taker, pay grade G, and one (1) full-time position with the new job classification of Communications Center Manager, pay grade R (Sheriff's Office), as evaluated by the Job Evaluation Committee; and authorize Human Resources to make the necessary changes..