



# WASHOE COUNTY

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## STAFF REPORT

**BOARD MEETING DATE: March 31, 2020**

**DATE:** Wednesday, March 25, 2020

**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 Administrative Secretary, pay grade J, to Office Assistant III, pay grade G, and a vacant Office Support Specialist, pay grade H, to Program Assistant, pay grade K (County Manager'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 (\$1,658)] (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 February 25, 2020, the Board approved reclassifications of two vacant, part-time Legal Secretary positions to one full-time Office Assistant II (Juvenile Services), two vacant Senior Licensed Engineers to Licensed Engineers (CSD), and the creation of six full-time positions with the new job classification of Communications Call Taker, and one full-time position with the new job classification of Communications Center Manager (Sheriff's Office).

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 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**

Department	Current Job Class	Recommended Job Classes	Estimated Annual Impact	Effective Date
Manager’s Office	Vacant Administrative Secretary pay grade J (\$24.89 to \$32.35)	Office Assistant III pay grade G (\$21.02 to \$27.29)	(\$13,756)	04/14/2020
	Vacant Office Support Specialist pay grade H (\$22.15 to \$28.80)	Program Assistant pay grade K (\$26.49 to \$34.47)	\$15,414	04/14/2020

### **Manager’s Office**

Reclassifying a vacant Administrative Secretary to an Office Assistant III will not only result in a cost saving but will enable the department to cross-train and more equitably share clerical duties as well. The reclassification of the vacant Office Support Specialist to a Program Assistant will provide higher level support to the Management Analysts and any special projects undertaken by the Manager’s Office.

## **FISCAL IMPACT**

The reclassifications will result in immediate operational savings of approximately \$12,208. Based on the difference of the maximum salary ranges, the annual fiscal impact is approximately \$1,658.

## **RECOMMENDATION**

Recommendation to approve the reclassifications of a vacant Administrative Secretary, pay grade J, to Office Assistant III, pay grade G, and a vacant Office Support Specialist, pay grade H, to Program Assistant, pay grade K (County Manager’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 a vacant Administrative Secretary, pay grade J, to Office Assistant III, pay grade G, and a vacant Office Support Specialist, pay grade H, to Program Assistant, pay grade K (County Manager’s Office), as evaluated by the Job Evaluation Committee; and authorize Human Resources to make the necessary changes.”*