



WASHOE COUNTY

Integrity Communication Service

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STAFF REPORT

BOARD MEETING DATE: September 8, 2020

DATE: Wednesday, August 19, 2020

TO: Board of County Commissioners

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

THROUGH: Christine Vuletich, Assistant County Manager

SUBJECT: Recommendation to approve the reclassifications of a vacant Psychologist/Administrator, pay grade TU, to Mental Health Counselor II, pay grade P (Juvenile Services); a vacant Administrative Secretary, pay grade J, to Office Support Specialist, pay grade H (Sheriff's Office); a Program Assistant, pay grade K, to Administrative Secretary Supervisor, pay grade K (Human Services Agency); and a vacant Administrative Secretary, pay grade J, to Principal Account Clerk, pay grade J (Community Services Department), as evaluated by the Job Evaluation Committee; and authorize Human Resources to make the necessary changes. [Net annual savings is estimated at \$64,266] (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 May 19, 2020, the Board approved both new positions and reclassification requests submitted and evaluated by the JEC or Korn Ferry (Hay) for the FY 20/21 annual budget.

On April 14, 2020, the Board approved the reclassification of a vacant Administrative Secretary to Office Assistant III, and a vacant Office Support Specialist to Program Assistant (Manager's Office).

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).

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

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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
Juvenile Services	Psychologist/Administrator pay grade TU (\$51.57 to \$67.05)	Mental Health Counselor II pay grade P (\$36.21 to \$47.05)	(\$54,371)	08/13/20
Sheriff's Office	Administrative Secretary pay grade J (\$25.51 to \$33.16)	Office Support Specialist pay grade H (\$22.70 to \$29.52)	(\$9,895)	08/13/20
HSA	Program Assistant pay grade K (\$27.15 to \$35.33)	Administrative Secretary Supervisor pay grade K (\$27.15 to \$35.33)	\$0	08/13/20
CSD	Administrative Secretary pay grade J (\$25.51 to \$33.16)	Principal Account Clerk pay grade J (\$25.51 to \$33.16)	\$0	09/01/20

Juvenile Services

Reclassifying this vacant Psychologist/Administrator to a Mental Health Counselor II will allow the department to better serve the needs of juveniles in the custody of, or supervised by, Juveniles Services by making mental health services more readily available. In 2017, AB472 was adopted, requiring the expansion of juvenile mental health screening to include not only juveniles in custody, but those under the purview of the Second Judicial District Court as well.

Sheriff's Office

Due to technology innovations and the changing business model at the Regional Public Safety Training Center (RPSTC), the vacant Administrative Secretary position can be reclassified to an Office Support Specialist. The duties associated with this Administrative Secretary position are now the same duties that can be completed by an Office Support Specialist.

Human Services Agency (HSA)

The reclassification of the Program Assistant to Administrative Secretary Supervisor will better align the job title, duties, and responsibilities of this position.

Community Services Department (CSD)

Reclassification of this vacant position provides for CSD's long-term support staff improvement project, increases the productivity of an Administrative Assistant II by shifting direct supervision to the newly reclassified Principal Account Clerk, and allows our Building Inspectors to concentrate on inspection duties, rather than clerical support processes.

FISCAL IMPACT

The reclassifications within Juvenile Services and the Sheriff's Office will result in an approximate annual savings of \$54,371 and \$9,895 respectively. The reclassifications within the Human Services Agency and the Community Services Department will have a net zero fiscal impact.

RECOMMENDATION

Recommendation to approve the reclassifications of a vacant Psychologist/Administrator, pay grade TU, to Mental Health Counselor II, pay grade P (Juvenile Services); a vacant Administrative Secretary, pay grade J, to Office Support Specialist, pay grade H (Sheriff's Office); a Program Assistant, pay grade K, to Administrative Secretary Supervisor, pay grade K (Human Services Agency); and a vacant Administrative Secretary, pay grade J, to Principal Account Clerk, pay grade J (Community Services Department), 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 Psychologist/Administrator, pay grade TU, to Mental Health Counselor II, pay grade P (Juvenile Services); a vacant Administrative Secretary, pay grade J, to Office Support Specialist, pay grade H (Sheriff's Office); a Program Assistant, pay grade K, to Administrative Secretary Supervisor, pay grade K (Human Services Agency); and a vacant Administrative Secretary, pay grade J, to Principal Account Clerk, pay grade J (Community Services Department), as evaluated by the Job Evaluation Committee; and authorize Human Resources to make the necessary changes."