



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: October 13, 2020

DATE: Monday, September 14, 2020

TO: Board of County Commissioners

FROM: Julie Wise, Assistant Court Administrator, Second Judicial District Court
(775) 328-3839, sarah.thompson@washoecourts.us

THROUGH: Jackie Bryant, Court Administrator

SUBJECT: Approve the reclassification of one (1) part-time fully benefited District Court Deputy Clerk II position (position number 70006675) to a full-time District Court Deputy Clerk II position, at pay grade 407 and reclassification of one (1) full-time fully benefited Court Interpreter position (position number 70000126) to a 21hour per week, part-time benefited position . No additional General Fund budget appropriations are being requested. (All Commission Districts).

SUMMARY

This item recommends the Board of County Commissioners approve the reclassification of one (1) part-time fully benefited District Court Deputy Clerk II position (position number 70006675) to a full-time District Court Deputy Clerk II position, at pay grade 407 and reclassification of one (1) full-time fully benefited Court Interpreter position (position number 70000126) to a 21hour per week, part-time benefited position . No additional General Fund budget appropriations are being requested. This position is needed to support the rapidly increasing caseload, reallocation of workload and enhanced case management in the Jury Commissioner's Office.

Washoe County Strategic Objective supported by this item: Regional Leadership Through Engaged Employees

PREVIOUS ACTION

None.

BACKGROUND

The Jury Commissioner's Office within the Second Judicial District Court provides direct services to those members of the public summoned to appear for jury duty. Pursuant to Administrative Order 2020-2 jury trials were suspended due to COVID-19. The Court is now ready to resume jury trials after implementing the recommendations provided by County, State, and National agencies. These changes

AGENDA ITEM # _____

will ensure a safe and healthy process for the Court, employees and members of the jury panels. This will require an enhanced system of jury management, increasing communication with potential jurors, implementation of all safety protocols, and maintaining a Master Jury Calendar. A full-time Deputy Clerk II position is needed to help direct adequate resources to the Jury Commissioner's Office.

FISCAL IMPACT

The increased expense associated with the reclassification of one (1) part-time District Court Deputy Clerk II, position number 70006675, to one (1) full-time District Court Deputy Clerk II position, will be fully offset by the decreased expense associated with reclassification of the full-time Court Interpreter, position number 70000126, to a 21 hour per week, part-time, benefitted position. The reclassifications will result in a net savings of \$3,627.56 (see graph below). No additional General Fund budget appropriations are being requested.

Court Interpreter	1.0 FTE	0.53 FTE	Variance
Group Insurance	\$ 10,177.32	\$ 10,177.32	
Base Salaries	\$ 69,745.56	\$ 36,965.15	
Retirement	\$ 20,401.32	\$ 10,812.70	
Medicare	\$ 1,012.44	\$ 536.59	
Unemp	\$ 67.58	\$ 67.58	
WC	\$ 97.68	\$ 97.68	
	\$ 101,501.90	\$ 58,657.02	\$ (42,844.88)
Deputy Clerk II	0.53 FTE	1.0 FTE	Variance
Group Insurance	\$ 14,814.04	\$ 14,814.04	
Base Salaries	\$ 33,879.30	\$ 63,923.21	
Retirement	\$ 9,909.67	\$ 18,697.49	
Medicare	\$ 434.82	\$ 820.42	
Unemp	\$ 77.08	\$ 77.08	
WC	\$ 47.46	\$ 47.46	
	\$ 59,162.37	\$ 98,379.69	\$ 39,217.32
		Total Cost/(Savings)	\$ (3,627.56)

RECOMMENDATION

It is recommended that the Board of County Commissioners the reclassification of one (1) part-time fully benefitted District Court Deputy Clerk II position (position number 70006675) to a full-time District Court Deputy Clerk II position, at pay grade 407 and reclassification of one (1) full-time fully benefitted Court Interpreter position (position number 70000126) to a 21hour per week, part-time benefitted position . No additional General Fund budget appropriations are being requested.

POSSIBLE MOTION

Move to approve the reclassification of one (1) part-time fully benefitted District Court Deputy Clerk II position (position number 70006675) to a full-time District Court Deputy Clerk II

position, at pay grade 407 and reclassification of one (1) full-time fully benefited Court Interpreter position (position number 70000126) to a 21hour per week, part-time benefited position . No additional General Fund budget appropriations are being requested.