



WASHOE COUNTY

Integrity Communication Service

www.washoecounty.us

STAFF REPORT

BOARD MEETING DATE: November 10, 2020

DATE: Wednesday, October 21, 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
328-2016, cvuletich@washoecounty.us

SUBJECT: Recommendation to approve the reclassifications of two (2) Duplicating Equipment Officer II positions, pay grade G, to Office Assistant III, pay grade G (Office of the County Manager) as evaluated by the Job Evaluation Committee; and authorize Human Resources to make the necessary changes. [Net zero impact)] (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 September 8, 2020, the Board approved reclassifications of a vacant Psychologist/Administrator to Mental Health Counselor II (Juvenile Services); a vacant Administrative Secretary to Office Support Specialist (Sheriff's Office); a Program Assistant to Administrative Secretary Supervisor (Human Services Agency); and a vacant Administrative Secretary to Principal Account Clerk (Community Services Department).

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).

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.

AGENDA ITEM # _____

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 Class	Estimated Annual Impact	Effective Date
County Manager	Duplicating Equipment Officer II pay grade G (\$21.55 to \$27.97)	Office Assistant III pay grade G (\$21.55 to \$27.97)	\$0	11/01/2020

Office of the County Manager

The digital print shop within the Communications division is scheduled to close as the County will move to outsourcing the functions of the print shop. The Duplicating Officer II positions are unique to the print shop which limits the ability of the current incumbents to take on different job duties to support the division. Reclassifying these positions to Office Assistant III will allow the current incumbents to perform a broader range of duties to support the division and specifically take on duties to support Washoe311.

FISCAL IMPACT

The reclassifications within the Office of the County Manager will have a net zero fiscal impact.

RECOMMENDATION

Recommendation to approve the reclassifications of two Duplicating Equipment Officer II positions, pay grade G, to Office Assistant III, pay grade G (Office of the County Manager) 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 Duplicating Equipment Officer II positions, pay grade G, to Office Assistant III, pay grade G (Office of the County Manager) as evaluated by the Job Evaluation Committee; and authorize Human Resources to make the necessary changes.”