



WASHOE COUNTY

Integrity Communication Service

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STAFF REPORT

BOARD MEETING DATE: January 12, 2021

DATE: Friday, December 18, 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 reclassification of Juvenile Services Probation Officer II positions to Juvenile Services Probation Officer III positions to allow for the inclusion of the Juvenile Services Probation Officer III into the flexibly staffed series as reviewed and approved by the Job Evaluation Committee, and authorize Human Resources to make the necessary changes. [Net annual savings is estimated at \$30,585] (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 December 13, 2016, the Board approved the reclassification of all Senior Juvenile Probation Officers to a new job classification of Juvenile Probation Officer (JPO) III through attrition, and the inclusion of the new JPO III to the existing flexibly staffed probation officer job series.

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.

Previously, the probation officer job series consisted of a flexibly staffed JPO I and JPO II. The Senior Juvenile Probation Officer (senior) was a supervisory position and was not included in the flexibly staffed series which allows for automatic progression to the next level in the series upon meeting the requirements of the job class and recommendation of the appointing authority. In reassessing the department's needs, Juvenile Services determined the supervisory level was no longer necessary as all probation officers would be supervised by Program Managers.

AGENDA ITEM # _____

The goal of the 2016 staff report was to reclassify all senior positions as they became vacant through attrition to JPO III's, and to include the JPO III in the flexibly staffed series to allow those positions to be underfilled and to automatically progress through the series. Unfortunately, the wording of the 2016 staff report was not clear in that in addition to reclassifying the senior positions to JPO III's through attrition, approval was also needed to reclassify the existing JPO II positions to JPO III's--not only to allow these positions to be underfilled, but so incumbents could promote automatically through the flexibly staffed series as well. Currently, incumbents the JPO II positions are unable to progress to the JPO III level when eligible, as the positions indicate the JPO II is the journey level.

This staff report seeks to clarify the original intent of the 2016 staff report by seeking approval to reclassify the existing JPO II positions to JPO III's effective January 12, 2021. This does not mean current incumbents in the JPO II positions will automatically be promoted to the JPO III level at this time; incumbents must all still meet the requirements set forth in the job classifications and have department head approval prior to progressing to the new journey level.

FISCAL IMPACT

There were 15 senior positions that have been or will be downgraded to JPO III's through attrition, and 12 JPO II positions that will eventually be upgraded to JPO III's as those incumbents begin to meet the qualifications. It is difficult to pinpoint an exact impact because of the varying dates but using current data and assuming all changes were to occur at once, the overall savings would be approximately \$30,585.

RECOMMENDATION

Recommendation to approve the reclassification of Juvenile Services Probation Officer II positions to Juvenile Services Probation Officer III positions to allow for the inclusion of the Juvenile Services Probation Officer III into the flexibly staffed series as reviewed and approved 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 reclassification of Juvenile Services Probation Officer II positions to Juvenile Services Probation Officer III positions to allow for the inclusion of the Juvenile Services Probation Officer III into the flexibly staffed series as reviewed and approved by the Job Evaluation Committee, and authorize Human Resources to make the necessary changes.”