



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
328-2016, cvuletich@washoecounty.us

SUBJECT: Recommendation to approve reclassification requests of a vacant Department Systems Specialist, pay grade KL, to Program Assistant, pay grade K (Sheriff's Office), and a vacant Administrative Assistant II, pay grade L, to an Administrative Assistant I, pay grade K (Juvenile Services), as evaluated by the Job Evaluation Committee; and authorize Human Resources to make the necessary changes. [Net annual savings is estimated at \$13,212] (All Commission Districts.)

SUMMARY

Periodically, staff requests approval of new positions and 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 November 10, 2020, the Board approved the reclassifications of two Duplicating Equipment Officer II positions to Office Assistant III's (Office of the County Manager).

On September 8, 2020, the Board approved the 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.

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 the Review Committee for “off cycle” review.

Reclassification of Existing Positions

Department	Current Job Class	Recommended Job Classes	Estimated Annual Impact	Effective Date
Juvenile Services	Administrative Assistant II pay grade L (\$29.06 to \$37.76)	Administrative Assistant I pay grade K (\$27.15 to \$35.33)	\$(6,606.10)	01/02/2021
Sheriff's Office	Department Systems Specialist pay grade KL (\$29.06 to \$37.76)	Program Assistant pay grade K (\$27.15 to \$35.33)	\$(6,606.10)	12/10/2020

Juvenile Services

Reclassifying the vacant Administrative Assistant II to an Administrative Assistant I will ensure the proper classification is being utilized given the restructuring of duties which have taken place in the department. Supervision of Legal Secretary staff has been moved to a Division Director, allowing the Administrative Assistant I to serve as the department HR representative and as primary administrative support to the Director, Division Director, and Fiscal Compliance Officer.

Sheriff's Office

The Regional Public Safety Training Center (RPSTC) experiences minimal technology related issues, and most of the issues which do occur fall under the domain of Technology Services. The reclassification of a vacant Department Systems Specialist to a Program Assistant will provide the RPSTC with needed administrative and programmatic support. While the Program Assistant will troubleshoot basic technology related issues, the vast majority of the time will be spent providing administrative support to the various functions of the RPSTC.

FISCAL IMPACT

Each of the reclassifications within Juvenile Services and the Sheriff's Office will result in an annual estimated savings of \$6,606 respectively.

RECOMMENDATION

Recommendation to approve reclassification requests of a vacant Department Systems Specialist, pay grade KL, to Program Assistant, pay grade K (Sheriff's Office), and a vacant Administrative Assistant II, pay grade L, to an Administrative Assistant I, pay grade K (Juvenile Services), 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 reclassification requests of a vacant Department Systems Specialist, pay grade KL, to Program Assistant, pay grade K (Sheriff's Office), and a vacant Administrative Assistant II, pay grade L, to an Administrative Assistant I, pay grade K (Juvenile Services), as evaluated by the Job Evaluation Committee; and authorize Human Resources to make the necessary changes.”