



# WASHOE COUNTY

Integrity Communication Service

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## STAFF REPORT

BOARD MEETING DATE: April 27, 2021

**DATE:** Friday, April 2, 2021

**TO:** Board of County Commissioners

**FROM:** Patricia Hurley, Director of Human Resources/Labor Relations  
328-2087, [phurley@washoecounty.us](mailto:phurley@washoecounty.us)

**THROUGH:** Christine Vuletich, Assistant County Manager  
328-2016, [cvuletich@washoecounty.us](mailto:cvuletich@washoecounty.us)

**SUBJECT:** Recommendation to approve the reclassifications of a Program Assistant, pay grade K, to Administrative Secretary Supervisor, pay grade K, Human Services Support Specialist II, pay grade H, to Eligibility Certification Specialist II, pay grade I (Human Services Agency), Deputy County Recorder, pay grade G, to Office Assistant II, pay grade E (Recorder's Office), Office Assistant II (.60 FTE), pay grade E, to Office Assistant III (1.0 FTE), pay grade G, and Facilities Coordinator, pay grade H, to Inmate Work Program Leader, pay grade I (Sheriff's Office), as evaluated by the Job Evaluation Committee; and authorize Human Resources to make the necessary changes. [Net fiscal impact \$36,647] (All Commission Districts.)

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### 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 February 9, 2021, the Board approved the reclassification of a vacant Account Clerk II to a Payroll Technician II (Comptroller's Office).

On January 12, 2021, the Board approved the reclassifications of a vacant Department Systems Specialist to Program Assistant, and a vacant Administrative Assistant II to an Administrative Assistant I (Juvenile Services),

### 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**

<b>Department</b>	<b>Current Job Class</b>	<b>Recommended Job Classes</b>	<b>Position Number</b>	<b>Estimated Annual Impact</b>	<b>Effective Date</b>
Human Services Agency	Program Assistant pay grade K (\$27.15 to \$35.33)	Administrative Secretary Supervisor pay grade K (\$27.15 to \$35.33)	70001048	\$0	03/16/2021
	Human Services Support Specialist II pay grade H (\$22.70 to \$29.52)	Eligibility Certification Specialist II pay grade I (\$24.05 to \$31.23)	70010460	\$4,649	03/16/2021
Recorder’s Office	Deputy County Recorder pay grade G (\$21.55 to \$27.97)	Office Assistant II pay grade E (\$19.34 to \$25.15)	70000423	\$(7,666)	03/17/2021
Sheriff’s Office	Office Assistant II pay grade E (\$19.34 to \$25.15)	Office Assistant III pay grade G (\$21.55 to \$27.97)	70009557	\$35,015	03/16/2021
	Part-time (.60 FTE) position.	Increase to full-time (1.0) position.			
	Facilities Coordinator pay grade H (\$22.70 to \$29.52)	Inmate Work Program Leader pay grade I (\$24.05 to \$31.23)	70003902	\$4,649	03/16/2021

#### **Human Services Agency**

While the Program Assistant classification allows for program support related job duties, it does not allow for supervisory duties. The reclassification of the Program Assistant to the Administrative Secretary Supervisor will ensure the proper classification is being utilized to allow for the supervision of clerical support staff. While the position will still perform program support related duties, the supervision of clerical staff will provide increased support for the Human Services Coordinator and promote a succession path for clerical staff.

The reclassification of the Human Services Support Specialist II to an Eligibility Certification Specialist II will provide needed support to the Eligibility Unit within the Human Services Agency. With the increase in eligibility applications, this reclassification will assist the department in processing applications in a timely and efficient manner.

#### **Recorder’s Office**

The reclassification of a Deputy County Recorder to an Office Assistant II will ensure the work being performed is in alignment with the appropriate classification. The department is in the process of establishing dedicated personnel to service the needs of the copy center area. The duties being performed within the copy center area are traditional clerical duties and therefore utilizing a position

which is responsible for recording duties would be inappropriate from a classification standpoint. In addition, this reclassification allows for a progression path for clerical staff within the copy center area.

#### Sheriff's Office

The reclassification of a part-time Office Assistant II to a full-time Office Assistant III will provide an increased level of support for the Permits area. There has been a significant increase in permit related requests and the increased workload is currently being managed by existing staff. In addition, permits staff often provide coverage for the front desk position when the current part-time incumbent is not present. This reclassification will not only allow for increased coverage, it will also allow the incumbent to take on more complex permitting related job duties at the Office Assistant III level. This redistribution of duties will increase efficiency and customer service levels for the division.

The reclassification of the Facilities Coordinator to an Inmate Work Program Leader will ensure the work being performed is in alignment with the appropriate classification. Many of the administrative duties which were performed by the Facilities Coordinator have been redistributed to administrative staff within the Regional Public Safety Training Center. The remaining landscaping and facility maintenance job duties fall within the scope of the Inmate Work Program Leader.

#### **FISCAL IMPACT**

The reclassifications within Sheriff's Office will result in an approximate annual fiscal impact of \$39,664. The reclassifications within the Human Services Agency will result in an approximate fiscal impact of \$4,649. The reclassification within the Recorder's Office will result in an approximate annual savings of \$7,666.

#### **RECOMMENDATION**

Recommendation to approve the reclassifications of a Program Assistant, pay grade K, to Administrative Secretary Supervisor, pay grade K, Human Services Support Specialist II, pay grade H, to Eligibility Certification Specialist II, pay grade I (Human Services Agency), Deputy County Recorder, pay grade G, to Office Assistant II, pay grade E (Recorder's Office), Office Assistant II (.60 FTE), pay grade E, to Office Assistant III (1.0 FTE), pay grade G, and Facilities Coordinator, pay grade H, to Inmate Work Program Leader, pay grade I (Sheriff's Office), 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 Program Assistant, pay grade K, to Administrative Secretary Supervisor, pay grade K, Human Services Support Specialist II, pay grade H, to Eligibility Certification Specialist II, pay grade I (Human Services Agency), Deputy County Recorder, pay grade G, to Office Assistant II, pay grade E (Recorder's Office), Office Assistant II (.60 FTE), pay grade E, to Office Assistant III (1.0 FTE), pay grade G, and Facilities Coordinator, pay grade H, to Inmate Work Program Leader, pay grade I (Sheriff's Office), as evaluated by the Job Evaluation Committee; and authorize Human Resources to make the necessary changes.*