



WASHOE COUNTY

Integrity Communication Service

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STAFF REPORT

BOARD MEETING DATE: July 20, 2021

DATE: Monday, June 21, 2021

TO: Board of County Commissioners

FROM: Patricia Hurley, Director of Human Resources/Labor Relations
328-2087, phurley@washoecounty.us

THROUGH: Eric Brown, County Manager
328-2060, epricebrown@washoecounty.us

SUBJECT: Recommendation to approve the reclassifications of a Human Services Program Specialist, pay grade Q, retitled to a new classification of Homeless Services Data and Policy Specialist, pay grade Q, a vacant Program Assistant, pay grade K, retitled to a new classification of Homeless Services Program Assistant, pay grade K, two vacant Management Analysts, pay grade N, retitled to a new classification of Homeless Services Analyst, pay grade N (County Manager's Office), and a vacant Workforce Development Manager, pay grade R, retitled to a new classification of HR Manager – Organizational Effectiveness, pay grade R (Human Resources) as reviewed and evaluated by Korn Ferry; and approve one full-time Office Support Specialist position, pay grade H (Manager's Office), pending evaluation by the Job Evaluation Committee and authorize Human Resources to make the necessary changes. [Net fiscal impact \$83,658.00] (All Commission Districts.)

SUMMARY

With the acquisition of the new Homeless Services taken on by the County Manager's Office, we have been working jointly with our classification and compensation consultant, Korn Ferry, on reviewing the organizational structure and job evaluation needs for this program as they continue to grow and change.

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

PREVIOUS ACTION

On May 18, 2021, the Board approved both new positions and reclassification requests submitted and evaluated by the JEC or Korn Ferry (Hay) for the FY 21/22 annual budget which included two new positions to be dedicated to the new Homeless Services program.

Also on May 18, 2021, the Board approved the realignment of the reporting structure of the Special Projects Manager and staff, including the newly forming Homeless Services group and Grants Management under Assistant County Manager Kate Thomas.

BACKGROUND

Washoe County Code 5.098 (4) provides that all recommendations for the creation of a new

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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.

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. Because the acquisition of homelessness services happened so quickly, the new and reclassified positions assigned to this program were added after the FY 21/22 submission deadlines.

Reclassification of Existing Positions

Department	Current Job Class	Recommended Job Classes	Position Number	Estimated Annual Impact	Effective Date
Manager's Office	Human Services Program Specialist, pay grade Q (\$38.58 to \$50.13)	Homeless Services Data and Policy Specialist, pay grade Q (\$38.58 to \$50.13)	70011057	\$0	06/01/2021
	Program Assistant pay grade K (\$27.15 to \$35.33)	Homeless Services Program Assistant, pay grade K (\$27.15 to \$35.33)	70011026	\$0	06/01/2021
	Management Analyst, pay grade N (\$32.20 to \$41.87)	Homeless Services Analyst, pay grade N (\$32.20 to \$41.87)	70011027 70011028	\$0	06/01/2021
Human Resources	Workforce Development Manager, pay grade R (\$42.28 to \$54.95)	HR Manager – Organizational Effectiveness, pay grade R (\$42.28 to \$54.95)	70011100	\$0	07/01/21

New Position

Department	Job Class	Position Number	Estimated Annual Impact	Effective Date
Manager's Office	Office Support Specialist pay grade H (\$23.21 to \$30.18)	TBD	\$83,658.00	08/12/2021

While the duties of these new job titles will be similar to those of the previous, more generic job titles, recruiting efforts have demonstrated a need for more specificity in the job title in order to attract relevant and appropriately qualified candidates to these types of job. Creating more specific titles and having better defined job descriptions will hopefully enable us to find the best candidates for these new Homelessness programs.

The new Office Support Specialist position will provide necessary clerical support to the Homeless program within the Manager's Office. This position will specifically focus on billing and purchasing related functions for the Homeless program. This request is pending approval from the Job Evaluation Committee on August 12, 2021.

FISCAL IMPACT

These reclassifications will result in an annual fiscal impact of \$0 as the new evaluations are related primarily to job title updates only.

The new Office Support Specialist position will result in a net fiscal impact of \$83,658.00. Sufficient funding exists in the adopted FY22 Homelessness Fund budget (F223). Depending on the start dates of currently vacant positions, Homelessness Fund contingency is available to support the position cost. If contingency is necessary, it will be brought forward separately for BCC approval.

RECOMMENDATION

Recommendation to approve the reclassifications of a Human Services Program Specialist, pay grade Q, retitled to a new classification of Homeless Services Data and Policy Specialist, pay grade Q, a vacant Program Assistant, pay grade K, retitled to a new classification of Homeless Services Program Assistant, pay grade K, two vacant Management Analysts, pay grade N, retitled to a new classification of Homeless Services Analyst, pay grade N (County Manager's Office), and a vacant Workforce Development Manager, pay grade R, retitled to a new classification of HR Manager – Organizational Effectiveness, pay grade R (Human Resources) as reviewed and evaluated by Korn Ferry; and approve one full-time Office Support Specialist position, pay grade H (Manager's Office), pending evaluation 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 Human Services Program Specialist, pay grade Q, retitled to a new classification of Homeless Services Data and Policy Specialist, pay grade Q, a vacant Program Assistant, pay grade K, retitled to a new classification of Homeless Services Program Assistant, pay grade K, two vacant Management Analysts, pay grade N, retitled to a new classification of Homeless Services Analyst, pay grade N (County Manager's Office), and a vacant Workforce Development Manager, pay grade R, retitled to a new classification of HR Manager – Organizational Effectiveness, pay grade R (Human Resources) as reviewed and evaluated by Korn Ferry; and approve one full-time Office Support Specialist position, pay grade H (Manager's Office), pending evaluation by the Job Evaluation Committee and authorize Human Resources to make the necessary changes.