



WASHOE COUNTY

Integrity Communication Service

www.washoecounty.us

STAFF REPORT

BOARD MEETING DATE: September 21, 2021

DATE: August 27, 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
775-328-2000, epricebrown@washoecounty.us

SUBJECT: Recommendation to approve reclassification of an Administrative Secretary, pay grade J to Administrative Assistant I, pay grade K (Comptroller); reclassification of a Public Administrator Estate Investigator, pay grade L, to the new classification of Lead Public Administrator Estate Investigator, pay grade M, and create one new full-time Public Administrator Estate Investigator position, pay grade L (Public Administrator); reclassification of a Program Assistant, pay grade K, to Program Coordinator, pay grade L, and a Program Assistant, pay grade K, to Management Analyst, pay grade N (Human Services Agency); reclassification of an Animal Services Assistant, pay grade E to Office Assistant II, pay grade E (Animal Services); reclassification of a Family Court Investigative Specialist, pay grade L to Family Court Investigative Specialist II, pay grade N (Public Defender); reclassification of an Office Support Specialist, pay grade H to Media Production Specialist, pay grade J (Sheriff's Office); reclassification of an Account Clerk II, pay grade H to Office Support Specialist, pay grade H (Library); reclassification of a Deputy County Recorder, pay grade G to Office Assistant II, pay grade E (Recorder's Office); reclassification of a Technology Systems Developer II, pay grade NO to Technology Project Coordinator, pay grade QR (Technology Services); create one new intermittent hourly Investigative Assistant position, pay grade I, and one new intermittent hourly DAS Case Manager position, pay grade J (Alternative Sentencing) as evaluated by the Job Evaluation Committee (JEC); create one full-time position as new classification Community Reinvestment Manager, pay grade Q, and create one full-time position as new classification Grants and Community Program Analyst, pay grade N (Manager's Office) as reviewed and evaluated by Korn Ferry; and authorize Human Resources to make the necessary changes. [Total fiscal impact \$540,016; Net fiscal impact \$113,736] (All Commission Districts.)

SUMMARY

Periodically, staff requests approval for new classifications, new positions and reclassification requests reviewed by the Job Evaluation Committee (JEC) and/or Korn Ferry to support department realignment of resources and to encourage improvements to efficiency and effectiveness.

AGENDA ITEM # _____

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

PREVIOUS ACTION

On August 17, 2021 the Board approved a reclassification of a vacant Administrative Assistant II to a Community Outreach Coordinator (Community Services Department) as approved by the JEC and moved the position and assigned budget into the Manager's Office – Communications Division to provide additional support to the Commissioner Engagement Program; and approved job evaluations for the Chief Alternative Sentencing Officer, increase from pay grade R to T, and Alternative Sentencing Sergeant, increase from pay grade O to P as evaluated by Korn Ferry and authorized Human Resources to make the necessary changes.

On July, 20, 2021, the Board approved the reclassifications of a Human Services Program Specialist, retitled to a new classification of Homeless Services Data and Policy Specialist, a vacant Program Assistant, pay grade K, to a new classification of Homeless Services Program Assistant, pay grade K, two vacant Management Analysts, pay grade N, to a new classification of Homeless Services Analyst, pay grade N, one full-time Office Support Specialist position, pay grade H (Manager's Office), and a vacant Workforce Development Manager, retitled to a new classification of Organizational Effectiveness Manager, (Human Resources) as reviewed and evaluated by Korn Ferry.

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.

On May 18, 2021, as part of the FY22 budget, the Board approved the formation of the Commissioner Engagement Program under the Communications Division in the Manager's Office including assigned budget for personnel and the program. The program was approved for two initial positions: one Community Outreach Coordinator and one Office Assistant III.

BACKGROUND

Washoe County Code 5.098 (4) provides that all recommendations 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.

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 Position

<u>Department</u>	Current Job Class/Pay Grade	Recommended Job Class/Pay Grade	Position Number	Estimated Annual Impact	Effective Date
Comptroller	Administrative Secretary, pay grade J (\$26.08-\$33.91)	Administrative Assistant I, pay grade K (\$27.76-\$36.12)	70000001	\$6,031 – fully offset-see below	09/14/2021
Public Administrator	Public Administrator Estate Investigator, pay grade L (\$29.72-\$38.60)	Lead Public Administrator Estate Investigator, pay grade M (\$31.20-\$ 40.60)	70000397	\$5,458-FY22 fully offset-see below	09/14/2021
Human Services Agency	Program Assistant, pay grade K (\$27.76-\$36.12)	Program Coordinator, pay grade L (\$29.72-\$38.60)	70001036	\$25,052-fully offset-see below	09/14/2021
	Program Assistant, pay grade K (\$27.76-\$36.12)	Management Analyst, pay grade N (\$32.93-\$42.81)	70001026		
Animal Services	Animal Services Assistant, pay grade E (\$19.77-\$25.72)	Office Assistant II, pay grade E (\$19.77-\$25.72)	70001935	\$0	09/14/2021
Public Defender	Family Court Investigative Specialist, pay grade L (\$29.72-\$38.60)	Family Court Investigative Specialist II, pay grade N (\$32.93-\$42.81)	70004301	\$11,462-fully offset-see below	09/14/2021
Sheriff's Office	Office Support Specialist, pay grade H (\$23.21-\$30.18)	Media Production Specialist, pay grade J (\$26.08-\$33.91)	70002686	\$10,179-fully offset-see below	09/14/2021
Library	Account Clerk II, pay grade H pay grade H (\$23.21-\$30.18)	Office Support Specialist, pay grade H (\$23.21-\$30.18)	70002087	\$0	09/14/2021
Recorder's Office	Deputy County Recorder, pay grade G (\$22.03-\$28.60)	Office Assistant II, pay grade E (\$19.77-\$25.72)	70004062	(\$7,860)	09/14/2021
Technology Services	Technology Systems Developer II, pay grade NO (\$34.84-\$45.33)	Technology Project Coordinator, pay grade QR (\$42.17-\$54.81)	70005950	\$25,871-fully offset-see below	09/14/2021

New Positions

<u>Department</u>	<u>Job Class</u>	<u>Position Number</u>	<u>Estimated Annual Impact</u>	<u>Effective Date</u>
Public Administrator	Public Administrator Estate Investigator, pay grade L (\$29.72-\$38.60)	TBD	\$116,138-FY22 partially offset-see below	09/14/2021
Alternative Sentencing	Investigative Assistant (Intermittent), pay grade I (\$24.59-\$ 31.93)	TBD	\$69,399-fully offset-see below	09/14/2021
	DAS Case Manager (Intermittent), pay grade J (\$26.08-\$33.91)	TBD		
Manager's Office	Community Reinvestment Manager, pay grade Q (\$39.44-\$51.25)	TBD	\$278,286-fully offset-see below	09/14/2021
	Grants and Community Program Analyst, pay grade N (\$32.93-\$42.81)	TBD		

Comptroller

The reclassification of the Administrative Secretary to an Administrative Assistant I will allow the incumbent to take on increasingly complex project management duties. With the increased service level demands related to Incline Village refund processing, FEMA, COVID and countywide purchasing order management, this reclassification will better align the classification with the level of the work being performed.

Public Administrator

After recent retirements within the office, the department identified a gap in training and development needs for newer staff members. The reclassification of the Public Administrator Estate Investigator to Lead Public Administrator Estate Investigator will help to bridge that gap as this position will not only provide training but also assist with more complex case work. In addition, the creation of this classification will provide a succession step between the Public Administrator Estate Investigator and Chief Deputy Public Administrator positions.

The office has been experiencing an increased caseload of over 50% due to the growing aging population within the area. The addition of a new Public Administrator Estate Investigator position will allow the department to effectively manage not only a growth in caseload but also the increasing complexities of the cases being managed.

Human Services Agency (HSA)

The reclassification of the Program Assistant to a Program Coordinator will allow the position to take on supervisory responsibility. This shift will realign diligent search staff with the

appropriate supervisory reporting structure, thereby allowing the Case Compliance Reviewer to focus on case management duties.

Reclassifying a Program Assistant to a Management Analyst will better align the work being performed to the appropriate classification specifically in regard to the implementation of new data analysis processes related to the ChildStat program. In addition, this reclassification will allow the incumbent to supervise staff working in the same program area, creating greater operational efficiency.

Animal Services

The reclassification of the vacant Animal Services Assistant to an Office Assistant II will ensure the department can effectively manage the increased clerical and cashiering duties related to the growing programs within the department.

Public Defender

The department has expanded its partnership with the University of Nevada, Reno Social Work program, resulting in an increased number of interns within the department. The reclassification of the Family Court Investigative Specialist to Family Court Investigative Specialist II will ensure the interns are receiving proper oversight to support direct client services.

Sheriff's Office

As the number of social media followers and posts have doubled in the last two years for the Sheriff's Office, the reclassification of an Office Support Specialist to Media and Production Specialist will allow the department to manage the increased social media related demands more efficiently.

Library

Due to certain policy changes, the department has experienced a decrease in financial related duties and an uptick in clerical support duties. The reclassification of an Account Clerk II to an Office Support Specialist will ensure the department is able to manage the increased clerical duties within the appropriate classification.

Recorder's Office

In order to increase efficiency, the department has been working to separate clerical duties from department recording duties. The reclassification of the Deputy County Recorder to an Office Assistant II will support this restructure and allow for needed clerical support to the call center division.

Technology Services

The reclassification of the Technology Systems Developer II to Technology Project Coordinator will support the department's objective to build structured project management guidelines and standards department wide. In addition, this position will work with other Technology Project Coordinators and management to implement any major technology projects for the department.

Alternative Sentencing

The addition of a new intermittent hourly Investigative Assistant position will ensure the proper classification is being utilized to process background checks for prospective employees. In

addition, this reclassification will assist the department in recruitment as the classification will better align with the duties being performed.

With an increasing pre-trial and probation caseload, the department is in need of additional case management support. The addition of a new intermittent hourly DAS Case Manager position will assist the department in its efforts to adequately supervise client compliance to court orders.

Manager's Office

With the emerging Community Reinvestment Program within the Manager's Office, the new Community Reinvestment Manager will bring centralization and direct oversight to the management of grant funding for community-based programs. The program has also added a new Grants and Community Program Analyst position to focus on analytical support, research and project management related to various community programs.

FISCAL IMPACT

The fiscal impact for the reclassification in the Comptroller's Office will result in an annual cost of approximately \$6,031, which will be offset by a reduction in seminars & meetings and travel within the FY22 General Fund budget.

The reclassifications within the Human Services Agency will result in an annual cost of approximately \$25,052, which will be offset by a reduction in professional services within the FY22 Child Protective Services Fund budget.

The reclassifications within Animal Services and the Library will have a net zero fiscal impact.

The fiscal impact for the reclassification in the Public Defender's Office will result in an annual cost of approximately \$11,462, which will be offset by a reduction in auto and copy machine within the FY22 General Fund budget.

The reclassification in the Sheriff's Office will result in an annual cost of approximately \$10,179, which will be offset by a reduction in operating supplies within the FY22 General Fund budget.

The reclassification in the Recorder's Office will result in an annual savings of \$7,860.

The reclassification in Technology Services will result in an annual cost of approximately \$25,871, which will be offset by a reduction of professional services within the FY22 General Fund budget.

The new intermittent hourly positions within Alternative Sentencing will result in an annual cost of approximately \$69,399, which will be absorbed in the FY22 adopted General Fund personnel budget. Since intermittent hourly positions are budgeted in the same Pooled Position account (i.e., a lump sum vs. by individual position), any additional future costs not covered by the current Pooled Position budget will be requested as part of the annual budget process, if necessary.

The new positions within the Community Reinvestment Program of the Manager's Office will result in an annual cost of approximately \$278,286. Both positions will be 100% funded with State and Local Fiscal Recovery (SLFRF) funds as eligible/allowable. Any time not 100% dedicated to SLFRF activities will be funded within the adopted FY22 Community Support General Fund budget (net zero fiscal impact). As with all grant-funded position, when funding is no longer available, the positions will be reduced or eliminated unless alternative funding is identified.

The fiscal impact of the Public Administrator's Office reclassification is approximately \$5,246 and will be absorbed in the FY22 adopted budget. No permanent offsets are available within the Public Administrator's budget. If approved, future increases represent a permanent cost that will be included in the departments base budget in the same manner all County positions are budgeted.

The new Public Administrator Estate Investigator position has an approximate fiscal impact of \$116,138. It's anticipated that by filling the new position mid-year, almost all of the FY22 cost will be covered within the adopted Public Administrator's Office General Fund budget. If FY22 contingency funds are needed, a separate item will be brought to the Board. No permanent offsets are available within the Public Administrator's budget. If approved, future increases represent a permanent cost that will be included in the departments base budget in the same manner all County positions are budgeted.

Both Public Administrator Office requests have been analyzed to determine the impact of waiting until the FY23 Budget process. Delaying for the FY23 Budget process will continue to delay case load putting the Public Administrator's Office out of compliance with the Probate Court, prolonging the probate process for the families and heirs, delaying payments to the IRS, creditors and distributions to the families, and increasing the liability to the County.

RECOMMENDATION

Recommendation to approve reclassification of an Administrative Secretary, pay grade J to Administrative Assistant I, pay grade K (Comptroller); reclassification of a Public Administrator Estate Investigator, pay grade L, to the new classification of Lead Public Administrator Estate Investigator, pay grade M, and create one new full-time Public Administrator Estate Investigator position, pay grade L (Public Administrator); reclassification of a Program Assistant, pay grade K, to Program Coordinator, pay grade L, and a Program Assistant, pay grade K, to Management Analyst, pay grade N (Human Services Agency); reclassification of an Animal Services Assistant, pay grade E to Office Assistant II, pay grade E (Animal Services); reclassification of a Family Court Investigative Specialist, pay grade L to Family Court Investigative Specialist II, pay grade N (Public Defender); reclassification of an Office Support Specialist, pay grade H to Media Production Specialist, pay grade J (Sheriff's Office); reclassification of an Account Clerk II, pay grade H to Office Support Specialist, pay grade H (Library); reclassification of a Deputy County Recorder, pay grade G to Office Assistant II, pay grade E (Recorder's Office); reclassification of a Technology Systems Developer II, pay grade NO to Technology Project Coordinator, pay grade QR (Technology Services); create one new intermittent hourly Investigative Assistant position, pay grade I, and one new intermittent hourly DAS Case Manager position, pay grade J (Alternative Sentencing) as evaluated by the Job Evaluation Committee (JEC); create one full-time position as new classification Community Reinvestment Manager, pay grade Q, and create one full-time position as new classification Grants and

Community Program Analyst, pay grade N (Manager's Office) as reviewed and evaluated by Korn Ferry; and authorize Human Resources to make the necessary changes. [Total fiscal impact \$540,016; Net fiscal impact \$113,736]

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be:

"Move to approve the recommendation to approve reclassification of an Administrative Secretary, pay grade J to Administrative Assistant I, pay grade K (Comptroller); reclassification of a Public Administrator Estate Investigator, pay grade L, to the new classification of Lead Public Administrator Estate Investigator, pay grade M, and create one new full-time Public Administrator Estate Investigator position, pay grade L (Public Administrator); reclassification of a Program Assistant, pay grade K, to Program Coordinator, pay grade L, and a Program Assistant, pay grade K, to Management Analyst, pay grade N (Human Services Agency); reclassification of an Animal Services Assistant, pay grade E to Office Assistant II, pay grade E (Animal Services); reclassification of a Family Court Investigative Specialist, pay grade L to Family Court Investigative Specialist II, pay grade N (Public Defender); reclassification of an Office Support Specialist, pay grade H to Media Production Specialist, pay grade J (Sheriff's Office); reclassification of an Account Clerk II, pay grade H to Office Support Specialist, pay grade H (Library); reclassification of a Deputy County Recorder, pay grade G to Office Assistant II, pay grade E (Recorder's Office); reclassification of a Technology Systems Developer II, pay grade NO to Technology Project Coordinator, pay grade QR (Technology Services); create one new intermittent hourly Investigative Assistant position, pay grade I, and one new intermittent hourly DAS Case Manager position, pay grade J (Alternative Sentencing) as evaluated by the Job Evaluation Committee (JEC); create one full-time position as new classification Community Reinvestment Manager, pay grade Q, and create one full-time position as new classification Grants and Community Program Analyst, pay grade N (Manager's Office) as reviewed and evaluated by Korn Ferry; and authorize Human Resources to make the necessary changes."