



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: *November 19, 2024*

DATE: October 31, 2024

TO: Board of County Commissioners

FROM: Cynda Horning, Court Administrator, Sparks Justice Court
775-353-7600, chorning@washoecounty.gov

THROUGH: Judge Terry Graham, Wadsworth Justice Court

SUBJECT: Recommendation to acknowledge and approve, effective December 9, 2024, for Wadsworth Justice Court, two (2) reclassifications/position updates [-\$2,144]. Reclassify 40-hour/week Court Clerk position (70000357), pay grade J140, to a 36-hour/week Deputy Clerk III position, pay grade J130 and reclassify 32-hour/week Deputy Clerk II position (70008473), pay grade J120, to a 36-hour/week Deputy Clerk III, pay grade J130 and direct Human Resources to make the necessary changes. [-\$2,144 net impact]. (All Commission Districts.)

SUMMARY

The Wadsworth Justice Court requests approval of two (2) reclassifications/position updates, which will result in overall cost savings and make the two staff positions at Wadsworth Justice Court equivalent.

Washoe County Strategic Objective supported by this item: Fiscal Sustainability

PREVIOUS ACTION

On May 17, 2005, the Board of County Commissioners approved a change from Criminal/Arrestment/Cashier clerk part-time 36 hours to a Court Clerk II (full-time), effective July 1, 2005, for position 70000357.

On April 24, 2012, the Board of County Commissioners approved the creation of a new Deputy Clerk I position effective July 1, 2012.

On April 28, 2015, the Board of County Commissioners approved a change from intermittent to part-time 24 hours, effective July 1, 2015, for position number 70008473.

On May 23, 2017, the Board of County Commissioners approved a change from Deputy Clerk I to Deputy Clerk II, effective July 1, 2017, for position 70008473.

On May 21, 2019, the Board of County Commissioners approved a change in FTE from 24 hours to 32 hours for position 70008473.

AGENDA ITEM # _____

On May 23, 2023, the Board of County Commissioners approved a classification and compensation study that changed the title associated with position number 70000357 from Court Clerk II to Court Clerk.

BACKGROUND

Wadsworth Justice Court requests these reclassifications because the positions have the same duties and responsibilities. Additionally, changing the positions to 36 hours/week better aligns with the court’s operating hours.

FISCAL IMPACT

The fiscal impact is cost savings of approximately \$2,144.

Reclass Position 70000357	-\$20,684
Reclass Position 70008473	\$18,540

RECOMMENDATION

Recommendation to acknowledge and approve, effective December 9, 2024, for Wadsworth Justice Court, two (2) reclassifications/position updates [-\$2,144]. Reclassify 40-hour/week Court Clerk position (70000357), pay grade J140, to a 36-hour/week Deputy Clerk III position, pay grade J130 and reclassify 32-hour/week Deputy Clerk II position (70008473), pay grade J120, to a 36-hour/week Deputy Clerk III, pay grade J130 and direct Human Resources to make the necessary changes.

POSSIBLE MOTION

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

Move that the Board of County Commissioners approve and acknowledge effective December 9, 2024, for Wadsworth Justice Court, two (2) reclassifications/position updates [-\$2,144]. Reclassify 40-hour/week Court Clerk position (70000357), pay grade J140, to a 36-hour/week Deputy Clerk III position, pay grade J130 and reclassify 32-hour/week Deputy Clerk II position (70008473), pay grade J120, to a 36-hour/week Deputy Clerk III, pay grade J130 and direct Human Resources to make the necessary changes.