



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: August 26, 2025

DATE: July 31, 2025

TO: Board of County Commissioners

FROM: Chris Sarman, Assessor
775-328-2205, csarman@washoecounty.gov

THROUGH: Kate L. Thomas, Interim County Manager

SUBJECT: Recommendation to approve delimiting one full time Office Specialist position (70000672) pay grade W 11 effective July 1, 2025 and authorize Human Resources to make the necessary changes [net fiscal impact savings \$-116,277]. (All Commission Districts.) Assessor. FOR POSSIBLE ACTION

SUMMARY

The Assessor's Office requests approval to delimit one position as part of an overall reorganization to meet departmental needs with existing funding. This aligns with Board direction that departments identify permanent offsets for reclassifications and/or other increases.

Department Strategic Objective supported by this item: Create efficiencies and better optimization of existing resources

PREVIOUS ACTION

On May 20, 2025, the Board of County Commissioners adopted the Final Budget for Fiscal Year 2026 pursuant to NRS 354.598-estimated appropriations [\$1,075,989,019]. The proposed budget incorporates Board priorities of funding for existing contractual obligations, supplies, utilities, personnel costs, capital improvements and operations, and maintaining the County's assets and infrastructure needs. The proposed budget also includes the following actions: 1) To approve the changes to position control for Fiscal Year 2026 indicated on Attachment A-including the reduction of 10.78 Net Full Time Equivalents (FTE), Reclassifications/Evaluations/Other Changes impacting up to 43.0 positions/incumbents and Title Only Changes impacting up to 40.0 positions/incumbents.

BACKGROUND

The Assessor's Office is requesting the following position be delimited:

1. **Delimit of Office Specialist Position:** Reorganization of Assessor's Office due to streamlined operations and increased efficiency through realignment of

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responsibilities and technological advances. This is being done to meet ongoing and new challenges through creative reallocation and optimization of resources without increasing the need for additional full-time positions.

In addition to the delimit of the Office Support Specialist and as part of overall departmental reorganization, the Assessor's Office has reallocated funding for a Business Technologist Coordinator from the General Fund to the Assessor Technology Fund. Concurrently, a Senior Appraiser position funded in the Assessor Technology Fund has been reallocated to the General Fund. These personnel reallocations have a net-zero impact to both funds as both positions are the same pay grade. This change is also in line with overall department realignment to create efficiencies and better optimization of existing resources without creating additional positions. The intention is to continue supporting the Business Technologist position in the Assessor Technology fund and manage personnel costs within available resources.

FISCAL IMPACT

If approved, the delimited position will produce an estimated \$116,277 in available resources to be reallocated within the FY26 Assessor's Office Adopted budget.

RECOMMENDATION

Recommendation to approve delimiting one full time Office Specialist position (70000672) pay grade W 11 effective July 1, 2025 and authorize Human Resources to make the necessary changes [net fiscal impact savings \$-116,277]. (All Commission Districts.) FOR POSSIBLE ACTION

POSSIBLE MOTION

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

"Move to approve, delimiting one full time Office Specialist position (70000672) pay grade W 11 effective July 1, 2025 and authorize Human Resources to make the necessary changes [net fiscal impact savings \$-116,277]. (All Commission Districts.) Assessor. FOR POSSIBLE ACTION"