



WASHOE COUNTY

Integrity Communication Service

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STAFF REPORT

BOARD MEETING DATE: March 8, 2022

DATE: Thursday, March 03, 2022

TO: Board of County Commissioners

FROM: Patricia Hurley, Director of Human Resources

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Dr. Laura Knight, Chief Medical Examiner

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THROUGH: Eric Brown, County Manager

SUBJECT: Recommendation to approve an increase to the salary range for the vacant Deputy Chief Medical Examiner classification (pay grade C0002) from \$233,875.20 - \$317,907.20 to \$251,097.60 - \$324,958.40, and the Assistant Medical Examiner classification (pay grade C0001) from \$193,086.40 - \$257,462.40 to \$222,102.40 - \$287,435.20, as reviewed by Korn Ferry and authorize Human Resources to make the necessary changes. This request is being brought forward to address the recruitment and retention challenges resulting from an extremely competitive market demand for the physician positions within the Washoe County Regional Medical Examiner's Office. [Total fiscal impact \$87,899.00] (All Commission Districts.)

SUMMARY

Recommendation to approve an increase to the salary range for the vacant Deputy Chief Medical Examiner classification (pay grade C0002) from \$233,875.20 - \$317,907.20 to \$251,097.60 - \$324,958.40, and the Assistant Medical Examiner classification (pay grade C0001) from \$193,086.40 - \$257,462.40 to \$222,102.40 - \$287,435.20, as reviewed by Korn Ferry and authorize Human Resources to make the necessary changes. This request is being brought forward to address the recruitment and retention challenges resulting from an extremely competitive market demand for the physician positions within the Washoe County Regional Medical Examiner's Office.

Washoe County Strategic Objective supported by this item: Valued, engaged employee workforce.

PREVIOUS ACTION

On December 10, 2019, the Board approved an increase to the salary range for the vacant Deputy Chief Medical Examiner classification (pay grade C0002) from \$200,553.60 - \$255,964.80 to \$224,556.80 - \$305,240.00, and approved a modification to the pay grade

AGENDA ITEM # _____

M0003 from a set salary of \$283,129.60 to a salary range of \$286,499.20 - \$365,601.60 for the Chief Medical Examiner/Coroner classification

On November 13, 2018, the Board approved a salary range increase for the Assistant Medical Examiner job classification (Pay Grade C0001) from \$159,556.80 - \$207,396.80 to \$180,003.20 - \$240,011.20.

On May 13, 2014, the Board approved the creation of a new job classification of Deputy Chief Medical Examiner.

BACKGROUND

The Washoe County Regional Medical Examiner's Office investigates cases of sudden, unexpected, natural, and suspicious death. State and County laws mandate that certain categories of sudden death be reported to and investigated by this office. The department also provides full postmortem examination services and assistance with death investigations to nineteen other counties within Northern Nevada and Northern California.

In December 2021, the Medical Examiner/Coroner's Office, in conjunction with Human Resources, requested that Korn Ferry evaluate current national market salary ranges for both the Deputy Chief Medical Examiner (currently vacant) and Assistant Medical Examiner job classifications. Historically, these positions have been extremely difficult to recruit for with a very narrow market pool of qualified candidates. The heightened competitiveness generated within the market due to the narrow candidate pool has made it increasingly challenging to attract qualified candidates. The most recent Assistant Medical Examiner vacancy remained unfilled for approximately one year due to these challenges. It is important to note the department recently received a resignation from a current Assistant Medical Examiner. The recruitment process will be initiated immediately and the increase to the salary range will be timely and critical to the recruitment itself. In addition to the impact to recruitment efforts, the extreme competitiveness within the market raises a significant and pressing concern over employee retention. These positions are critical to the continuity of operations within the Washoe County Regional Medical Examiner's Office as the department continues to face an increasing caseload demand. A vacancy of even one of these positions will be highly detrimental to the department and its ability to manage cases in a timely and efficient manner.

Based on Korn Ferry's findings, it is recommended that the salary range for the Deputy Chief Medical Examiner classification (pay grade C0002) be increased from \$233,875.20 - \$317,907.20 to \$251,097.60 - \$324,958.40, and the salary range for the Assistant Medical Examiner classification (pay grade C0001) be increased from \$193,086.40 - \$257,462.40 to \$222,102.40 - \$287,435.20. Korn Ferry provided this recommendation to address the high level of competition within the market and attract qualified candidates during the recruitment process. In addition, the findings were also based on the significant labor shortage within the market and subsequent impact to employee retention. The increase in salaries for these classifications will have a two-fold impact to address both issues. The Deputy Chief Medical Examiner position is currently vacant and there will be no immediate increase in pay for the existing Assistant Medical

Examiner incumbents. Instead, once the new salary ranges are established, the incumbents will receive applicable merit salary increases on their designated next merit increase dates until the new maximum of the salary range is reached.

FISCAL IMPACT

There is no immediate fiscal impact to the increase in salary ranges for the Deputy Chief Medical Examiner and Assistant Medical Examiner. The subsequent increase in staff salaries is not anticipated to impact all in one year; impacts will be based on the incumbent employee's merit increase date. Therefore, the subsequent ongoing impact will be addressed through the annual budget process in the same manner as all Board-approved salary range updates.

RECOMMENDATION

Recommendation to approve an increase to the salary range for the vacant Deputy Chief Medical Examiner classification (pay grade C0002) from \$233,875.20 - \$317,907.20 to \$251,097.60 - \$324,958.40, and the Assistant Medical Examiner classification (pay grade C0001) from \$193,086.40 - \$257,462.40 to \$222,102.40 - \$287,435.20, as reviewed by Korn Ferry and authorize Human Resources to make the necessary changes. This request is being brought forward to address the recruitment and retention challenges resulting from an extremely competitive market demand for the physician positions within the Washoe County Regional Medical Examiner's Office. [Total fiscal impact \$87,899] (All Commission Districts.)

POSSIBLE MOTION

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

"Move to approve an increase to the salary range for the vacant Deputy Chief Medical Examiner classification (pay grade C0002) from \$233,875.20 - \$317,907.20 to \$251,097.60 - \$324,958.40, and the Assistant Medical Examiner classification (pay grade C0001) from \$193,086.40 - \$257,462.40 to \$222,102.40 - \$287,435.20, as reviewed by Korn Ferry and authorize Human Resources to make the necessary changes. This request is being brought forward to address the recruitment and retention challenges resulting from an extremely competitive market demand for the physician positions within the Washoe County Regional Medical Examiner's Office. [Total fiscal impact \$87,899] (All Commission Districts.)"