

Staff Report
Board Meeting Date: March 6, 2025

DATE: February 28, 2025
TO: District Board of Health
FROM: Erin Dixon, Deputy District Health Officer
775-328-2240, edixon@nnph.org
SUBJECT: Recommendation to approve the overfill of the Community and Clinical Health Division Director position not to exceed (11) weeks, at an approximate range of \$44,000 to \$58,000. Temporarily, both the retiring and new director appointments will be allowed to occupy position 70002281 for up to (11) weeks to accommodate cross-training and allow the retiring director to provide support to the new director as needed while utilizing accrued leave time.

SUMMARY

Recommendation to approve the overfill of the Community and Clinical Health Division Director position not to exceed 11 weeks, at an approximate range of \$44,000 to \$58,000. This range is due to the difference between hiring an internal or external candidate. Temporarily allowing both the retiring and new DHO appointment to occupy position 70002281 for up to 11 weeks to accommodate cross-training and allow the retiring Director to provide support to the new Director as needed while utilizing accrued leave time.

District Health Strategic Priority supported by this item:

5. Organizational Capacity: Strengthen our workforce and increase operational capacity to support a growing population.

PREVIOUS ACTION

No previous action.

BACKGROUND

The Community and Clinical Health Division Director, Lisa Lottritz, gave a seven-month notice of her upcoming retirement. A recruitment has occurred; a candidate is anticipated to be selected in early March 2025. There needs to be a period for the retiring Director to cross-train and impart her extensive knowledge to the new Director.

The intent is to fill the Director position and allow for a maximum of eleven (11) weeks to overfill it. The incumbent is planning to utilize accrued leave time starting in May 2025 and retiring by approximately July 8, 2025. Most of the accrued time was earned by Ms. Lottritz during the COVID-19 pandemic response. It is critical to get this position filled to provide a seamless transition for the delivery of Community and Clinical Health Services to our community.

Washoe County Personnel Handbook 5.210 covers the overfill appointments.

1. If an appointing authority determines that a position within the department is:
 - a) Critical to the mission of the department, or
 - b) Has responsibility for a unique function, or
 - c) Requires the possession of highly specialized knowledge, skills, and abilities; the appointing authority may request that an overfill appointment to the position be made.
2. An overfill appointment is limited to a six-week overlap between the employee who is resigning from the position and the incoming employee (unless approved for a longer period of time). An overfill appointment does not increase the number of permanently established positions.
3. A request for an overfill appointment must be made in writing and approved by the director of human resources or designee.
4. No overfill appointment request may be made unless the employee occupying the position being vacated has provided a written resignation to the appointing authority.
5. Upon expiration of the overfill appointment period or sooner, if the resigning employee vacates the position, the overfill appointment expires, and the incoming employee fills the position of the resigning employee.

Given that the Community and Clinical Health Services Division Director position is a high-level position with complex job duties and responsibilities, Northern Nevada Public Health is requesting an exemption from Washoe County Personnel Handbook 5.210—Overfill appointments so that the Director position can be overfilled for a period of eleven (11) weeks, thus providing a seamless transition of this high-level management position.

FISCAL IMPACT

The financial impact of the Director position overfill has been anticipated, and the Health Fund will cover it. It is anticipated to be in the approximate range of \$44,000 to \$58,000.

RECOMMENDATION

Staff recommends approving the overfill of the Community and Clinical Health Division Director position not to exceed 11 weeks, at an approximate range of \$44,000 to \$58,000. Temporarily, both the retiring and new director appointments will be allowed to occupy position 70002281 for up to 11 weeks to accommodate cross-training and allow the retiring director to provide support to the new director as needed while utilizing accrued leave time.

POSSIBLE MOTION

Should the Board agree with Staff's recommendation, a possible motion could be:

“Move to approve the overfill of the Community and Clinical Health Division Director position not to exceed 11 weeks, at an approximate range of \$44,000 to \$58,000. Temporarily allowing both the retiring and new Director appointment to occupy position 70002281 for up to 11 weeks to accommodate cross-training and allow the retiring Director to provide support to the new Director as needed while utilizing accrued leave time.”