



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: August 25, 2026

DATE: Thursday, July 30, 2026

TO: Board of County Commissioners

FROM: Pamela Mann, Director, Human Services Agency
(775) 785-8600, PMann@washoecounty.gov

THROUGH: Ryan Gustafson, Assistant County Manager

SUBJECT: Recommendation to approve the reclassification of two Human Services Case Worker III positions (70001088 and 70001120), pay grade 15, to Human Services Intake Screener, pay grade 13, for an annual savings of [\$42, 946], contingent and effective upon Job Evaluation Committee (JEC) review and approval; and direct the Human Resources Department to make the necessary staffing adjustments as evaluated by the JEC. (All Commission Districts.) FOR POSSIBLE ACTION

SUMMARY

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 department efficiency and effectiveness. These changes were evaluated and approved by an Assistant County Manager for “off cycle” review.

The Human Services Agency requests approval for the reclassification of (2) Human Services Case Worker III to Human Services Intake Screener. If approved, this reclassification will align the roles to accurately reflect current duties and effectively support the 24-hour operations of the Child Protective Services Intake Unit. The reclassification will also result in an annual cost savings of [\$42,946].

Washoe County Strategic Objective supported by this item: Fiscal Sustainability (Long Term Sustainability).

PREVIOUS ACTION

No previous action

BACKGROUND

The Washoe County Personnel Handbook 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

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where there is a fiscal impact, must be forwarded to the Board of County Commissioners for final action.

This downward reclassification results in cost savings to the agency [\$42, 946], along with aligning the job duties performed with the correct class specification. This reclassifies two Human Services Case Worker III positions to Human Services Intake Screeners which standardizes the roles within the CPS Intake Unit to support internal consistency and organizational structure, creating clear and defined roles, responsibilities, and expectations.

FISCAL IMPACT

The reclassifications of position numbers 70001088 and 70001120 would result in an annual savings of [\$42, 946].

Reclassification of Existing Positions

Department	Current Job Class/Pay Grade	Recommended Job Class/Pay Grade	Position Number	Estimated Annual Impact	Effective Date
Human Services Agency	Human Services Case Worker III, pay grade 15 (\$39.28-\$51.08)	Human Services Intake Screener, pay grade 13 (\$33.55-\$43.61)	70001088	(\$21,473)	09/01/2026
			70001120	(\$21,473)	09/01/2026

RECOMMENDATION

Recommendation to approve the reclassification of two Human Services Case Worker III positions (70001088 and 70001120), pay grade 15, to Human Services Intake Screener, pay grade 13, for an annual savings of [\$42, 946], contingent and effective upon Job Evaluation Committee (JEC) review and approval; and direct the Human Resources Department to make the necessary staffing adjustments as evaluated by the JEC.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: *"Move to approve the reclassification of two Human Services Case Worker III positions (70001088 and 70001120), pay grade 15, to Human Services Intake Screener, pay grade 13, for an annual savings of [\$42, 946], contingent and effective upon Job Evaluation Committee (JEC) review and approval; and direct the Human Resources Department to make the necessary staffing adjustments as evaluated by the JEC."*