



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: *January 14, 2025*

DATE: December 5, 2024

TO: Board of County Commissioners

FROM: Nohemi Cardiel, Judicial Assistant, Incline Justice Court
775-832-4100, ncardiel@washoecounty.gov

THROUGH: **Kate L. Thomas, Assistant County Manager**

SUBJECT: Recommendation to acknowledge and approve, effective January 27, 2025, for Incline Justice Court, two (2) reclassifications and two (2) Full-Time Equivalent (FTE) changes. Reclassify Judge's Administrative Assistant position (70000360), pay grade J150, to new classification Justice Court Administrator-Incline, pay grade J190 [\$39,324- offset with reduction in intermittent hourly budget and other position changes]; Court Clerk Lead position (70008744), pay grade J150, to Court Clerk, pay grade J140 [savings \$9,005]. Reduce the current 1.0 FTE Interpreter/Clerk position (70000136) to 0.80 FTE [savings \$21,197]; increase the current 0.65 FTE Deputy Clerk III position (70009155) to 0.80 FTE [\$17,947] and authorize Human Resources to make the necessary changes [net fiscal impact savings \$-0-]. (All Commission Districts.) **FOR POSSIBLE ACTION**

SUMMARY

The Incline Justice Court requests approval of these two (2) reclassifications and two (2) FTE changes.

Department Strategic Objective supported by this item: Valued, Engaged Employee Workforce.

PREVIOUS ACTION

On **May 23, 2023**, the Board of County Commissioners approved a classification and compensation study that changed the title associated with position number **70008744** from Court Clerk II to Court Clerk Lead, effective **August 14, 2023**, with no change to the FTE.

Effective **June 19, 2023**, position **70000360** changed from part-time (32 hours; .80 FTE) to full-time. No Board of County Commissioners date was found for this change.

On **October 12, 2021**, the Board of County Commissioners approved a reclassification of Court Clerk I to Court Clerk II, effective **October 18, 2021**, with no change to the FTE.

AGENDA ITEM # _____

On **May 21, 2019**, the Board of County Commissioners approved the reclassification of the part-time (32 hours;.80 FTE) Justice Support Specialist to Court Clerk I, effective **July 1, 2019**, with no change to the FTE.

On **July 1, 2017**, the Justice Support Specialist position **70008744** increased from part-time (28 hours; .70 FTE) to part-time (32 hours; .80 FTE).

On **July 1, 2017**, the Deputy Clerk I position **70009155** changed from part-time (30 hours; .75 FTE) to part-time (26 hours; .65 FTE).

On **July 14, 2015**, the Board of County Commissioners approved a change for Interpreter/Clerk position **70000136** from part-time (32 hours; .80 FTE) to full-time, effective **July 7, 2015**.

On **July 14, 2015**, the Board of County Commissioners approved a change for Deputy Clerk I position **70009155** from full-time to part-time (30 hours; .75 FTE), effective **July 7, 2015**.

On **February 24, 2015**, the Board of County Commissioners approved a change for position **70000360** from a full-time Supervising Clerk I to a part-time Judge's Administrative Assistant (32 hours; .80 FTE).

On **February 24, 2015**, the Board of County Commissioners approved a new full-time Deputy Clerk I position for **70009155**, effective **February 24, 2015**.

On **May 28, 2013**, the Board of County Commissioners approved a new part-time Justice Support Specialist (28 hours; .70 FTE) position **70008744**.

On **July 1, 2010**, the Interpreter/Clerk position **70000136** changed from part-time (36 hours; .90 FTE) to part-time (32 hours; .80 FTE).

On **May 13, 2008**, the Board of County Commissioners approved the reclassification of position **70000136** from Deputy Clerk II to Interpreter/Clerk, effective **July 1, 2008**, with no change to the FTE (part-time, 36 hours; .90 FTE).

BACKGROUND

Incline Justice Court is requesting the following reclassifications and changes in FTE (Full-Time Equivalent) positions:

1. **Reclassification of Judge's Administrative Assistant:** The Judge's Administrative Assistant has been performing duties and responsibilities consistent with those of the Court Administrator. To reflect this increased responsibility, the position will be reclassified accordingly. Additionally, the Justice Court Administrator will assume duties of the Court Clerk Lead.
2. **Adjustment to Deputy Clerk Position:** The Deputy Clerk III position is being adjusted to 32 hours per week, in alignment with the court's operating hours. This change ensures that the staffing schedule better matches the court's operational needs.

These changes are designed to improve operational efficiency and better align staff responsibilities with the court's requirements.

FISCAL IMPACT

If approved, these reclassifications and FTE changes will result in a net zero impact beginning Fiscal Year 2025 as outlined below. Ongoing impacts will be slightly different due to incumbents starting at/working through the new salary ranges.

Reclassification of Existing Positions						
Department	Position #	Current Job Class	Recommended Job Class		Estimated Annual Impact	Effective Date
Incline Justice Court	70000360	Judge's Administrative Assistant (J150)	Justice Court Administrator - Incline (J190)		\$ 39,324	
Incline Justice Court	70008744	Court Clerk Lead	Court Clerk (J140)		\$ (9,005)	
Change to Existing Positions Full-Time Equivalent (FTE)						
Department	Position #	Current Job Class	Current FTE	Recommended FTE	Estimated Annual Impact	Effective Date
Incline Justice Court	70000136	Interpreter/Clerk	1.00 FTE	0.80 FTE	\$ (21,197)	
Incline Justice Court	70009155	Deputy Clerk I	0.65 FTE	0.80 FTE	\$ 17,947	
Other Adjustments						
Pooled Position Budget - offset	N/A	Intermittent Justice Support Specialist			\$ (27,069)	
Net Impact					\$ -	

RECOMMENDATION

Recommendation to acknowledge and approve, effective January 27, 2025, for Incline Justice Court, two (2) reclassifications and two (2) Full-Time Equivalent (FTE) changes. Reclassify Judge's Administrative Assistant position (70000360), pay grade J150, to new classification Justice Court Administrator-Incline, pay grade J190 [\$39,324-offset with reduction in intermittent hourly budget and other position changes]; Court Clerk Lead position (70008744), pay grade J150, to Court Clerk, pay grade J140 [savings \$9,005]. Reduce the current 1.0 FTE Interpreter/Clerk position (70000136) to 0.80 FTE [savings \$21,197]; increase the current 0.65 FTE Deputy Clerk III position (70009155) to 0.80 FTE [\$17,947], and if approved, authorize Human Resources to make the necessary changes.

POSSIBLE MOTION

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

Move to approve, effective January 27, 2025, for Incline Justice Court, two (2) reclassifications, and two (2) Full-Time Equivalent (FTE) changes. Reclassify Judge's Administrative Assistant position (70000360), pay grade J150, to new classification Justice Court Administrator-Incline, pay grade J190 [\$39,324-offset with reduction in intermittent hourly budget and other position changes]; Court Clerk Lead position (70008744), pay grade J150, to Court Clerk, pay grade J140 [savings \$9,005]. Reduce the current 1.0 FTE for the Interpreter/Clerk Position (70000136), to 0.80 FTE [savings \$21,197]; Increase the current 0.65 FTE Deputy Clerk III position (70009155), to 0.80 FTE [\$17,947], and if approved, authorize Human Resources to make the necessary changes.