



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: May 17, 2016

CM/ACM
Finance
DA
Risk Mgt.
HR
Other

DATE: May 1, 2016

TO: Board of County Commissioners

FROM: Chief Judge Patrick Flanagan and Jackie Bryant, District Court Administrator/Clerk of Court, Second Judicial District Court (775)328-3119, jackie.bryant@washoecourts.us

SUBJECT: Recommendation to approve the reclassification of one Administrative Secretary II Position, paygrade K408, to an Administrative Assistant Position, paygrade K406, effective July 1, 2016 (fiscal impact \$5,356), Increase District Court Administrator salary range, paygrade KM464, (net fiscal impact of \$0), and Reclassification of Law Library Assistant II and III positions to Law Library Assistant II/III positions, paygrades K437 and K417, respectively, (fiscal impact \$0), as recommended in the FY17 Budget and direct Budget and Human Resources to make the necessary adjustments. Total fiscal impact \$5,356.00. [All Commission Districts].

SUMMARY

Recommendation to approve the reclassification of one Administrative Secretary II Position, paygrade K408, to an Administrative Assistant Position, paygrade K406, effective July 1, 2016 (fiscal impact \$5,356) increase the District Court Administrator salary range, paygrade KM464, (fiscal impact \$0), and Reclassification of Law Library Assistant II and III positions to Law Library Assistant II/III positions, paygrades K437 and K417, respectively, (fiscal impact \$0), as recommended in the FY16 Budget and direct Budget and Human Resources to make the necessary adjustments. Total fiscal impact \$5,356.00.

PREVIOUS ACTION

N/A

AGENDA ITEM # 9

BACKGROUND

The Court has one Administrative Secretary II (position number 70000529) to serve the entire six-member Administration Leadership Team at the Court. This position is more appropriately classified as an Administrative Assistant due to the high level of responsibility, professionalism and scope of work required. Reclassifying the Administrative Secretary II position to an Administrative Assistant more correctly reflects the work performed and required and more justly compensates the incumbent for performing the required duties. The initial budget impact to the County for this reclassification is \$5,356.

In order to be commensurate with other local courts and to reflect the work required, the Second Judicial District Court Bench voted unanimously to increase the salary range of the District Court Administrator/Clerk of Court to \$154,000. With the associated increase in the PERS contribution and Medicare, the total annual cost of this increase is \$23,688. The Court has absorbed the cost of this increase by reducing its FY17 Services and Supplies budget by the same amount. The net budget impact to the County is thus \$0.

The Law Library Assistant II and III positions should be reclassified to Law Library Assistant II/III positions. This will allow flexibility in managing the positions to ensure personnel is not working out of class. There is no immediate budget impact to the County due to current incumbents' salary.

FISCAL IMPACT

The overall fiscal impact is approximately \$5,356 for FY17. Budget has included funding for these reclassifications in the FY17 budget.

RECOMMENDATION

Recommendation to approve the reclassification of one Administrative Secretary II Position, paygrade K408, to an Administrative Assistant Position, paygrade K406, effective July 1, 2016 (fiscal impact \$5,356), increase the District Court Administrator salary range, paygrade KM464, (fiscal impact \$0), and Reclassification of Law Library Assistant II and III positions to Law Library Assistant II/III positions, paygrades K437 and K417, respectively, (fiscal impact \$0), as recommended in the FY16 Budget and direct Budget and Human Resources to make the necessary adjustments. Total fiscal impact \$5,356.00

POSSIBLE MOTION

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

Move to approve the reclassification of one Administrative Secretary II Position, paygrade K408, to an Administrative Assistant Position, paygrade K406, effective July 1, 2016 (fiscal impact \$5,356), increase the District Court Administrator salary range, paygrade KM464, (fiscal impact \$0), and Reclassification of Law Library Assistant II and III positions to Law Library Assistant II/III positions, paygrades K437 and K417, respectively, (fiscal impact \$0), as recommended in the FY16 Budget and direct Budget and Human Resources to make the necessary adjustments. Total fiscal impact \$5,356.