



WASHOE COUNTY

Integrity Communication Service
www.washoecounty.us

CM/ACM CV
Finance JCH
DA MK
Risk Mgt _____
HR _____
Other _____

STAFF REPORT BOARD MEETING DATE: *January 10, 2017*

DATE: Tuesday, December 27, 2016
TO: Board of County Commissioners
FROM: John Listinsky, Director, Human Resources/Labor Relations
775.328.2089, jlistinsky@washoecounty.us
THROUGH: Christine Vuletich, Assistant County Manager
SUBJECT: Approve reclassification requests for a vacant Administrative Secretary Supervisor, pay grade K, to Office Support Specialist, pay grade H (Sheriff's Office), a vacant Appraisal Assistant, pay grade G, to Appraisal Support Specialist, pay grade H (Assessor's Office), a vacant Administrative Legal Secretary, pay grade L, to Administrative Assistant II, pay grade L (Juvenile Services); and four new intermittent hourly positions (Communications Specialist, Property Inventory Clerk, Jail Cook and Criminalist Trainee) at the Sheriff's Office, as reported to the Job Evaluation Committee. Net annual savings for FY 16/17 is estimated at \$10,339. (All Commission Districts.)

SUMMARY

Staff is requesting approval of reclassification requests for various positions reviewed by the Job Evaluation Committee (JEC) to support department realignment of resources and to improve efficiency and effectiveness.

Washoe County Strategic Objective supported by this item: Valued, Engaged Employee Workforce

PREVIOUS ACTION

On December 13, 2016, the Board approved reclassification requests for the Manager's Office, Treasurer's Office, Assessor's Office and Juvenile Services.

On October 25, 2016, the Board approved reclassification requests for the Assessor's Office and the Public Defender.

On May 17, 2016 the Board approved both new and reclassification requests submitted and evaluated by the JEC during the FY 16/17 annual budget process.

BACKGROUND

Washoe County Code 5.098 (4) provides that all recommendations made by the Job Evaluation Committee for the creation of a new classification, reclassification, abolishment of an existing classification, consolidation of classifications, alternation of existing classifications, or where there is a fiscal impact, must be forwarded to the Board of County Commissioners for final action.

Periodically, the Board approves new and reclassification requests outside of the regular budget cycle to support department reorganizations and realignment of resources to improve efficiency and effectiveness. The Job Evaluation Committee (JEC) meets as needed to evaluate these requests, and all requests are vetted by Human Resources and the Budget Office. Appeals and management level requests are sent to our classification vendor, Hay Group, for review and evaluation.

Reclassification of Existing Positions

Department	Current Job Class	Recommended Job Classes	Annual Cost
Sheriff's Office	Administrative Secretary Supervisor Pay Grade WKK (\$24.40 to \$31.75)	Office Support Specialist Pay Grade WHH (\$20.40 to \$26.52)	(\$14,082)
Assessor's Office	Appraisal Assistant Pay Grade WGG (\$19.35 to \$25.13)	Appraisal Support Specialist Pay Grade WHH (\$20.40 to \$26.52)	\$3,743
Juvenile Services	Administrative Legal Secretary Pay Grade PLL (\$26.11 to \$33.92)	Administrative Assistant II Pay Grade PLL (\$26.11 to \$33.92)	\$0

New Intermittent Hourly Positions

Department	Job Class Title
Sheriff's Office	Communications Specialist, Pay Grade WJJ (\$22.93 to \$29.79)
	Property Inventory Clerk, Pay Grade WGG (\$19.35 to \$25.13)
	Jail Cook, Pay Grade WHH (\$20.40 to \$26.52)
	Criminalist Trainee, Pay Grade WKK (\$24.40 to \$31.75)

Sheriff's Office

The reclassification of the Administrative Secretary Supervisor to Office Support Specialist creates a more efficient reporting structure by eliminating a one over one supervisory situation. Additionally, these two jobs already did many of the same duties; now they will be doing identical work using the same job titles.

The four intermittent positions being created in the Sheriff's Office will be used to cover shifts only when there are vacancies in the equivalent full-time positions.

Assessor's Office

The Assessor's Office has been working toward a department wide reorganization which consists of reclassifying all three of their Appraisal Assistants to Appraisal Support Specialists as attrition occurs to create better succession paths. This is the second of the three we have brought to the Board (the first was approved at the 10/25/2016 BCC meeting), and we will be bringing the third and final reclassification forward when that last vacancy occurs.

Juvenile Services

Juvenile Services already has a Legal Secretary Supervisor which supervises their full and part time Legal Secretaries. The Administrative Legal Secretary position is now vacant for the first time in sixteen years, giving the department the opportunity to reclassify this position to the more appropriate title of Administrative Assistant II which is a better fit for the duties and responsibilities assigned to this position.

FISCAL IMPACT

The estimated savings of the reclassification for the Sheriff's Office is \$14,082, and the reclassification request in Juvenile Services will result in a net zero fiscal impact. The estimated cost to the Assessor's Office is \$3,743 which will be absorbed within their existing FY 16/17 budget.

The four intermittent positions being created in the Sheriff's Office will be used to cover shifts only when there are vacancies in the equivalent full-time positions. As such, the cost of the intermittent positions will be offset by salary savings resulting from vacancies, and no additional budget resources are needed.

RECOMMENDATION

Recommendation to approve reclassification requests for a vacant Administrative Secretary Supervisor, pay grade K, to Office Support Specialist, pay grade H (Sheriff's Office), a vacant Appraisal Assistant, pay grade G, to Appraisal Support Specialist, pay grade H (Assessor's Office), a vacant Administrative Legal Secretary, pay grade L, to Administrative Assistant II, pay grade L (Juvenile Services); and four new intermittent hourly positions (Communications Specialist, Property Inventory Clerk, Jail Cook and Criminalist Trainee) at the Sheriff's Office, as reported to the Job Evaluation Committee. Net annual savings for FY 16/17 is estimated at \$10,339.

POSSIBLE MOTION

Move to approve reclassification requests for a vacant Administrative Secretary Supervisor, pay grade K, to Office Support Specialist, pay grade H (Sheriff's Office), a vacant Appraisal Assistant, pay grade G, to Appraisal Support Specialist, pay grade H (Assessor's Office), a vacant Administrative Legal Secretary, pay grade L, to Administrative Assistant II, pay grade L (Juvenile Services); and four new intermittent hourly positions (Communications Specialist, Property Inventory Clerk, Jail Cook and Criminalist Trainee) at the Sheriff's Office, as reported to the Job Evaluation Committee. Net annual savings for FY 16/17 is estimated at \$10,339.