



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: April 28, 2015

DATE: April 1, 2015
TO: Board of County Commissioners
FROM: John Listinsky, Director of HR/Labor Relations
328-2089, jlistinsky@washoecounty.us
THROUGH: Joey Orduna Hastings, Assistant County Manager
328-2000, jhastings@washoecounty.us
SUBJECT: Recommendation to approve the reclassification request of a Recording Supervisor, pay grade K, to a Deputy County Recorder, pay grade G (County Recorder) as evaluated by the Job Evaluation Committee. Net annual cost savings is estimated at \$16,695. (All Commission Districts)

SUMMARY

Recommendation to approve the reclassification request of a Recording Supervisor, pay grade K, to a Deputy County Recorder, pay grade G (County Recorder) as evaluated by the Job Evaluation Committee. Net annual cost savings is estimated at \$16,695.

Washoe County Strategic Objective supported by this item: Valued, engaged employee workforce.

PREVIOUS ACTION

Periodically, the Board approves reclassifications as necessary during the fiscal year to support department reorganizations and realignment of resources to improve efficiency and effectiveness.

The Job Evaluation Committee (JEC) meets at least once a month to evaluate new positions and reclassification requests from departments within the County. Appeals and management level requests are sent to the HAY Group for review and evaluation.

On March 24, 2015, the Board approved reclassifications of an Engineering Services Technician to an Environmental Engineer II (Community Services) and a Licensed Practical Nurse to a Public Health Nurse II (Senior Services).

On February 24, 2015, the Board approved a reclassification of a vacant Office Support Specialist to a Benefits Specialist (Human Resources).

On January 13, 2015, the Board approved reclassifications of an Office Support Specialist to an Account Clerk (CSD), a Department Computer Application Specialist to a Department Systems Specialist (Sheriff's Office), Program Assistant to a Community Outreach Coordinator and an Administrative Assistant II to an Assistant to the County

AGENDA ITEM # 5F

Manager (both in the County Manager's Office); and approved the removal the job classifications of Department Computer Application Specialist and Department Computer Specialist from the Washoe County Classification Plan.

On June 17, 2014 the Board approved reclassification requests submitted and evaluated during the annual budget process.

BACKGROUND

Job evaluation and position classification are core processes at the heart of the County's classification and compensation plans. These processes ensure that employees are paid consistently with respect to the responsibilities they are assigned and the work they perform. The classification and compensation plans and associated salary structures form the infrastructure that compensates employees in a manner that is both internally equitable and externally competitive in furtherance of the concept of equal pay for equal work. The Department of Human Resources is responsible for working with county departments to ensure that job documentation reflects current job content.

Nevada Revised Statutes require provisions for the classification of all county positions, not exempt from the merit personnel system, based on the duties, authority and responsibility of each position with adequate provision for reclassification of any position whatsoever whenever warranted by changed circumstances. Washoe County Code and Board approved guiding principles (approved February 2002 and March 2003) define the job reclassification process to include the process for requesting classification and reclassification reviews. Also, employee association agreements contain provisions for classification and reclassification (e.g.: WCEA Articles 28, 35 & 47).

Department heads and managers are responsible for managing the classification and compensation plan adopted by the Board, to include first striving to ensure that assigned duties and responsibilities are commensurate with the job classification to which positions, and thus employees, are assigned. Department heads are also required to review and assess job duties proposed for reassignment prior to reassignment of those duties.

Reclassification of Existing Positions:

Department	Current Job Class	Recommended Job Class	Annual Cost
County Recorder	Recording Supervisor, pay grade K (\$23.26 - \$30.27)	Deputy County Recorder, pay grade G (\$18.45 - \$23.96)	(\$16,695)

County Recorder

In an effort to improve the supervisory span of control and to increase line staff productivity, the County Recorder has requested the downgrade of a vacant Recording Supervisor to a Deputy County Recorder.

FISCAL IMPACT

The estimated annual cost savings of this reclassification is \$16,995.

RECOMMENDATION

Recommendation to approve the reclassification request of a Recording Supervisor, pay grade K, to a Deputy County Recorder, pay grade G (County Recorder) as evaluated by the Job Evaluation Committee. Net annual cost savings is estimated at \$16,695.

POSSIBLE MOTION

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

Move to approve the recommendation to approve the reclassification request of a Recording Supervisor, pay grade K, to a Deputy County Recorder, pay grade G (County Recorder) as evaluated by the Job Evaluation Committee. Net annual cost savings is estimated at \$16,695.

