



# WASHOE COUNTY

"Dedicated To Excellence in Public Service"

www.washoecounty.us

CM/ACM

Budget

DA

Comptroller

HR

Other

MM

n/a

n/a

n/a

n/a

## STAFF REPORT

BOARD MEETING DATE: June 9, 2015

**DATE:** May 19, 2015

**TO:** Board of County Commissioners

**FROM:** Mary Solorzano, Acting Comptroller  
328-2659, MSolorzano@washoecounty.us

**THROUGH:** Joey Orduna Hastings, Assistant County Manager  
328-2000, jhastings@washoecounty.us

**SUBJECT:** Recommendation that the Board of County Commissioners approve the creation of an intermittent hourly Public Service Intern position for the Comptroller's Department at a maximum annual cost of \$14,027. (All Commission Districts)

### SUMMARY

It is recommended that the Board of County Commissioners approve the creation of an intermittent hourly Public Service Intern position within the Comptroller's Department. The maximum cost of this position is \$14,027 per fiscal year.

**Strategic Objective supported by this item:** Be responsive and proactive to pending economic impacts.

### PREVIOUS ACTION

No previous action

### BACKGROUND

The Comptroller's Department has recently started participating in the Public Service Internship program, utilizing a temporary six-month position to hire students currently enrolled in an accredited college or university. The internship program is proving to be successful for the department and the students.

The creation of this intermittent hourly position would allow the current intern to continue beyond this six-month period until graduation from their respective accredited college or university and would continue the position within the Comptroller's Department for future interns to fill.

Within the County, there are numerous accounting projects and operational processes which would benefit from the assistance that an intern provides. Additionally, this would benefit the intern by providing valuable work experience. The current intern is assigned to the General Ledger Accounting Team, and the Comptroller's Department is hoping to continue the development of a successful internship program. Future interns will be staffed in the appropriate area within the Comptroller's Department to unify the needs of the Department with the skill set of the intern optimizing the goals and objectives of both.

Within the Comptroller's Department, the General Ledger Accounting Staff will work closely with the intern in all relatable aspects of the Comptroller's Department. The current need is within the General Ledger Accounting function, an area where staff shortages are prevalent at this time. Example responsibilities for the intern include, but are not limited to the following:

- Assistance with daily, weekly and monthly operational tasks
- Assistance with the Comprehensive Annual Financial Report (CAFR) tasks related to ability and experience
- Assistance with website updates and maintenance

The Comptroller's Department has sufficient budget authority in its Pooled Positions account (GL #701130) to pay for this new position in FY15 and FY16. Based on the top wage rate of \$13.50 per hour and the maximum allowed hours for an intermittent position of 1,039 hours per fiscal year, the maximum cost for this position would not exceed \$14,027 annually. In both the current fiscal year budget and next year, there is \$25,000 budgeted in the Comptroller's budget for Pooled Positions.

**FISCAL IMPACT**

There is sufficient budget authority in the FY15 and FY16 budgets to cover the cost of this position (GL #701130).

**RECOMMENDATION**

It is recommended that the Board of County Commissioners approves the creation of an intermittent hourly Public Service Intern position for the Comptroller's Department, at a maximum annual cost of \$14,027.

**POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be to move to approve the creation of an intermittent hourly Public Service Intern position at a maximum annual cost of \$14,027.