



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: October 27, 2015

DATE: October 7, 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 requests for reclassification of a vacant Personal Property Field Representative, pay grade I, to Collections Analyst, pay grade I (Treasurer); an Administrative Secretary, pay grade J, to Legal Secretary, pay grade I (Juvenile Services); a Hydrogeologist II, pay grade N, to a Hydrogeologist, pay grade N (Community Services); a vacant Office Assistant II, pay grade E, to a Department Systems Technician, pay grade J (Social Services); a vacant Administrative Assistant II, pay grade L, to Administrative Assistant I, pay grade K, and a Human Resource Analyst II, pay grade N, to a Senior Human Resource Analyst, pay grade P, as evaluated by the Job Evaluation Committee; reclassification of a Human Resources Specialist II, pay grade J, to a new classification of Training and Development Specialist, pay grade K, and a Senior Human Resource Analyst, pay grade P, to an Employee and Labor Relations Manager, pay grade U (Human Resources) as evaluated by the HAY Group; and elimination of unused or obsolete job classifications as listed in Exhibit 1. Net Annual cost is estimated at \$72,888. (All Commission Districts)

SUMMARY

Recommendation to approve requests for reclassification of a vacant Personal Property Field Representative, pay grade I, to Collections Analyst, pay grade I (Treasurer); an Administrative Secretary, pay grade J, to Legal Secretary, pay grade I (Juvenile Services); a Hydrogeologist II, pay grade N, to a Hydrogeologist, pay grade N (Community Services); a vacant Office Assistant II, pay grade E, to a Department Systems Technician, pay grade J (Social Services); a vacant Administrative Assistant II, pay grade L, to Administrative Assistant I, pay grade K, and a Human Resource Analyst II, pay grade N, to a Senior Human Resource Analyst, pay grade P, as evaluated by the Job Evaluation Committee; reclassification of a Human Resources Specialist II, pay grade J, to a new classification of Training and Development Specialist, pay grade K, and a Senior Human Resource Analyst, pay grade P, to an Employee and Labor Relations Manager, pay grade U (Human Resources) as evaluated by the HAY Group; and elimination of unused or obsolete job classifications as listed in Exhibit 1. Net Annual cost is estimated at \$72,888.

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

AGENDA ITEM # 512

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 September 22, 2015, the Board approved reclassifications of Lead Animal Control Officers to Animal Services Field Supervisors, Animal Services Kennel Assistants to Animal Services Kennel Supervisors, an Animal Services Supervisor to Program Coordinator and an Office Support Specialist to Office Assistant II in Regional Animal Services; a Fiscal Compliance Officer to a new classification of Fiscal Cost Allocation Officer in Social Services; a Technology Systems Administrator Specialist to Technology Systems Administrator II in Technology Services; an E-Government Information Officer to a Media and Communications Specialist in the Manager’s Office, and approved the elimination of several obsolete job classifications.

On July 14, 2015, the Board approved the reclassification of a Principal Fiscal Analyst to Budget Manager.

On June 23, 2015, the Board approved reclassifications of a Building System Controls Specialist to a Building Operations Project Manager and a Senior Public Services Librarian to a new Assistant Library Director classification.

On April 28, 2015 the Board approved both new and reclassification requests submitted and evaluated by the JEC during the FY 15/16 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.

Reclassification of Existing Positions:

Department	Current Job Class	Recommended Job Classes	Annual Cost
Treasurer’s Office	Personal Property Field Rep, pay grade I (\$20.97 - \$27.24)	Collections Analyst, pay grade I (\$20.97 - \$27.24)	\$0
Juvenile Services	Administrative Secretary, pay grade J (\$22.26 - \$28.92)	Legal Secretary, pay grade I (\$20.97 - \$27.24)	(4,523)
Community Services	Hydrogeologist II, pay grade N (\$28.09 - \$36.52)	Hydrogeologist, pay grade N (\$28.09 - \$36.52)	\$0
Social Services	Office Assistant II, pay grade E (\$16.87 - \$21.94)	Department Systems Technician, pay grade J (\$22.26 - \$28.92)	\$18,794

Reclassification of Existing Positions (cont):

Department	Current Job Class	Recommended Job Classes	Annual Cost
Human Resources	Administrative Assistant II, pay grade L (\$25.35 - \$32.93)	Administrative Assistant I, pay grade K (\$23.69 - \$30.83)	(\$5,654)
	Human Resource Analyst II, pay grade N (\$28.09 - \$36.52)	Sr Human Resource Analyst, pay grade P (\$31.58 - \$41.04)	\$12,170
	Human Resources Specialist II, pay grade J (\$22.26 - \$28.92)	Training and Development Specialist, pay grade K (\$23.69 - \$30.83)	\$5,143
	Senior Human Resource Analyst, pay grade P (\$31.58 - \$41.04)	Employee and Labor Relations Manager, pay grade U (\$44.99 - \$58.48)	\$46,958

Treasurer's Office

This reclassification is an equity issue and will merely allow for the two positions that currently perform identical work to be classified in like manner.

Juvenile Services

The department recently closed their Sparks satellite office and transferred that staff and workload to the Jan Evans Juvenile Justice Center. With this transition, it has become apparent the department has a need for an additional legal secretary on their clerical team which will result in increased productivity and service levels.

Community Services

In reviewing the job class specifications for Hydrogeologist I and II, the department has determined that consolidating the functions of the two job classifications provides for a more efficient work process resulting in better service delivery.

Social Services

During the economic downturn, the department abolished a vacant Department Computer Application Specialist position and those duties were shifted to various other positions. However, with departmental growth and the complexity of added remote devices, in addition to the uniqueness of the UNITY child welfare database responsibilities, the department has a critical need for the restoration of the Department Systems Technician position to support and assist with these technical duties.

Human Resources

There has been considerable movement within the executive management staff in the department, prompting the Director to consider a complete reorganization of the department. These reclassifications will allow for improved efficiencies and a refocus on our primary goal of excellence in customer service delivery such as improvements in our training program, faster recruitments and greater flexibilities in meeting the needs of other departments.

FISCAL IMPACT

The overall FY 15/16 fiscal impact for these reclassifications is estimated at \$72,888:

- (\$4,523) in Juvenile Services
- \$18,794 in Social Services
- \$58,617 in Human Resources
- \$0 impact to the Treasurer's Office and Community Services

The additional costs in Human Resources will be offset by the upcoming retirement and subsequent elimination of the Human Resources Administration Manager job classification. All of these costs and savings will be absorbed by the respective departments within their FY 15/16 budgets. There is no fiscal impact for the elimination of the unused job classifications.

RECOMMENDATION

Recommendation to approve requests for reclassification of a vacant Personal Property Field Representative, pay grade I, to Collections Analyst, pay grade I (Treasurer); an Administrative Secretary, pay grade J, to Legal Secretary, pay grade I (Juvenile Services); a Hydrogeologist II, pay grade N, to a Hydrogeologist, pay grade N (Community Services); a vacant Office Assistant II, pay grade E, to a Department Systems Technician, pay grade J (Social Services); a vacant Administrative Assistant II, pay grade L, to Administrative Assistant I, pay grade K, and a Human Resource Analyst II, pay grade N, to a Senior Human Resource Analyst, pay grade P, as evaluated by the Job Evaluation Committee; reclassification of a Human Resources Specialist II, pay grade J, to a new classification of Training and Development Specialist, pay grade K, and a Senior Human Resource Analyst, pay grade P, to an Employee and Labor Relations Manager, pay grade U (Human Resources) as evaluated by the HAY Group; and elimination of unused or obsolete job classifications as listed in Exhibit 1. Net Annual cost is estimated at \$72,888.

POSSIBLE MOTION

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

Move to approve requests for reclassification of a vacant Personal Property Field Representative, pay grade I, to Collections Analyst, pay grade I (Treasurer); an Administrative Secretary, pay grade J, to Legal Secretary, pay grade I (Juvenile Services); a Hydrogeologist II, pay grade N, to a Hydrogeologist, pay grade N (Community Services); a vacant Office Assistant II, pay grade E, to a Department Systems Technician, pay grade J (Social Services); a vacant Administrative Assistant II, pay grade L, to Administrative Assistant I, pay grade K, and a Human Resource Analyst II, pay grade N, to a Senior Human Resource Analyst, pay grade P, as evaluated by the Job Evaluation Committee; reclassification of a Human Resources Specialist II, pay grade J, to a new classification of Training and Development Specialist, pay grade K, and a Senior Human Resource Analyst, pay grade P, to an Employee and Labor Relations Manager, pay grade U (Human Resources) as evaluated by the HAY Group; and elimination of unused or obsolete job classifications as listed in Exhibit 1. Net Annual cost is estimated at \$72,888.

EXHIBIT 1
JOBS TO BE DELIMITED (10/27/2015 BCC Staff Report Attachment)

JOB CLASS #	JOB TITLE	BU	GRADE
60000341	PERSONAL PROPERTY FIELD REPRESENTATIVE	W	II
60003051	HYDROGEOLOGIST I	W	LL