



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: February 23, 2016

DATE: February 5, 2016
TO: Board of County Commissioners
FROM: John Listinsky, Director of HR/Labor Relations
 328-2089, jlistinsky@washoecounty.us *JL*
THROUGH: Joey Orduna Hastings, Assistant County Manager
 328-2000, jhastings@washoecounty.us
SUBJECT: Recommendation to approve a request for reclassification of a Chief Records Clerk, pay grade I, to an Administrative Supervisor - Criminal, pay grade K (Sheriff's Office) as evaluated by the Job Evaluation Committee. Net annual cost is estimated at \$9,666. (All Commission Districts)

SUMMARY

Recommendation to approve a request for reclassification of a Chief Records Clerk, pay grade I, to an Administrative Supervisor - Criminal, pay grade K (Sheriff's Office) as evaluated by the Job Evaluation Committee. Net annual cost is estimated at \$9,666.

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 January 16, 2016, the Board approved the reclassification of a Senior Youth Advisor to a Shift Supervisor (Juvenile Services).

On December 8, 2015, the Board approved the reclassification request of a vacant Property Program and Fiscal Control Manager to an Administrative Secretary (Community Services).

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.

AGENDA ITEM # 8.G.

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, alteration 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 Class	Annual Cost
Sheriff's Office	Chief Records Clerk, pay grade I (\$20.97 - \$27.24)	Administrative Supervisor - Criminal, pay grade K (\$23.69 - \$30.83)	\$9,666

Sheriff's Office

With the retirement of the Sheriff's Office Records Manager, this position has now been permanently assigned all of the responsibilities of the Terminal Agency Coordinator (TAC). Having this dedicated single point-of-contact will allow for a more effective and efficient management of the federally mandated program, which is to confirm the validity of warrants with the confirming agency within a very specific time frame (urgent: within 10 minutes; routine: within one hour).

FISCAL IMPACT

The overall annual fiscal impact for this reclassification is approximately \$9,666. The Sheriff's Office will absorb the additional costs within their existing FY 15/16 budget.

RECOMMENDATION

Recommendation to approve a request for reclassification of a Chief Records Clerk, pay grade I, to an Administrative Supervisor - Criminal, pay grade K (Sheriff's Office) as evaluated by the Job Evaluation Committee. Net annual cost is estimated at \$9,666.

POSSIBLE MOTION

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

Move to approve the request for reclassification of a Chief Records Clerk, pay grade I, to an Administrative Supervisor - Criminal, pay grade K (Sheriff's Office) as evaluated by the Job Evaluation Committee. Net annual cost is estimated at \$9,666.