



WASHOE COUNTY

"Dedicated To Excellence in Public Service"

www.washoecounty.us

CM/ACM _____
Finance _____
DA _____
Risk Mgt _____
HR _____
Other _____

STAFF REPORT

BOARD MEETING DATE: *December 13, 2016*

DATE: Wednesday, December 07, 2016

TO: Board of County Commissioners

FROM: Dexter C Thomas, Court Administrator, Reno Justice Court
(775) 325-6543, Dthomas@washoecounty.us

THROUGH: Peter Sferrazza, Administrative Judge and Reno Justice Court

SUBJECT: Recommendation to acknowledge Reno Justice Court's reorganization plan, which includes the reclassification of three (3) positions and the creation of one (1) intermittent hourly position. Estimated financial impact for FY 16/17 is \$17,932. (All Commission Districts.)

SUMMARY

This agenda item is being submitted to gain support from the Board of County Commissioners for the reclassification of three (3) positions and the creation of one (1) intermittent hourly position at the Reno Justice Court. The reorganization will improve utilization of court resources and increase court security, with a minimal impact to the general fund budget plan.

Washoe County Strategic Objective supported by this item:

- Safe, secure and healthy communities
- Valued, engaged employee workforce

Strategic Objective supported by this item: Improve the administration of justice for court users.

Strategic Outcome supported by this item: Provide case resolution in an efficient and effective manner while providing safe and secure access to justice for court users.

PREVIOUS ACTION

Not Applicable

BACKGROUND

Reno Justice Court is one of the busiest limited jurisdiction courts in the State. It is currently staffed by 48 highly trained professionals, with 1 vacant position. Reno Justice Court staff process nearly 35,000 cases per year.

Not only is Reno Justice Court very efficient with processing its own daily workload, but it also lends significant support to the other limited jurisdiction courts throughout the County. On average the staff at Reno Justice Court spends more than sixty (60) hours per month providing case management instructions, financial balancing support and technology maintenance and advancements to the other Washoe County

AGENDA ITEM # 7.C.

limited jurisdiction courts. Additionally, the Court is in the planning phase of adding Wadsworth Justice Court onto the same case management system and providing ongoing support services.

The department is reorganizing the current structure of the Bailiff positions to meet the growing needs of the Court and take proactive measures to ensure public and employee safety are being met. The Court has not recruited for a Bailiff position in over a year, however, as a result of a sixth judge scheduled to take the bench January 3, 2017, this recruitment is critical; thus heightening the demands placed on court security while increasing the demand for a courtroom clerk. The reorganization of part-time Bailiff positions to Intermittent positions will allow the Court to recruit for another full-time Bailiff to meet the aforementioned security demands.

The Court proposes the following personnel actions:

- a) Reclassification of the Accounting Supervisor position (#70000376), pay grade J178, (\$57,636.80 - \$77,792.00) to a Justice Court Division Supervisor, at the same J178 pay grade. Annual fiscal impact to the General Fund budget plan (expenditure): \$0
- b) Reclassification of one Judge's Secretary position (#70008486), pay grade J155 (\$45,884.80 - \$61,963.20) to a new Administrative Assistant position, pay grade J170, (\$52,228.80 - \$70,553.60). Annual fiscal impact to the General Fund budget plan (expenditure): \$11,120.
- c) Reclassification of a Deputy Clerk I position (#70000327), pay grade J100 (\$34,798.40 - \$47,008.00), to Deputy Clerk II, pay grade J110 (\$38,708.80 - \$52,270.70). Annual fiscal impact to the General Fund budget plan (expenditure): \$6,812.
- d) Create one (1) intermittent Bailiff position. Annual fiscal impact (expenditure): \$75,000. Intermittent positions will be funded by Reno Justice Court restricted collection funds pursuant to NRS 176.064. Annual fiscal impact to the General Fund budget plan (expenditure): \$0

FISCAL IMPACT

The estimated FY 16/17 fiscal impact to the general fund for the position reclassifications is \$17,932. The cost of the intermittent hourly Bailiff position will be funded by Reno Justice Court collection funds pursuant to NRS 176.064.

RECOMMENDATION

It is recommended that the Board of County Commissioners acknowledge Reno Justice Court's reorganization plan, which includes the reclassification of three (3) positions and the creation of one (1) intermittent hourly position. Estimated financial impact for FY 16/17 is \$17,932.

POSSIBLE MOTION

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

Move to acknowledge Reno Justice Court's reorganization plan, which includes the reclassification of three (3) positions and the creation of one (1) intermittent hourly position. Estimated financial impact for FY 16/17 is \$17,932.