



WASHOE COUNTY

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CM/ACM JOH
Finance AK
DA AWV
Risk Mgt. AE
HR JSK
Other _____

STAFF REPORT

BOARD MEETING DATE: January 13, 2015

DATE: December 24, 2014
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 Office Support Specialist, pay grade H, to an Account Clerk, pay grade G (Community Services); a Department Computer Application Specialist, pay grade J, to a Department Systems Specialist, pay grade KL (Sheriff's Office); a Program Assistant, pay grade K, to a Community Outreach Coordinator, pay grade N (County Manager), and an Administrative Assistant II, pay grade L, to an Assistant to the County Manager, pay grade N (County Manager) as evaluated by the Job Evaluation Committee; and remove the job classifications of Department Computer Application Specialist and Department Computer Specialist, pay grades J and KL respectively, from the Washoe County Classification Plan. Net annual cost of these actions is estimated at \$30,691. (All Commission Districts)

SUMMARY

Recommendation to approve requests for reclassification of a vacant Office Support Specialist, pay grade H, to an Account Clerk, pay grade G (Community Services); a Department Computer Application Specialist, pay grade J, to a Department Systems Specialist, pay grade KL (Sheriff's Office); a Program Assistant, pay grade K, to a Community Outreach Coordinator, pay grade N (County Manager), and an Administrative Assistant II, pay grade L, to an Assistant to the County Manager, pay grade N (County Manager) as evaluated by the Job Evaluation Committee; and remove the job classifications of Department Computer Application Specialist and Department Computer Specialist, pay grades J and KL respectively, from the Washoe County Classification Plan. Net annual cost of these actions is estimated at \$30,691.

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.

AGENDA ITEM # 8d

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 December 9, 2014, the Board approved reclassification requests of a Library Assistant II to a Library Assistant III (Library), an Engineering Inspector to a Water and Sewer Project Inspector Supervisor (Community Services), upgrades to the Forensic Investigator I and II class series from pay grade H and J to J and L respectively (Sheriff's Office); and a new intermittent hourly Account Clerk (Treasurer).

On October 28, 2014, the Board approved a reclassification request of an Office Support Specialist to an Administrative Assistant I (Manager's Office), a vacant Custodial Worker to an Administrative Secretary Supervisor and a Water Rights Manager to a Water Management Planner Coordinator (Community Services).

On September 23, 2014, the Board approved reclassification requests of a Librarian II to a Librarian III (Library), a vacant Principal Fiscal Analyst from pay grade R to pay grade S (County Manager), a vacant Sr. Technology Systems Developer to a Technology Systems Developer II (Technology Services) and a Registered Nurse I to a Guardian Case Manager (Public Guardian).

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
Community Services	Office Support Specialist, pay grade H (\$19.27 - \$25.03)	Account Clerk, pay grade G (\$18.27 - \$23.72)	(\$3,466)
Sheriff's Office	Department Computer Application Specialist, pay grade J (\$21.63 - 28.12)	Department Systems Specialist, pay grade KL (\$24.64 - \$32.01)	\$10,292
County Manager	Program Assistant, pay grade K (\$23.03 - \$29.97)	Community Outreach Coordinator, pay grade N (\$27.31 - \$35.50)	\$14,631
County Manager	Administrative Assistant II, pay grade L (\$24.64 - \$32.01)	Assistant to the County Manager, pay grade N (\$27.31 - \$35.50)	\$9,234

Community Service Department

The needs of the department have changed due to the water utility merger with Truckee Meadows Water Authority. The vacant position currently exists as an Office Support Specialist but the new duties to be assigned compare more favorably to the Account Clerk job classification.

Sheriff's Office

Human Resources and the Job Evaluation Committee have been studying the department computer/technology jobs in order to update job class concepts developed over twelve years ago. As a result of that study, certain department computer jobs (such as the Department Computer Application Specialist) are being transitioned in the new job class concepts. This position is the last of the jobs to be evaluated and updated.

County Manager

A reorganization of the County Manager's Office effective July 1, 2014 and the formation of the Constituent Services Program provides an opportunity to reorganize and re-prioritize the various programs under Management Services. Constituent Services is positioned to serve all five County Commissioners, Citizen Advisory Boards and all citizen involvement and constituent issues. The reclassification of the Program Assistant to a Community Outreach Coordinator provides additional resources to service those areas that are a strategic priority of the County Commission and the County Manager's Office.

Reclassification of the Administrative Assistant II to the Assistant to the County Manager will enable the County Manager to utilize this position in a manner that will result in higher service levels as they bring County departments together by leveraging resources and undertaking projects across departments. Also, with the increased need for collaboration with other regional entities, this position will facilitate that collaboration

through communication, relationship building and coordination of meetings, conferences and joint governmental meetings. This position will also perform a variety of complex, responsible and confidential executive level administrative duties.

FISCAL IMPACT

The estimated annual savings for the reclassification of the Account Clerk in Community Services is (\$3,466). The estimated annual cost of the Department Systems Specialist reclassification in the Sheriff's Office is \$10,292; and \$23,865 for the reclassifications of the Community Outreach Coordinator and the Assistant to the County Manager within the County Manager's Office. All of these savings and costs will be absorbed by the respective departments within their FY 14/15 budgets. The total impact of all these reclassifications is approximately \$30,691.

RECOMMENDATION

Recommendation to approve requests for reclassification of a vacant Office Support Specialist, pay grade H, to an Account Clerk, pay grade G (Community Services); a Department Computer Application Specialist, pay grade J, to a Department Systems Specialist, pay grade KL (Sheriff's Office); a Program Assistant, pay grade K, to a Community Outreach Coordinator, pay grade N (County Manager), and an Administrative Assistant II, pay grade L, to an Assistant to the County Manager, pay grade N (County Manager) as evaluated by the Job Evaluation Committee; and remove the job classifications of Department Computer Application Specialist and Department Computer Specialist, pay grades J and KL respectively, from the Washoe County Classification Plan. Net annual cost of these actions is estimated at \$30,691.

POSSIBLE MOTION

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

Move to approve requests for reclassification of a vacant Office Support Specialist, pay grade H, to an Account Clerk, pay grade G (Community Services); a Department Computer Application Specialist, pay grade J, to a Department Systems Specialist, pay grade KL (Sheriff's Office); a Program Assistant, pay grade K, to a Community Outreach Coordinator, pay grade N (County Manager), and an Administrative Assistant II, pay grade L, to an Assistant to the County Manager, pay grade N (County Manager) as evaluated by the Job Evaluation Committee; and remove the job classifications of Department Computer Application Specialist and Department Computer Specialist, pay grades J and KL respectively, from the Washoe County Classification Plan. Net annual cost of these actions is estimated at \$30,691.