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STAFF REPORT

BOARD MEETING DATE: July 14, 2015

DATE: June 17, 2015
TO: Board of County Commissioners
FROM: Judge E. Alan Tiras, Incline Justice Court, (775) 832-4100
SUBJECT: Request the Board of County Commissioners approve the reorganization of the Incline Justice Court to include the reclassification of a full-time Deputy Clerk I position (Job Class No. 60001205, Position No. 70009155), pay grade J100 to a 30 hour/week part-time position; the reclassification of a 32 hour/week Interpreter/Clerk (Job Class No. 60001216, Position No. 70000136) to a full-time position, pay grade 135 for a zero net annual cost; and direct the Departments of Human Resources to make all necessary adjustments effective July 14, 2015. (Commission District 1.)

SUMMARY

Earlier this year, Incline Justice Court reorganized its staff to account for the election of its former Chief Bailiff to the office of Constable. The Court is still in the process of determining the best overall organizational structure and has, at this time, determined that it is in its best interests to increase the hours of its Interpreter/Clerk from 32 hours to full-time. To accomplish these changes and responsibilities, certain personnel changes are necessary which are submitted herein for approval.

BACKGROUND

To accomplish these changes, the Court proposes the following position changes effective July 7, 2015:

- a) Reclassification of a full-time Deputy Clerk I position (No. 60001205 – Position No. 70009155) pay grade J100 to part-time position, funded to 30 hours.
- b) Reclassification of a 32 hour/week Interpreter/Clerk (Job Class No. 60001216, Position No. 70000136) to a full-time position, pay grade 135

The net annual cost of these reclassifications is zero.

FISCAL IMPACT:

This reorganization has no net cost impact to the General Fund.

AGENDA ITEM # 5C

RECOMMENDATION:

Request the Board of County Commissioners to approve the reorganization of the Incline Justice Court to include the reclassification of a full-time Deputy Clerk I position (Job Class No. 60001205, Position No. 70009155), pay grade J100 to a 30 hour/week part-time position; the reclassification of a 32 hour/week Interpreter/Clerk (Job Class No. 60001216, Position No. 70000136) to a full-time position, pay grade 135 for a zero net annual cost; and direct the Departments of Human Resources to make all necessary adjustments effective July 14, 2015.

POSSIBLE MOTION:

Should the Board approve this recommendation, a possible motion would be: move to approve the reorganization of the Incline Justice Court to include the reclassification of a full-time Deputy Clerk I position (Job Class No. 60001205, Position No. 70009155), pay grade J100 to a 30 hour/week part-time position; the reclassification of a 32 hour/week Interpreter/Clerk (Job Class No. 60001216, Position No. 70000136) to a full-time position, pay grade 135 for a zero net annual cost; and direct the Departments of Human Resources to make all necessary adjustments effective July 14, 2015..