



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: September 22, 2015

DATE: September 2, 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 reclassification requests of five Lead Animal Control Officers, pay grade J, to a new classification of Animal Services Field Supervisor, pay grade K, two Animal Services Kennel Assistants, pay grade F, to a new classification of Animal Services Kennel Supervisor, pay grade H, an Animal Services Supervisor, pay grade L, to Program Coordinator, pay grade L, an Office Support Specialist, pay grade H, to Office Assistant II, pay grade E (Regional Animal Services); a Fiscal Compliance Officer, pay grade N, to a new classification of Fiscal Cost Allocation Officer, pay grade Q (Social Services); a Technology Systems Administrator Specialist, pay grade O, to Technology Systems Administrator II, pay grade LM (Technology Services); an E-Government Information Officer, pay grade N, to a Media and Communications Specialist, pay grade N (Manager's Office), as evaluated by the Job Evaluation Committee; and elimination of unused or obsolete job classifications as listed in Exhibit 1. Net Annual cost is estimated at \$35,744. (All Commission Districts)

SUMMARY

Recommendation to approve reclassification requests of five Lead Animal Control Officers, pay grade J, to a new classification of Animal Services Field Supervisor, pay grade K, two Animal Services Kennel Assistants, pay grade F, to a new classification of Animal Services Kennel Supervisor, pay grade H, an Animal Services Supervisor, pay grade L, to Program Coordinator, pay grade L, an Office Support Specialist, pay grade H, to Office Assistant II, pay grade E (Regional Animal Services); a Fiscal Compliance Officer, pay grade N, to a new classification of Fiscal Cost Allocation Officer, pay grade Q (Social Services); a Technology Systems Administrator Specialist, pay grade O, to Technology Systems Administrator II, pay grade LM (Technology Services); an E-Government Information Officer, pay grade N, to a Media and Communications Specialist, pay grade N (Manager's Office), as evaluated by the Job Evaluation Committee; and elimination of unused or obsolete job classifications as listed in Exhibit 1. Net Annual cost is estimated at \$53,682.

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

AGENDA ITEM #

5F1

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 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
Animal Services	Lead Animal Control Officer, pay grade, pay grade J (\$21.60 - \$28.08)	Animal Services Field Supervisor, pay grade K (\$23.00 - \$29.93)	\$24,473
	Animal Services Kennel Assistant, pay grade F (\$17.36 - \$22.56)	Animal Services Kennel Supervisor, pay grade H (\$19.24 - \$25.00)	\$12,911
	Animal Services Supervisor, pay grade L (\$24.61 - \$31.97)	Program Coordinator, pay grade L (\$24.61 - \$31.97)	\$0
	Office Support Specialist, pay grade H (\$19.24 - \$25.00)	Office Assistant II, pay grade E (\$16.37 - \$21.30)	(\$9,789)
Social Services	Fiscal Compliance Officer, pay grade N (\$27.27 - \$35.46)	Fiscal Manager – Social Services, pay grade R (\$34.92 - \$45.39)	\$18,520

Department	Current Job Class	Recommended Job Classes	Annual Cost
Technology Services	Technology Systems Administrator Specialist, pay grade O (\$28.87 - \$37.54)	Technology Systems Administrator II, pay grade LM (\$25.86 - \$33.62)	(\$10,371)
County Manager	E-Government Information Officer, pay grade N (\$27.27 - \$35.46)	Media and Communications Specialist, pay grade N (\$27.27 - \$35.46)	\$0

Animal Services

Animal Services was established as a standalone department within Washoe County on July 1, 2014. Through the reorganization of the department, it has been established that the span of control to adequately operate field services has been too great.

By reclassifying these positions to supervisors and increasing their decision making authority, management will be able to ensure each employee is receiving adequate training and supervision. These reclassifications will simplify work flows in the field to enhance community safety and improve investigations such as cruelty to animals and dangerous dog cases, and in the shelter, to provide improved services to the community. Additionally, Animal Services is striving to proactively reach out through focused, community-based programs that fall in line with the strategic plan of the County.

Social Services

In recruiting for their vacant Fiscal Compliance Officer (FCO), the department updated the job description to reflect the actual current duties, which have increased considerably in complexity and accountability and no longer fit the existing FCO job classification.

Technology Services

The Enterprise Infrastructure Division has adequate supervisory positions, but is short on entry and journey level employees to assist those seniors with the completion of the daily maintenance tasks and project implementations. Downgrading this position to a level I or level II employee would be of most benefit to the County.

County Manager

Communication and Engagement have evolved from the former Community Relations program. This reclassification will allow the program to increase the content management of the Washoe County website and social media presence.

As part of the regular and ongoing maintenance of the classification plan, Human Resources/Labor Relations periodically request that job classes no longer being used be removed from the system in order to more efficiently administer the plan. The complete listing is attached here as Exhibit 1.

FISCAL IMPACT

The overall FY 15/16 fiscal impact for these reclassifications is estimated at \$35,744 (\$27,595 in Regional Animal Services; \$18,520 in Social Services; and (\$10,371) in Technology Services). 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

reclassification in the County Manager's Office, or for the elimination of the unused job classifications.

RECOMMENDATION

It is recommended that the Board of County Commissioners approve reclassification requests of five Lead Animal Control Officers, pay grade J, to a new classification of Animal Services Field Supervisor, pay grade K, two Animal Services Kennel Assistants, pay grade F, to a new classification of Animal Services Kennel Supervisor, pay grade H, an Animal Services Supervisor, pay grade L, to Program Coordinator, pay grade L, an Office Support Specialist, pay grade H, to Office Assistant II, pay grade E (Regional Animal Services); a Fiscal Compliance Officer, pay grade N, to a new classification of Fiscal Cost Allocation Officer, pay grade Q (Social Services); a Technology Systems Administrator Specialist, pay grade O, to Technology Systems Administrator II, pay grade LM (Technology Services); an E-Government Information Officer, pay grade N, to a Media and Communications Specialist, pay grade N (Manager's Office), as evaluated by the Job Evaluation Committee; and elimination of unused or obsolete job classifications as listed in Exhibit 1. Net Annual cost is estimated at \$35,744.

POSSIBLE MOTION

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

Move to approve reclassification requests of five Lead Animal Control Officers, pay grade J, to a new classification of Animal Services Field Supervisor, pay grade K, two Animal Services Kennel Assistants, pay grade F, to a new classification of Animal Services Kennel Supervisor, pay grade H, an Animal Services Supervisor, pay grade L, to Program Coordinator, pay grade L, an Office Support Specialist, pay grade H, to Office Assistant II, pay grade E (Regional Animal Services); a Fiscal Compliance Officer, pay grade N, to a new classification of Fiscal Cost Allocation Officer, pay grade Q (Social Services); a Technology Systems Administrator Specialist, pay grade O, to Technology Systems Administrator II, pay grade LM (Technology Services); an E-Government Information Officer, pay grade N, to a Media and Communications Specialist, pay grade N (Manager's Office), as evaluated by the Job Evaluation Committee; and elimination of unused or obsolete job classifications as listed in Exhibit 1. Net Annual cost is estimated at \$35,744.

EXHIBIT 1

JOBS TO BE DELIMITED (09/22/2015 BCC Staff Report Attachment)

JOB CLASS #	JOB TITLE	BU	GRADE
60017900	TECHNOLOGY SYSTEMS ADMINISTRATOR SPECIALIST	Y	OO
60007005	E-GOVERNMENT INFORMATION OFFICER	Y	NN
60017175	ORGANIZATIONAL DEVELOPMENT MANAGER	C	SS
60013745	TEACHER'S AIDE	P	703
60017300	SENIOR PUBLIC SERVICES LIBRARIAN	Y	QQ