



WASHOE COUNTY

"Dedicated To Excellence in Public Service"

www.washoecounty.us

CM/ACM KS
Budget VG
DA n/a
Comptroller n/a
HR JL
Risk n/a

STAFF REPORT BOARD MEETING DATE May 10, 2016

DATE: April 18, 2016
TO: Board of County Commissioners
FROM: Leslie Williams, Administrative Assistant II
328-2602; lemwilliams@washoecounty.us
THRU: Kevin Schiller, Assistant County Manager
SUBJECT: **Approve increasing the Office Assistant II PC# 70008125 from part-time (.45 FTE) non-benefitted to full-time (1.0 FTE) benefitted position effective May 10, 2016. The change in position will have no fiscal impact in FY15/16, the Department will budget an increase of [\$42,091] as part of the FY16/17 budget process. (All Commission Districts)**

SUMMARY

The Department recommends the Board of County Commissioners approve increasing the Office Assistant II PC# 70008125 from part-time (.45 FTE) non-benefitted to full-time (1.0 FTE) benefitted position effective May 10, 2016. The change in position will have no fiscal impact in FY15/16, the Department will budget an increase of [\$42,091] as part of the FY16/17 budget process.

County Priority/Goal supported by this item: Safe, secure and healthy communities.

PREVIOUS ACTION

None

BACKGROUND

Office Assistant II positions play a key role in the services provided by Senior Services. They are one of the first points of contact for clients, care givers, and community partners seeking information and assistance from the Department. Office Assistant IIs support Senior Services programs through data entry, program registration and administrative support.

The Department currently has four Office Assistant II positions of which two are part-time, 25 and 30 hour, fully-benefitted positions. One of the part-time positions has been held vacant due to the difficulty in recruiting, training and retaining employees for an 18 hour non-benefitted position.

AGENDA ITEM # 5G2

FISCAL IMPACT

Should the Board approve this request, the Department's FY 15/16 adopted budget will not require an amendment as there is an overall cost savings, estimated at \$84,981, mostly from the vacancy created by the retirement of the Senior Services Director in November 2015. The change in position will have no fiscal impact in FY15/16, the Department will budget an increase of [\$42,091] as part of the FY16/17 budget process.

RECOMMENDATION

The Department recommends the Board of County Commissioners approve increasing the Office Assistant II PC# 70008125 from part-time (.45 FTE) non-benefitted to full-time (1.0 FTE) benefitted position effective May 10, 2016. The change in position will have no fiscal impact in FY15/16, the Department will budget an increase of [\$42,091] as part of the FY16/17 budget process.

POSSIBLE MOTION

Should the Board agree with the recommendation, a possible motion would be "Move to approve increasing the Office Assistant II PC# 70008125 from part-time (.45 FTE) non-benefitted to full-time (1.0 FTE) benefitted position effective May 10, 2016. The change in position will have no fiscal impact in FY15/16, the Department will budget an increase of [\$42,091] as part of the FY16/17 budget process."