



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: May 17, 2016

DATE: April 20, 2016
TO: Board of County Commissioners
FROM: Janine Baker, Court Administrator, Sparks Justice Court
(775)353-7662, jbaker@washoecounty.us
THROUGH: Kevin G. Higgins, Administrative Judge, Sparks Justice Court
SUBJECT: Authorize reclassification of one Court Clerk III position (#70000337), paygrade J175, to a Supervising Clerk III, paygrade J178, effective July 1, 2016 (fiscal impact \$7,135) as recommended in the FY17 Budget and direct Budget and Human Resources to make the necessary adjustments (Commission Districts 3, 4, &5)

SUMMARY

Authorize reclassification of one Court Clerk III position (#70000337), paygrade J175, to a Supervising Clerk III, paygrade J178, effective July 1, 2016 (fiscal impact \$7,135) as recommended in the FY17 Budget and direct Budget and Human Resources to make the necessary adjustments.

PREVIOUS ACTION

N/A

BACKGROUND

In 2011, the Citation Division's Supervising Clerk III position was eliminated due to staff downsizing, and those duties were reassigned to the Civil Supervisor Clerk III due to the shared location. Following the court's relocation in 2013, the Civil and Citation Divisions no longer share the close proximity, which has led to the Citation Division relying on support from the Criminal Division, as they share many of the same processes and procedures.

In April 2013, the Criminal Division's Supervising Clerk III position was reclassified as Assistant Court Administrator, with the incumbent retaining supervisory duties over the Criminal Division. Over the past three years, the scope of the Assistant Court

AGENDA ITEM # 8

Administrator has increased to the point where it is difficult to stay effectively connected with the Criminal Division staff. It has become necessary for the Court Clerk III incumbent in the Criminal Division to take on a majority of the supervisory duties once associated with the Supervising Clerk III role.

Reclassification of the Court Clerk III position to Supervising Clerk III, will allow the Court to reorganize, bringing the Citation Division under the umbrella of the Criminal Division as well as justly compensate the incumbent for performance of those duties.

FISCAL IMPACT

Fiscal impact is approximately \$7,135 for FY17. Budget has recommended approval for funding this reclassification as part of the FY17 budget process.

RECOMMENDATION

Authorize reclassification of one Court Clerk III position (#70000337), paygrade J175, to a Supervising Clerk III, paygrade J178, effective July 1, 2016 (fiscal impact \$7,135) as recommended in the FY17 Budget and direct Budget and Human Resources to make the necessary adjustments.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be "Authorize reclassification of one Court Clerk III position (#70000337), paygrade J175, to a Supervising Clerk III, paygrade J178, effective July 1, 2016 (fiscal impact \$7,135) as recommended in the FY17 Budget and direct Budget and Human Resources to make the necessary adjustments."