



# WASHOE COUNTY

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CM/ACM	<u>SS</u>
Finance	<input checked="" type="checkbox"/>
DA	<input checked="" type="checkbox"/>
Risk Mgt.	<input checked="" type="checkbox"/>
HR	<input checked="" type="checkbox"/>
Other	<input type="checkbox"/>

## STAFF REPORT

BOARD MEETING DATE: *September 27, 2016*

**DATE:** September 27, 2016

**TO:** Board of County Commissioners

**FROM:** Dexter C Thomas, Court Administrator, Reno Justice Court  
(775) 325-6543, Dthomas@washoecounty.us

**THROUGH:** Peter Sferrazza, Administrative Judge and Reno Justice Court

**SUBJECT:** Recommendation to approve the temporary job reclassification for Reno Justice Court of the "Assistant Court Administrator" position (#70000380), to "Assistant Court Administrator & Technology", from the hourly range of \$29.16 to \$39.41 to the hourly range of \$35.25 to \$50.42, and the reclassification of Justice Court Technology Manager (Position # 70000377), pay grade J187 to Court Tech. Business Systems Analyst II, pay grade K450, effective September 19, 2016. [\$0 net impact]. (All Commission Districts)

### SUMMARY

The Reno Justice Court is requesting the temporary job reclassification for Reno Justice Court of "Assistant Court Administrator" position (#70000380) to "Assistant Court Administrator & Technology", from pay grade J180, hourly range of \$29.16 to \$39.41, to the hourly range of \$35.25 to \$50.42, and the reclassification of Justice Court Technology Manager (#70000377), pay grade J187, to Court Tech. Business Systems Analyst II, pay grade K450, effective September 19, 2016. These changes will help the Court manage its operations and technology staff more effectively in the future.

**Strategic Objective supported by this item:** Improve the administration of justice for court users.

**Strategic Outcome supported by this item:** Provide case resolution in an efficient and effective manner to comply with court established time standards.

**BCC Annual Goal supported by this item:** Simplify workflows to improve service delivery and customers outcomes.

### PREVIOUS ACTION

*Not Applicable*

### BACKGROUND

The Assistant Court Administrator position has not been updated or revised since 2013 and the position has been vacant for over two years. The department is combining the

AGENDA ITEM # 5.A.

job duties of the Court Administrator with the Technology Manager as the Court looks at current and future business processes to impact and improve customer service. It is essential to court operations to be able to recruit, retain and hire an individual with the appropriate knowledge, skills and abilities in a court setting in combination with the technical skill set to improve business technology and court operations to enhance the customer experience.

The reclassified salary range of the Assistant Court Administrator & Technology will allow the department to assign duties as necessary within the Court while providing leadership to the executive and administrative team within the department. Reclassification of the position will allow the Court to reorganize and prioritize operations to improve services to customers, court users and the citizens of Washoe County.

### **FISCAL IMPACT**

No net fiscal impact.

### **RECOMMENDATION**

Recommendation to approve the temporary job reclassification for Reno Justice Court of the “Assistant Court Administrator” position (#70000380), to “Assistant Court Administrator & Technology”, from the hourly range of \$29.16 to \$39.41 to the hourly range of \$35.25 to \$50.42, and the reclassification of Justice Court Technology Manager (Position # 70000377), pay grade J187 to Court Tech. Business Systems Analyst II, pay grade K450, effective September 19, 2016.

### **POSSIBLE MOTION**

Move to approve the temporary job reclassification for Reno Justice Court of the “Assistant Court Administrator” position (#70000380), to “Assistant Court Administrator & Technology”, from the hourly range of \$29.16 to \$39.41 to the hourly range of \$35.25 to \$50.42, and the reclassification of Justice Court Technology Manager (Position # 70000377), pay grade J187 to Court Tech. Business Systems Analyst II, pay grade K450, effective September 19, 2016.