



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: October 25, 2016

DATE: September 30, 2016
TO: Board of County Commissioners
FROM: John Listinsky, Director of Human Resources/Labor Relations
328-2089, jlistinsky@washoecounty.us
THROUGH: Kevin Schiller, Assistant County Manager
328-2008, kschiller@washoecounty.us
SUBJECT: Recommendation to approve reclassification requests for a vacant Appraisal Assistant, pay grade G, to a new job classification of Appraisal Support Specialist, pay grade H (Assessor's Office); and a vacant Chief Investigator, pay grade P, to Investigator II, pay grade LM, and two Deputy Public Defender III's, pay grade ATT, to Deputy Public Defender IV's, pay grade AUU (Public Defender) as evaluated by the Job Evaluation Committee. Estimated financial impact for FY 16/17 is \$14,405. (All Commission Districts.)

SUMMARY

Staff is requesting approval of reclassification requests for various positions reviewed by the Job Evaluation Committee (JEC) to support department realignment of resources and to improve efficiency and effectiveness.

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

PREVIOUS ACTION

On July 26, 2016, the Board approved reclassification requests for Juvenile Services, the Sheriff's Office, Social Services and the Manager's Office.

On May 17, 2016 the Board approved both new and reclassification requests submitted and evaluated by the JEC during the FY 16/17 annual budget process.

On January 12, 2016, the Board approved the reclassification of a Senior Youth Advisor to a Shift Supervisor.

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.

AGENDA ITEM # 7.F.

Periodically, the Board approves new and reclassification requests outside of the regular budget cycle to support department reorganizations and realignment of resources to improve efficiency and effectiveness. The Job Evaluation Committee (JEC) meets as needed to evaluate these requests, and all requests are vetted by Human Resources and the Budget Office. Appeals and management level requests are sent to our classification vendor, Hay Group, for review and evaluation.

Reclassification of Existing Positions

Department	Current Job Class	Recommended Job Classes	Annual Cost
Assessor's Office	Appraisal Assistant pay grade WGG (\$19.35 to \$25.13)	Appraisal Support Specialist pay grade WHH (\$20.40 to \$26.52)	\$3,743
Public Defender	Chief Investigator pay grade YPP (\$32.53 to \$42.27)	Investigator II (PD) pay grade WLM (\$27.43 to \$35.67)	(\$17,771)
	Deputy Public Defender III pay grade ATT (\$41.80 to \$60.56)	Deputy Public Defender IV pay grade AUU (\$46.76 to \$65.84)	\$28,433

Assessor's Office

This reclassification will better enable appraisers to meet statutory guidelines for discovering, listing and valuing taxable property by shifting some of the responsibilities that do not require appraisal certification. It will enable the Assessor's Office to diversify workflow and be more responsive to property owners, in addition to ensuring timely assessments of new construction and property escaping taxation. It will also enable them to continue to discover and value new construction between January 1 and June 30 of each year. While not a statutory requirement, the financial impact is significant. The amount of taxable value added to the tax roll during this period in 2015 was approximately \$275 million and is estimated at over \$320 million for 2016.

Public Defender

The reclassification of the Chief Investigator to Investigator II will shift supervision of investigators to a Public Defender IV, will provide a reduction in the supervisor ratio, and will allow for better training, coaching, supervision and parity. The reclassification of two Public Defender III's to IV's will allow the newly created Category A Team, handling life sentence cases, to provide efficiency and expertise to clients and other agencies involved. These reclassifications will provide supervision to the Category A Team, and create more manageable supervisory ratios that will improve overall productivity and service levels.

FISCAL IMPACT

The estimated fiscal impact in the Assessor's Office is \$3,743, and \$10,662 in the Public Defender's Office. Both departments will absorb the additional costs within their existing FY 16/17 budgets. In addition, the Assessor's Office expects to submit additional reclassification requests for consideration, which in the long term are expected to result in net savings.

RECOMMENDATION

Recommendation to approve reclassification requests for a vacant Appraisal Assistant, pay grade G, to a new job classification of Appraisal Support Specialist, pay grade H (Assessor's Office); and a vacant Chief Investigator, pay grade P, to Investigator II, pay grade LM, and two Deputy Public Defender III's, pay grade ATT, to Deputy Public Defender IV's, pay grade AUU (Public Defender) as evaluated by the Job Evaluation Committee. Estimated financial impact for FY 16/17 is \$14,405.

POSSIBLE MOTION

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

Move to approve reclassification requests for a vacant Appraisal Assistant, pay grade G, to a new job classification of Appraisal Support Specialist, pay grade H (Assessor's Office); and a vacant Chief Investigator, pay grade P, to Investigator II, pay grade LM, and two Deputy Public Defender III's, pay grade ATT, to Deputy Public Defender IV's, pay grade AUU (Public Defender) as evaluated by the Job Evaluation Committee. Estimated financial impact for FY 16/17 is \$14,405.