



# WASHOE COUNTY

Integrity Communication Service  
www.washoecounty.us

CM/ACM CV  
Finance MM/ert  
DA MMK  
Risk Mgt. Ac  
HR De  
Other icc

## STAFF REPORT BOARD MEETING DATE: December 13, 2016

**DATE:** November 18, 2016  
**TO:** Board of County Commissioners  
**FROM:** John Listinsky, Director of Human Resources/Labor Relations  
328-2089, [jlistinsky@washoecounty.us](mailto:jlistinsky@washoecounty.us)  
**THROUGH:** Christine Vuletich, Assistant County Manager  
328-2016, [cvuletich@washoecounty.us](mailto:cvuletich@washoecounty.us)  
**SUBJECT:** Recommendation to approve reclassification requests for a vacant Print and Distribution Officer, pay grade L, to a new classification of Digital Communications Specialist, pay grade N, and a vacant Government Affairs Manager, pay grade Q, to a Management Analyst, pay grade N (Manager's Officer); a vacant Department Systems Technician, pay grade J, to Department Systems Specialist, pay grade KL (Treasurer's Office); a vacant Department Systems Support Supervisor, pay grade O, to a new classification of Assessment Services Coordinator, pay grade N (Assessor's Office); and two vacant Senior Juvenile Probation Officers, pay grade P, to a new classification of Juvenile Probation Officer III, pay grade O (Juvenile Services), as evaluated by the Job Evaluation Committee. Net annual savings for FY 16/17 is estimated at \$17,986. (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 October 25, 2016, the Board approved reclassification requests for the Assessor's Office and the Public Defender.

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.

AGENDA ITEM # 7. G. 1.

**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.

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**

<b>Department</b>	<b>Current Job Class</b>	<b>Recommended Job Classes</b>	<b>Annual Cost</b>
Manager's Office	Print and Distribution Officer Pay Grade YLL (\$26.11 to \$33.92)	Digital Communications Specialist, Pay Grade YNN (\$28.93 to \$37.62)	\$9,962
	Government Affairs Manager Pay Grade CQQ (\$34.67 to \$45.04)	Management Analyst, Pay Grade CNN (\$28.93 to \$37.62)	(\$19,978)
Treasurer's Office	Department Systems Technician Pay Grade WJJ (\$22.93 to \$29.79)	Department Systems Specialist Pay Grade WKL (\$26.11 to \$33.92)	\$11,120
Assessor's Office	Department Systems Support Supervisor, Pay Grade YOO (\$30.63 to \$39.83)	Assessment Services Coordinator Pay Grade YNN (\$28.93 to \$37.62)	(\$5,950)
Juvenile Services	Senior Juvenile Probation Officer (2) Pay Grade PPP (\$32.53 to \$42.27)	Juvenile Probation Officer III (2) Pay Grade POO (\$30.63 to \$39.83)	(\$13,140)

**Manager's Office**

The reclassification of the Print and Distribution Officer to Digital Communications Specialist will allow the new position to create and produce marketing collateral materials, along with digital enhancement for all 24 departments.

The reclassification of the Government Affairs Manager to Management Analyst will allow the department to use the position more effectively. It will now focus on leading the coordination of the bi-annual state legislative session and will coordinate the interim session and County Commission issues and legislation.

**Treasurer's Office**

The reclassification of the Department Systems Technician to Department Systems Specialist will increase productivity and improve service levels for their customers. It will enable the new incumbent to provide a greater level of specialized service for the department's payment and tax system software programs.

### Assessor's Office

The Assessor's Office has been working toward a department wide reorganization. Reclassification of this position will transition all programming responsibilities back to the department programmers, enabling the new Assessment Services Coordinator to focus more on coordinating the work in the areas of mapping, property exemptions, ownership and transfers.

### Juvenile Services

In February, 2016, the JEC reviewed and approved a third level to the probation officer series. This flexibly staffed series now consists of Juvenile Probation Officer I, II and III. In reassessing the department's supervisory needs, they have determined they no longer need the supervisory level in this series (the Senior Juvenile Probation Officer) as the officers will be directly supervised by the Probation Services Program Managers. At this time, only two of the fifteen Senior Juvenile Probation Officer positions will be reclassified (position #70001508 and #70001511) as they are currently vacant; the remaining positions will be reclassified upon attrition and/or management discretion.

### FISCAL IMPACT

The estimated net savings to the Manager's Office, Assessor's Office and Juvenile Services is \$10,016, \$5,950 and \$13,140 respectively. The estimated fiscal impact to the Treasurer's Office is \$11,120, which will be absorbed within their existing FY 16/17 budget.

### RECOMMENDATION

Recommendation to approve reclassification requests for a vacant Print and Distribution Officer, pay grade L, to a new classification of Digital Communications Specialist, pay grade N, and a vacant Government Affairs Manager, pay grade Q, to a Management Analyst, pay grade N (Manager's Officer); a vacant Department Systems Technician, pay grade J, to Department Systems Specialist, pay grade KL (Treasurer's Office); a vacant Department Systems Support Supervisor, pay grade O, to a new classification of Assessment Services Coordinator, pay grade N (Assessor's Office); and two vacant Senior Juvenile Probation Officers, pay grade P, to a new classification of Juvenile Probation Officer III, pay grade O (Juvenile Services), as evaluated by the Job Evaluation Committee. Net annual savings for FY 16/17 is estimated at \$17,986.

### POSSIBLE MOTION

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

Move to approve reclassification requests for a vacant Print and Distribution Officer, pay grade L, to a new classification of Digital Communications Specialist, pay grade N, and a vacant Government Affairs Manager, pay grade Q, to a Management Analyst, pay grade N (Manager's Officer); a vacant Department Systems Technician, pay grade J, to Department Systems Specialist, pay grade KL (Treasurer's Office); a vacant Department Systems Support Supervisor, pay grade O, to a new classification of Assessment Services Coordinator, pay grade N (Assessor's Office); and two vacant Senior Juvenile Probation Officers, pay grade P, to a new classification of Juvenile Probation Officer III, pay grade O (Juvenile Services), as evaluated by the Job Evaluation Committee. Net annual savings for FY 16/17 is estimated at \$17,986.