



# WASHOE COUNTY

Integrity Communication Service

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## STAFF REPORT

BOARD MEETING DATE: April 13, 2021

**DATE:** March 29, 2021

**TO:** Board of County Commissioners

**FROM:** James P. Conway, Reno Justice Court Administrator  
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**THROUGH:** Kate Thomas, Assistant County Manager  
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**SUBJECT:** Recommendation to approve the reclassification of a Court Clerk I position, pay grade J130, to a Deputy Clerk III position, pay grade J120; and authorize Human Resources to make the necessary changes. [Net fiscal impact is estimated at \$9,678 in savings] (All Commission Districts.)

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### SUMMARY

Periodically, the Board approves new position and reclassification requests outside of the regular budget cycle to support department reorganizations and realignment of resources to improve efficiency and effectiveness.

**Washoe County Strategic Objective supported by this item:** Economic Impact through cost savings, and to meet the needs of our growing community.

### PREVIOUS ACTION

Effective July 1, 2020, The Board approved the reclass of Position Number 70000342 to a Court Clerk I, pay grade J130.

### BACKGROUND

During the FY21 budget cycle, RJC requested an additional Deputy Clerk III position and also requested to reclassify an existing Deputy Clerk III position to a Court Clerk I position. This original request was made with the intent of hiring a new Court Clerk I, as opposed to promoting a Deputy Clerk III to a Court Clerk I. The County approved the position reclass but denied the additional Deputy Clerk III position. Thus, RJC essentially lost one of its Deputy Clerk III positions. Although the Court did not originally intend to promote a Deputy Clerk III to a Court Clerk I, it nonetheless had to “under-fill” the Court Clerk I position with a Deputy Clerk III, as the Deputy Clerk III position (as explained above) was essentially eliminated. Thus, the Court Clerk I position was never actually filled with a Court Clerk I.

In short, the requested reclassification of a Deputy Clerk III to a Court Clerk I created an unforeseen problem when the accompanying request for an additional Deputy Clerk III was denied. Therefore, the Court wishes to reverse the reclassification, so the individual who is currently filling the Court Clerk I position can be moved back to their appropriate class.

**AGENDA ITEM # \_\_\_\_\_**

**Reclassification of Existing Positions**

<b>Department</b>	<b>Position #</b>	<b>Current Job Class</b>	<b>Recommended Job Classes</b>	<b>Estimated Annual Impact</b>	<b>Effective Date</b>
Reno Justice Court	70000342	Court Clerk I	Deputy Clerk III	Savings of \$9,678	4/26/2021

**FISCAL IMPACT**

Reclassifying the position from a Court Clerk I, pay grade J130, to a Deputy Clerk III, pay grade J120, will have an estimated net impact of \$9,678 in savings. Any future increases will be included in the department's base budget in the same manner all County positions are budgeted.

**RECOMMENDATION**

Recommendation to approve the reclassification of a Court I position, pay grade J130, to a Deputy Clerk III, pay grade J120; and authorize Human Resources to make the necessary changes. [Net fiscal impact is estimated at \$9,678 in savings]

**POSSIBLE MOTION**

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

*“Move to approve the reclassification of a Court Clerk I position, pay grade J130, to a Deputy Clerk II position, pay grade J120, and authorize Human Resources to make the necessary changes.”*