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PROOF OF PUBLICATION

STATE OF NEVADA
COUNTY OF WASHOE

ss. Tana Ciccotti

being duly sworn, deposes and says:
That as legal clerk of the RENO GAZETTE-
JOURNAL, a daily newspaper published in Reno,
Washoe County, State of Nevada, that the notice:
_____ of adoption

NOTICE OF ADOPTION
WASHOE COUNTY ORDINANCE
NO. 1054

NOTICE IS HEREBY GIVEN THAT: Bill No. 1230 Ordinance No. 1054 entitled AN ORDINANCE AMENDING THE WASHOE COUNTY CODE BY PROVIDING FOR INTER-JURISDICTION TRANSFERS INTO THE CLASSIFIED SERVICE OF WASHOE COUNTY, AND OTHER MATTERS PROPERLY RELATING THERETO was adopted on February 23, 1999, by Commissioners Joanne Bond, Jim Gallaway, Jim Shaw, and Ted Short, with Commissioner Sterrazza voting "no," and will become effective on Friday, March 12, 1999.

Typewritten copies of the ordinance are available for inspection by all interested persons at the office of the County Clerk, 75 Court Street, Reno, Nevada.

AMY HARVEY, Washoe County Clerk
No.907 Mar.3.10, 1999

of which a copy is hereto attached, has been published in each regular and entire issue of said newspaper on the following dates to wit:

Mar 3, 10 1999

PLEASE STAMP & SIGN FOR PAYMENT

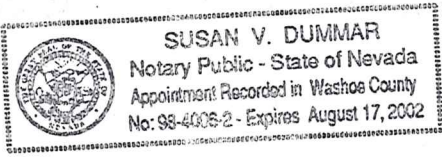
Signed

T. Ciccotti

Subscribed and sworn to before me on 3/12/99

Notary Public

Susan V. Dummer



P.O. BOX 22000. RENO. NEVADA 89520
(702) 788-6200



SUMMARY: An ordinance amending Washoe County Code by providing for inter-jurisdiction transfers.

BILL NO. 1230

ORDINANCE NO. 1054

AN ORDINANCE AMENDING THE WASHOE COUNTY CODE BY PROVIDING FOR INTER-JURISDICTION TRANSFERS INTO THE CLASSIFIED SERVICE OF WASHOE COUNTY, AND OTHER MATTERS PROPERLY RELATING THERETO.

THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF WASHOE DO ORDAIN:

SECTION 1. Purpose. In accordance with NRS 245.213 to 245.216, inclusive, Washoe County has established a merit personnel system which provides for filling positions in the classified service through a system of competitive examination. As the population of the State of Nevada increases and employees of Nevada public agencies become more mobile, the board of county commissioners desires to recognize that Nevada's public employees should have an opportunity to move from one Nevada public employer to another without having to go through competitive examination with Washoe County if such an employee is working for a Nevada public agency in that agency's classified service which was attained through qualifying or competitive examination and if other conditions are met.

SECTION 2. Chapter 5 of the Washoe County Code is hereby amended by adding thereto the provisions set forth as sections 3 and 4 of this ordinance.

SECTION 3.

5.192 Consideration of eligible candidates.

1. Once a list is certified, candidates on the list must be given consideration for appointment by the appointing authority.
2. An appointing authority may screen such candidates using any or all of the following job-related screening processes: interview, background investigation, reference check, pre-employment medical exam (where such exam meets the requirements of the ADA), and other appropriate job-related screening processes. If an appointing authority uses such screening processes, all eligible candidates must be screened with that process; however, an appointing authority may modify the process used for each list depending upon the list under consideration. For example, a background check for an open competitive candidate may be more extensive than a background check for an inter-jurisdiction transfer. All applicable screening processes must be followed for each certified list before an appointment is made.

SECTION 4.

5.202 Inter-jurisdiction transfers. Under the following conditions, an individual who currently holds a permanent or probationary status in the classified service of a Nevada public agency operating a personnel merit system may be placed on an eligible list according to section 5.189(7) seeking appointment to a position in a class with reasonably similar knowledge, skills and abilities and who meets the minimum qualifications for the position. An eligible who is appointed under this section and in accordance with section 5.189(7), shall serve the required probationary period before attaining permanent status. Persons hired pursuant to the inter-jurisdiction transfer provisions of the code shall accrue sick leave, annual leave and overtime in the same manner and at the same rates and shall be entitled to the same benefits as those provided to new hires. Such persons shall not be entitled to transfer any leave balances as set forth in section 5.197 from the transferring jurisdiction.

SECTION 5. Section 5.157 of the Washoe County Code is amended to read as follows:

5.157 Promotional examinations. Merit and fitness for promotion within the public service shall be ascertained through competitive examinations, except as provided in sections 5.105, 5.160, and 5.202. Promotional examinations may be restricted to qualified employees in other or all departments. Competition in promotional examinations shall be limited to employees who:

1. Have permanent or probationary status and have served at least 6 months in the organizational unit or units for which the examination is being held; and
2. Meet the minimum requirements for the class for which the examination is being held; and
3. Have demonstrated merit and fitness in their present positions as certified by their appointing authorities.

SECTION 6. Section 5.175 of the Washoe County Code is amended to read as follows:

5.175 Types of lists. The following are eligible lists from which persons may be selected by an appointing authority to fill a vacant position:

1. Reemployment lists, consisting of the names of employees who have been laid off.
2. Department promotional lists.
3. Countywide promotional lists.
4. Eligible lists from open examinations.
5. Transfer lists.
6. Inter-jurisdiction transfer lists.
7. Voluntary demotion lists.
8. Reinstatement lists.
9. A list created under section 5.160.

When using an inter-jurisdiction transfer list, an open competitive list must also be certified and candidates on the open competitive list given consideration in accordance with section 5.192. For all other lists, the county encourages consideration of candidates from open competitive lists.

SECTION 7. Section 5.189 of the Washoe County Code is amended to read as follows:

5.189 Certification of names.

1. In response to requests for certification from appointing authorities, the personnel division shall certify the names, if any, of eligibles from current eligible lists for the class or flexibly staffed class series to be filled. The chief of personnel administration may authorize certification as described in this section from each of the eligible lists within a flexibly staffed class series.

(a) For an initial vacancy, the appointing authority shall request a number of names to be certified, ranging from a minimum of three each from the promotional and open competitive portions of the eligible list, to a maximum of ten each from the promotional and open competitive portions of the eligible list. Certification must be made in the order of standing on the lists. If an insufficient number of either open competitive or promotional eligibles are available, additional names may be certified from the other portion of the eligible list to complete the certification. If there are fewer than the number of names requested by the appointing authority on a list, the list may be forwarded with the fewer number or certification from eligible lists for other related classes as may be determined to be appropriate by the personnel division. Names from other lists must follow those names, if any, certified from the original eligible list.

(b) For multiple vacancies within 30 days of original certification, one more name each from the promotional and open competitive portions of the eligible list may be certified for each additional vacancy.

(c) When, within the range of names to be certified, there are tied scores, the tie shall not be broken, and all eligibles with the tied score shall be certified.

2. For each initial vacancy for unskilled and semiskilled classes, the appointing authority shall request a number of names to be randomly certified from unranked eligible lists, from a minimum of six to a maximum of twenty names. For multiple vacancies within 30 days of original certification, one more name may be certified for each additional vacancy.

3. An appointing authority may request selective certification for a particular position if the standard certification described in subsection 1 does not provide candidates qualified to perform duties of the position satisfactorily. Where selective certification is necessary, the appointing authority shall furnish in writing those specialized requirements peculiar to the position and the reasons for such requirements.

(a) If the personnel division determines that the facts and reasons justify selective certification, the personnel division may certify the highest ranking eligibles who possess the special qualifications.

(b) Certification of eligibles of only one sex must not be made unless there is clear evidence that efficient performance of duties assigned could be performed only by the sex specified.

(c) Authorization for selective certification must be made on an individual basis and subsequently reported to the personnel committee at its next regular meeting.

4. If the number of eligibles requested by the appointing authority pursuant to section 1 or 2 is not available for appointment, the appointing authority may make an appointment from the remaining eligibles or make a provisional appointment upon approval by the personnel division.

5. The name of an eligible may not be certified more than three times for permanent positions to the same appointing authority from the same eligible list, except at the request of the appointing authority. After initial certification, an appointing authority may, based upon job-related criteria, request that the personnel division remove an eligible's name from the eligible list for future certifications to that department. The appointing authority must notify the eligible in writing of the reasons justifying their removal from the list.

6. An employee who is requesting a transfer from one department or class to another, or a probationary employee who is requesting a transfer from a part-time to full-time position, or vice versa, or an employee who is requesting a voluntary demotion, or a current or former employee who is requesting reinstatement, must so notify the personnel division in writing, in order to be placed on the appropriate certification list, in addition to the names certified under the provisions of subsections 1 and 2.

7. An employee of a Nevada public agency who requests inter-jurisdiction transfer according to section 5.202 must make a request in writing to the personnel division and may be placed on an eligible list as follows:

(a) The individual achieved permanent or probationary status as the result of a qualifying or competitive examination;

(b) The personnel division has determined that the individual has performed satisfactorily; and

(c) The other agency submits information to the personnel division which confirms that the required conditions have been met.

Inter-jurisdiction transfers may be certified only when an open competitive eligible list is certified to the department.

8. Certification of eligibles from unranked lists established in accordance with sections 5.160 and 5.202 shall include all available eligibles on such lists.

9. Duplicate names shall not be certified from more than one eligible list in a flexibly staffed class series. Eligible

candidates who appear on more than one list in the series shall be certified from the highest level list within the class series, unless they specifically request certification on a list at a lower level in lieu of the higher level.

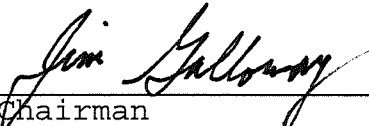
Proposed on the 9th day of February 1999.
Proposed by Commissioner Joanne Bond.
Passed on the 23rd day of February 1999.

Vote:

Ayes: Joanne Bond, Jim Galloway, Jim Shaw, Ted Short

Nays: Pete Sferrazza

Absent:


Chairman
Washoe County Commission

ATTEST:


County Clerk

This ordinance shall be in force and effect from and after the 12th day of March, 1999.