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STATE OF NEVADA  
COUNTY OF WASHOE

ss. Tana Ciccotti

Being first duly sworn, deposes and says:  
That as the legal clerk of the RENO  
GAZETTE-JOURNAL, a daily newspaper  
published in Reno, Washoe County,  
State of Nevada, that the notice:  
Ordinance No. 1117

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:  
April 27, May 4, 2001

Signed T Ciccotti

Subscribed and sworn to before me this  
**MAY 07 2001**

Susan V. Dummarr  
Notary Public

PROOF OF PUBLICATION

**NOTICE OF ADOPTION  
WASHOE COUNTY  
ORDINANCE NO. 1117**


NOTICE IS HEREBY GIVEN  
that: Bill No. 1293, Ordinance  
No. 1117 entitled

An ordinance amending the  
Washoe County Code by chang-  
ing provisions relating to the  
classification system and estab-  
lishing the Job Evaluation Com-  
mittee including its member-  
ship and terms and setting  
forth the duties and responsi-  
bilities of the Committee in  
assisting in administration of  
the classification system and  
other matters properly relating  
thereto was adopted on April  
24, 2001 by Commissioners  
Bond, Galloway, Sferrazza,  
Shaw and Short. This ordi-  
nance shall be in full force and  
effect from and after May 4,  
2001.

Typewritten copies of the ordi-  
nance are available for inspec-  
tion by all interested persons  
at the office of the County  
Clerk, 75 Court Street, Reno,  
Nevada.

AMY HARVEY,  
Washoe County Clerk  
No.1419 Apr.27, May 4, 2001

PLEASE STAMP & SIGN FOR PAYMENT



SUSAN V. DUMMAR  
Notary Public - State of Nevada  
Appointment Recorded in Washoe County  
No: 98-4006-2 - Expires August 17, 2002

SUMMARY: An ordinance amending Washoe County Code by changing provisions relating to the classification system and establishing the job evaluation committee to assist in administration of the classification system.

BILL NO. 1293

ORDINANCE NO. 1117

AN ORDINANCE AMENDING THE WASHOE COUNTY CODE BY CHANGING PROVISIONS RELATING TO THE CLASSIFICATION SYSTEM AND ESTABLISHING THE JOB EVALUATION COMMITTEE INCLUDING ITS MEMBERSHIP AND TERMS AND SETTING FORTH THE DUTIES AND RESPONSIBILITIES OF THE COMMITTEE IN ASSISTING IN ADMINISTRATION OF THE CLASSIFICATION SYSTEM AND OTHER MATTERS PROPERLY RELATING THERETO.

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

SECTION 1. Purpose. The board of county commissioners has retained the services of Hay Group to assist the county in revising the county's classification and compensation system. Prior to selection of Hay Group, the county, through its human resources department, used a whole job ranking methodology of evaluating jobs. In 1999, Hay Group trained a number of employees in the Hay Group job evaluation system based upon point factor comparison methodology. Twelve of these employees served on the job evaluation committee which then evaluated approximately 80 benchmark county jobs using the point factor comparison methodology. The remaining county jobs were evaluated by slotting them against the benchmark positions. The board has determined that the county should continue to use the point factor comparison methodology for job evaluation.

SECTION 2. Chapter 5 of the Washoe County Code is hereby amended by adding the provisions set forth in Sections 3 and 4 below.

SECTION 3.

5.096 Job evaluation committee: Creation and purpose; composition; appointment; members; term.

1. The job evaluation committee is hereby created. The purpose of the committee is to perform an internal staff function of job evaluation based upon the point factor comparison methodology.

2. The committee shall be composed of fifteen members as follows:

(a) Six representatives of the Washoe County Employees Association appointed by that Association in accordance with its bylaws and operating practices.

(b) Three representatives, one from each employee group or organization, excluding positions on the unclassified management salary schedule. In the event there are more employee groups or organizations than there are openings on the committee, the appointment and resulting terms shall rotate among those groups

or organizations so that all remaining groups and organizations have an opportunity over time to have representation on the committee. If the representative is from an employee organization, the organization shall select the committee member in accordance with the organization's bylaws or operating practices. If the representative is from an employee group, the director of human resources shall make the selection.

(c) The director of human resources or the director's designee.

(d) The director of finance or the director's designee.

(e) One individual representing the department of juvenile services appointed by the director of that department.

(f) One representative from the civil division of the district attorney's office appointed by the district attorney.

(g) One individual appointed by the elected department heads, excluding the district attorney. The individual appointed must be a county employee whose job classification has been evaluated using the point factor comparison methodology. The individual may not be an elected or appointed department head.

(h) One individual appointed by the appointed department heads, excluding the directors of finance, human resources and juvenile services. The individual appointed must be a county employee whose job classification has been evaluated using the point factor comparison methodology. The individual may not be an elected or appointed department head.

3. Except with respect to the director of human resources and the director of finance, within 30 days of the effective date of this section, all appointments shall be made and the committee members shall mutually agree among themselves upon their terms with 5 persons serving terms of 3 years; 4 persons serving terms of 2 years; 3 serving terms of 1 year; and 1 person's terms expiring June 30, 2001. New terms shall begin July 1. In the event the committee members are unable to mutually agree, the director of human resources shall draw straws representing the members' terms. Selection of the remaining 2 members shall be made and those terms, as well as all future appointments following expiration of the first terms, will be for 3 years.

4. The director of human resources, or the director's designee, and the director of finance, or the director's designee, are perpetual members of the committee.

5. The terms of the members will be recorded in writing by the director of human resources. When a term has expired, the association or individual responsible for selecting a replacement will be notified and that association or individual will appoint a replacement.

6. Any member, except those listed in subsection 2 (c) and (d) above, who misses 3 consecutive meetings without a valid excuse will be removed from the committee. In such event, the director of human resources will contact the appointing association or individual and that association or individual will appoint a new member who will serve out the unexpired term of the removed member.

SECTION 4.5.098 Training of the committee members; rules and duties of the job evaluation committee.

1. The department of human resources shall train or provide for training of the members of the job evaluation committee in the point factor comparison methodology of job evaluation. The department shall be responsible for providing on-going training as necessary and training of all new job evaluation committee members.

2. Once all committee appointments have been made, the committee, with the assistance of the human resources department, will make rules and procedures for transacting its business and carrying out the provisions of sections 5.096 to 5.101, inclusive. A majority of the members of the committee constitutes a quorum for purposes of conducting a meeting and a majority of the quorum is necessary to act upon any item.

3. Once all members have received training in the point factor comparison methodology of job evaluation, the committee will meet as needed upon the call of the director of human resources to evaluate jobs using the point factor comparison methodology and slotting process making recommendations where appropriate regarding: the points to be assigned to a given job, the appropriate classification of jobs, consolidation of existing classifications, creation of new classifications, alteration of existing classifications, abolishment of existing classifications, and reclassification of positions. These issues will be brought before the committee by the director of human resources.

4. All recommendations made by the committee for the creation of a new classification, reclassification, abolishment of an existing classification, consolidation of classifications, alteration of existing classifications, or where there is a fiscal impact, must be forwarded to the board of county commissioners for final action.

5. Nothing herein alters a department head's responsibility for proper administration of that department's budget.

SECTION 5. Section 5.037 of the Washoe County Code is hereby amended to read as follows:

5.037 "Classification" defined. "Classification" means the systematic process of analytically grouping and allocating positions to classes based on point factor comparison methodology unless a different method used to classify employees in a bargaining unit has been agreed to between the county and an employee organization.

SECTION 6. Section 5.095 of the Washoe County Code is hereby amended to read as follows:

5.095 Establishment of classification plan.

1. The classification plan shall be approved by the board of county commissioners upon the recommendation of the director of human resources.

2. The board of county commissioners declares that since uniform salary and wage rates and classifications are necessary for an effective and efficient personnel system, the compensation plan shall set the official rates applicable to all positions in the classified service, but the establishment of the compensation plan shall in no way limit the authority of the board of county commissioners relative to budgeted appropriations for salary and wage expenditures.

3. The Merit Personnel Ordinance shall not be construed to supersede or conflict with existing or future contracts of employment dealing with wages, hours and working conditions.

SECTION 7. Section 5.097 of the Washoe County Code is hereby amended to read as follows:

5.097 Revision of classification plan.

1. When the board of county commissioners has authorized organizational or budgetary changes which require the creation, division, combination, alteration, or abolishment of classification(s), the department of human resources shall bring the classes affected to the job evaluation committee. The job evaluation committee will evaluate the job(s) using the point factor comparison methodology.

2. The department of human resources shall from time to time, as necessary, after consultation with appointing authorities, recommend changes in the Merit Personnel Ordinance and county personnel regulations.

3. Any changes in classifications for positions on the management salary schedule and division director positions or the equivalent thereof as determined by the director of human resources, but not including any such positions covered by a collective bargaining agreement, will be evaluated using the point factor system, but any changes in these classifications will be considered by the board of county commissioners and not by the job evaluation committee.

4. The job evaluation committee will also have authority to make changes in job titles to make them more reflective of job duties, to make minor changes to job descriptions so that the descriptions reflect job responsibilities, and to make other minor changes to classifications to carry out the purposes of sections of this ordinance and the provisions of the Merit Personnel Ordinance.

SECTION 8. Section 5.097 of the Washoe County Code is hereby amended to read as follows:

5.101 Reporting changes in positions; reclassification of positions.

1. Whenever an appointing authority proposes the establishment of a new position or makes a significant change in the duties and responsibilities of an existing position, the facts shall be reported to the department of human resources in the manner and on the forms prescribed by the department, with the advice of the appointing authority.

2. Requests for reclassification which result from program

changes, establishment of new positions, changes to organizational structure, changes in the level of service which require a new classification, or establishment of new classifications shall be submitted on the forms prescribed by the department of human resources by the appointing authority as part of the department's/division's annual budget process for approval by the board of county commissioners. The department of human resources shall be responsible for confirming the duties and responsibilities assigned to the position.

3. The job evaluation committee shall be responsible for providing the evaluation of the position and the appropriate classification with points assigned based upon the point factor comparison methodology and slotting process. The points assigned is the determining factor in establishing the pay range. The department of human resources shall be responsible for providing the pay analysis and recommendation for any program/classification changes prior to submission to the board of county commissioners. In the event that a request for reclassification under this subsection cannot by necessity be made as part of the budget process, the appointing authority shall submit the request (on the appropriate forms and with the job evaluation committee's and human resources department's recommendations) directly to the board of county commissioners for approval.

SECTION 9. Section 5.105 of the Washoe County Code is hereby amended to read as follows:

5.105 Status on reclassification.

1. An incumbent of a reclassified position may retain his appointment and move to the level of the reclassified position when he has performed the duties for 6 months and meets the minimum qualifications for the new class. When an employee has been performing the duties and responsibilities for 6 months prior to reclassification, he shall not be required to serve a new probationary period.

2. When a position is reclassified to a higher level salary grade and the incumbent retains his appointment status, or is appointed from an appropriate eligible list, his salary shall be governed by the provisions relating to promotion.

3. The effective date of a position reclassified to a class having the same or higher salary grade shall be either the date the position was studied, or 90 days after the request to study the position was received in the human resources department, whichever occurs first; or another date as may be agreed to between an employees' association and the county. The effective date of a position reclassified to a class having a lower salary grade shall be the date the position was studied.

4. An incumbent of a position reclassified downward shall retain his status in the lower class. If the incumbent's salary exceeds the top of the salary range for the lower classification, he shall have his salary reduced to the top of the new range.

SECTION 10. Effective date; validation of actions; severability.

1. This ordinance shall be effective retroactive to March 27, 2001.

2. All actions taken by the board of county commissioners and its agents, or purportedly had or taken under law or under color of law by them in implementing the provisions of this ordinance, including all actions taken previously and consistent herewith are hereby validated, ratified, approved and confirmed.

3. In the event any provision of this ordinance shall be deemed to be unlawful by a court of competent jurisdiction, the invalidity of such section shall not affect the remaining sections.

Business Impact Note: The Board of County Commissioners hereby finds that this ordinance does not impose a direct and significant economic burden upon a business, nor does it directly restrict the formation, operation or expansion of a business.

Proposed on the 27<sup>th</sup> day of MARCH, 2001.

Proposed by Commissioner SHORT

Passed on the 24<sup>th</sup> day of APRIL, 2001.

Vote:

Ayes: COMMISSIONERS BOND, GALLOWAY, SHAW, SHORT  
SFERRAZZA

Nays:

Absent:

James M. Shaw  
Chairman  
Washoe County Commission

ATTEST  
Amy Harvey  
County Clerk

This ordinance shall be in force and effect from and after the 4<sup>th</sup> day of MAY, 2001.