



County of Nevada
Department of Human Resources
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NEVADA COUNTY BOARD OF SUPERVISORS
Board Agenda Memo

MEETING DATE: May 12, 2026
TO: Board of Supervisors
FROM: Wendy Brodnick, Director of Human Resources
SUBJECT: Resolution amending Authorized Personnel Staffing Resolution 25-326, as amended

RECOMMENDATION: Approve the resolution.

FUNDING: Funding for staffing, salaries, and benefits is included in the FY 25/26 adopted budget across multiple departments with varying funding sources. While the proposed amendment will have an impact on certain department salary and benefit costs, a budget amendment is not needed at this time. Other factors such as recruitment timelines and vacancies will likely offset any fiscal impact resulting from this amendment. There is no immediate impact to the General Fund.

BACKGROUND: Corrections and updates to the staffing resolution are submitted to the Board of Supervisors on a periodic basis. The staffing resolution reflects corrections and revisions to the 2025-2026 staffing document from April 25, 2026-May 23, 2026, as depicted below.

The changes to the Authorized Personnel Staffing Resolution are as follows:

Board of Supervisors – Clerk of the Board

The Board of Supervisors, Clerk of the Board is changing the Chief of Staff/Clerk of the Board of Supervisors job title to Clerk of the Board of Supervisors. The title change will better align the existing duties and responsibilities of the position within the Board of Supervisor's Office.

Information and General Services – Animal Shelter

The Information and General Service Animal Shelter division is adding 1.2 FTE Kennel Attendant positions to enhance Animal Care which includes feeding, cleaning, monitoring animal health, and ensuring quality basic animal care for all animals in the shelter seven days per week.

Information and General Services – Central Services

The Information and General Service Central Services division is exchanging 1.0 FTE Senior Legal Office Assistant position for 1.0 FTE Office Assistant I/II position. The exchange is better aligned with the duties required of the position in Central Services to support the needs of the organization.

Information and General Services – Library Services

The Information and General Service Library Services division is deleting 1.0 FTE Library Assistant I/II/III position. Library Services is transferring the 1.0 FTE Library Assistant I/II/III position to the Animal Shelter as a 1.0 FTE Kennel Attendant to better support and fulfill core services.

The total number of FTE on the Authorized Personnel Staffing Resolution increases from 938.35 to 938.55.

Your consideration of this matter is appreciated.

Submitted by: Wendy Brodnick, Director of Human Resources

Submittal Date: April 27, 2026

Revised Date: May 4, 2026