



County of Nevada
Department of Human Resources
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NEVADA COUNTY BOARD OF SUPERVISORS

Board Agenda Memo

MEETING DATE: December 16, 2025

TO: Board of Supervisors

FROM: Susan Kadera, Interim 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 November 23, 2025-December 21, 2025, as depicted below.

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

District Attorney – Victim Witness

The District Attorney's Office, Victim Witness division is adding a .5 FTE Administrative Analyst I/II limited term position. The addition is a result of grant funding received to support the Family Justice Center for victims/survivors in Nevada County. The position is limited term through 9/30/2028.

The total number of FTE on the Authorized Personnel Staffing Resolution increases from 937.85 to 938.35.

The appropriate bargaining unit has been conferred with.

Your consideration of this matter is appreciated.

Submitted by: Susan Kadera, Interim Director of Human Resources

Submittal Date: December 2, 2025