



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

Board Agenda Memo

MEETING DATE: February 11, 2025

TO: Board of Supervisors

FROM: Steve Rose, Director of Human Resources

SUBJECT: Resolution amending Authorized Personnel Staffing Resolution 24-353, as amended

RECOMMENDATION: Approve the resolution.

FUNDING: Funding for staffing, salaries, and benefits is included in the FY 24/25 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 2024-2025 staffing document from December 9, 2024-February 10, 2025, 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 is exchanging an Administrative Analyst I/II 1.0 position for a Senior Management Analyst 1.0 position. The Senior Management Analyst best describes the newly assigned duties of the position and is more aligned to the needs of the office located in Truckee.

Board of Supervisors-Clerk of the Board

The Board of Supervisors is adding an Administrative Services Assistant 1.0 position to support the administrative work required of the Board's Office.

Community Development Agency-Solid Waste

The Community Development Agency, Solid Waste division, is exchanging the Program Manager 1.0 position for a Senior Community Development Technician 1.0 position. The Programmatic duties of Solid Waste are being added to the manager position in Sanitation and the Senior Community Development Technician will assist with continuing technical support of Solid Waste.

Community Development Agency-Sanitation District No. 1

The Community Development Agency, Sanitation division, is changing the job title of the Waste Water Operations Manager to Sanitation General Manager to reflect new duties assigned to the position through combining division management of Sanitation and Solid Waste.

Community Development Agency-Transit

The Transit Department is adding 2.0 Bus Driver positions to help address the needs of the community and economy by increasing service hours and meeting service requirements.

Health and Human Services Agency-Behavioral Health

The Behavioral Health Department is adding a Behavioral Health Therapist I/II/Licensed 1.0 position to the Alcohol and Drug division. The position will serve as an entry point into the County's multiple Collaborative Courts. It will support forensically involved clients in accessing wraparound services related to their crime and will therefore reduce their future involvement with the justice system by linking them to treatment. This position will enhance Behavioral Health's ability to meet the complex needs of the forensic population more effectively.

Health and Human Services Agency-Probation

The Probation Department is exchanging a Senior Legal Office Assistant 1.0 position for an Administrative Services Assistant 1.0 position. This position change allows for the utilization of this support staff role in a more diverse array of duties that will better support administrative functions related to Probation's continued focus on data collection and reporting.

Health and Human Services Agency-Public Health

The Public Health Department is transferring 0.3 FTE from the Clinic Practitioner position in Truckee which is currently 0.8 FTE to the Public Health Nurse position in Truckee which is currently 0.5 FTE. The Clinic Practitioner position will change to 0.5 FTE and the Public Health Nurse position will change to 0.8 FTE after the transfer. The change in FTE supports Public Health Nursing as well as Behavioral Health Nursing in Truckee and provides administrative oversight, quality assurance, and support to the Truckee Public Health Clinic.

Information and General Services-Facilities

The Facilities Department is adding a Facilities Project Manager 1.0 Limited Term duration position. The position will assist with climate and resiliency projects, including the Veterans Hall grant project and the EV charging infrastructure grant implementation for transit and fleet vehicles. The funding will be in place for the next five years. Limited Term duration will be from February 11, 2025, through June 30, 2030.

Information and General Services-Library

The Library Department is exchanging a Library Assistant I/II/III 0.5 position for a Library Technician 0.5 position. The reclassification to Library Technician best describes the assigned duties of the position.

Sheriff-Sheriff Services

The Sheriff's Office is adding an Administrative Services Assistant 1.0 position to provide support to the Public Administrator functions of the County, which are state-mandated. The additional staffing capacity dedicated to this public service would help close out Public Administrator cases and help shift to being proactive in taking on new cases.

Sheriff-Corrections

The Sheriff's Office is adding a Social Worker III 1.0 Limited Term duration position to meet the service needs in support of the state mandated CalAIM Justice Initiative (JI) which has added reentry/discharge planning to the core services that are to be provided by the Jail to incarcerated persons (IPs). The position provides facilitation of Medi-Cal enrollment, preparing detailed re-entry plans for IPs as they leave the facility, and making warm handoffs to either Behavioral

Health or the Enhanced Care Manager and in some cases other wraparound service providers. Limited Term duration will be from February 11, 2025, through June 30, 2027.

The total number of FTE on the Authorized Personnel Staffing Resolution changes from 911.85 to 918.85 (+7 FTE).

Your consideration of this matter is appreciated.

Submitted by: Steve Rose, Director of Human Resources

Submittal Date: February 11, 2025