



**County of Nevada**  
**Department of Human Resources**  
Eric Rood Administrative Center  
950 Maidu Avenue  
Nevada City, CA 95959  
Ph: 530-265-7010 Fx: 530-265-9841  
Email: [human.resources@co.nevada.ca.us](mailto:human.resources@co.nevada.ca.us)  
[www.NevadaCountyCA.gov/471/Human-Resources](http://www.NevadaCountyCA.gov/471/Human-Resources)

## **NEVADA COUNTY BOARD OF SUPERVISORS**

### **Board Agenda Memo**

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**MEETING DATE:** October 24, 2023  
**TO:** Board of Supervisors  
**FROM:** Steve Rose, Director of Human Resources  
**SUBJECT:** Resolution Amending Authorized Personnel Staffing Resolution 23-338

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**RECOMMENDATION:** Approve the resolution.

**FUNDING:** Corrections and updates to the staffing resolution are submitted to the Board of Supervisors on a quarterly basis. The staffing resolution reflects corrections and revisions to the 2023-2024 staffing document from July 1, 2023 through September 30, 2023, as depicted below.

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

*County Counsel*

One Administrative analyst I/II position is exchanged for one Administrative Services Associate position. The latter position better reflects the duties of the position at this time.

*Information and General Services*

One Administrative Analyst I/II position is added in order to provide fiscal and administrative support for animal shelter operations.

*Sheriff's Office*

One limited-term Cook position is added to support a temporary gap in staffing that is expected to be resolved on or about December 31, 2023.

The total FTE count increases by two (2) FTE as a result of these changes. The FTE count of 872.10 becomes 874.10 (+2.0).

Your consideration of this matter is appreciated.

**Submitted by:** Steve Rose, Director of Human Resources