

COUNTY OF NEVADA

DEPARTMENT OF HUMAN RESOURCES

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NEVADA COUNTY BOARD OF SUPERVISORS

Board Agenda Memo

MEETING DATE: October 13, 2020
TO: Board of Supervisors
FROM: Steve Rose, Human Resources Director
SUBJECT: Resolution to Amend Authorized Personnel Staffing Resolution 20-203

RECOMMENDATION: Approve the attached resolution.

FUNDING: Provided for in the 2020-21 fiscal year budget.

BACKGROUND: 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 2020-2021 staffing document through September 30, 2020, as depicted below.

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

County Counsel

One Senior Legal Secretary position is exchanged for one Legal Office Supervisor job description. The Legal Office Supervisor job description best describes the level of duties assigned to the position.

Health and Human Services Agency

Public Health Department

A Public Health Officer position, budgeted at 0.80 FTE, is added to enable the County to hire a Public Health Officer following the prior incumbent's retirement.

Social Services Department

In Eligibility Services, one Office Assistant I/II position is exchanged for one Senior Office Assistant position. The Senior Office Assistant position description best describes the duties assigned to the role. One Eligibility Worker I/II position is exchanged for one

Human Services Specialist (HSS) I/II position, in keeping with the agency goal of using the broader-based, cross-purpose HSS job specification.

In Veterans' Services, one Veterans' Services Representative I/II position is exchanged for one Human Services Specialist (HSS) I/II position.

Probation Department

A new job description called Senior Probation Assistant has been created to respond to the need to provide paraprofessional probation assistance for specialty and complex cases. One Senior Probation Assistant position is exchanged for one Senior Group Supervisor position.

Human Resources

One Management Technician position is exchanged for one Senior Management Technician position. The Senior Management Technician job description best describes the assigned duties for this role.

Information and General Services

Facilities Division

One Building and Grounds Specialist position is exchanged for one Senior Building and Grounds Specialist position. This exchange builds back-up support and allows for more balanced distribution of duties.

Funding for these changes is available in the departments' FY 20-21 budgets.

As a result of these changes, the FTE count is increased by 0.80. The total number of FTE on the Authorized Personnel Staffing Resolution changes from 806.65 to 807.45.

Your consideration of this matter is appreciated.

Initiated and Approved by: Steve Rose, Human Resources Director