

COUNTY OF NEVADA

DEPARTMENT OF HUMAN RESOURCES

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NEVADA COUNTY BOARD OF SUPERVISORS

Board Agenda Memo

MEETING DATE: October 12, 2021
TO: Board of Supervisors
FROM: Steve Rose, Human Resources Director
SUBJECT: Resolution to Amend Authorized Personnel Staffing Resolution 21-207

RECOMMENDATION: Approve the attached resolution.

FUNDING: Provided for in the 2021-22 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 2021-2022 staffing document through September 30, 2021, as depicted below.

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

Clerk of the Board

One Administrative Analyst I/II position is added at this time to augment efforts regarding policy analysis, community relations and related and project work.

County Executive Office

One Administrative Analyst I/II position is added to support public information efforts, including webmaster design and support, as well as development and publication of timely communications.

Community Development Agency

Building Department, Cannabis Division

One Code Enforcement Officer I/II/Senior position and one Senior Community Development Technician position are added to the Cannabis Division to address the growing cannabis permitting and compliance workload.

Health and Human Service Agency

Behavioral Health Department

One bilingual Behavioral Health Therapist I/II/Licensed position is exchanged for one Behavioral Health Therapist I/II/Licensed position.

Public Defender Department

One Legal Secretary I/II position is exchanged for one Legal Office Assistant I/II position. The latter position best matches the duties assigned to the position.

Public Health Department

One Health Technician I/II position is exchanged for one Administrative Assistant I/II position. The latter position maintains vital records, and the Administrative Assistant I/II job description best matches the duties of this position.

Two Public Health Nurse positions are added. One position will address maternal child and adolescent health; one position will support the immunization clinic.

Social Services Department

In Eligibility Services, two Eligibility Worker positions are exchanged for two Human Services Specialist (HSS) positions. These exchanges support the on-going transition to the using the more versatile HSS position series in the department.

Similarly, in Veterans' Services, one Veterans' Services Representative position is exchanged for one Human Services Specialist position at this time.

Information and General Services

One Senior Information Services Analyst position is exchanged for one Program Manager position. The Program Manager position will lead, manage, and run the organization's overall cybersecurity and IT risk management program and compliance activities. Cybersecurity threats have grown exponentially over the last 18 months, and local governments are a hot target for cybersecurity attacks. This position is essential to our ongoing efforts to stem cybersecurity attacks.

Funding for these changes will be monitored in coming months; it's expected there will be salary savings to cover some costs. If a budget amendment is required, departments will bring those to the Board in a quarterly budget amendment later in FY 21-22.

The total number of FTE on the Authorized Personnel Staffing Resolution increases from 801.20 to 807.20.

Your consideration of this matter is appreciated.

Initiated and Approved By: Steve Rose, Human Resources Director