



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
www.NevadaCountyCA.gov/471/Human-Resources

NEVADA COUNTY BOARD OF SUPERVISORS

Board Agenda Memo

MEETING DATE: January 9, 2024
TO: Board of Supervisors
FROM: Steve Rose, Director of Human Resources
SUBJECT: Resolution amending Authorized Personnel Staffing Resolution 23-338, as amended by Resolution 23-529

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 October 1, 2023 to December 31, 2023, as depicted below.

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

Auditor Controller's Office

One Senior Accounting Assistant is exchanged for one Accounting Technician position. The latter job description best describes the work being performed.

Clerk of the Board of Supervisors' Office

In response to Resolution 23-616, approved by the Board of Supervisors on December 5, 2023, the job title, Chief of Staff, is changing to Chief of Staff/Clerk of the Board of Supervisors. The new job title better reflects the restructured organization of the Clerk of the Board's Office as well as the duty set of the retitled position.

The job title, Clerk of the Board of Supervisors, is also changing in response to the restructure of the office. The new job title is Chief Deputy Clerk of the Board of Supervisors.

*Health and Human Services Agency
Behavioral Health Department*

One new Health Technician I/II is added at this time. Under CalAIM, numerous new expectations have been placed on the department through its function as a Managed Care Plan for specialty mental health and substance use disorder services. This position enables the additional administrative tasks to be completed by a Health Technician, allowing clinical staff to focus on direct clinical work. Revenue generated from billable services funds the position.

Public Health Department

The Public Health department is adding 0.25 FTE to an existing 0.50 FTE Occupational Therapist (OT) position by reducing 0.25 from an existing, vacant Health Technician position. The resulting 0.75 OT position is expected to be filled in the early part of the new year. Traditionally extremely hard to fill, the OT position, once filled, is expected to provide services to children and adults.

Probation Department

A 0.50 Probation Assistant I/II is exchanged for a Supervising Deputy Probation Officer (SDPO) position. All recent legislative changes in the field of probation have come with a continued focus on data collection and reporting, particularly as it pertains to evidence based programs and practices. This SDPO position would oversee the Research and Development unit which is responsible for the oversight of data entry, quality assurance, continuous quality improvement, and fidelity monitoring of programs and practices. SB678 funding would be utilized for the portion of the cost of the position not covered by the Probation Assistant I/II exchange.

Social Services Department

One limited-term Human Services Specialist I/II/III/IV position is added to help with the backlog of CalFresh applications which have increased by 48% during the period 2019 to 2023. The limited term period is January 9, 2024 to January 9, 2026. This position is funded with Federal and State allocations with CalWORKs, Medi-Cal and CalFresh being the primary funding sources.

Information and General Services Agency

Information and General Services

One IS Manager position is deleted at this time. This position was originally added to provide oversight to the enterprise-wide financial system replacement project. Instead, an experienced consultant/contractor has been retained to guide this years' long process.

Sheriff's Office

One limited-term Cook position is deleted at this time. The prior, temporary gap in staffing for which this position was added, has been resolved.

One Senior Administrative Analyst position is added. The County has been mandated by the State to institute a Medi-Cal system in the jail for inmate care in the initial 28 days of incarceration and the 90 days pre-release. This program is to be operational no later than April 2026. The Analyst will be charged with the project management of this program implementation and related activities. The Sheriff's Office has been notified that we will receive \$2M to help with start-up/implementation of this program.

One Correctional Officer I/II position is exchanged for one Correctional Lieutenant position. The additional Correctional Lieutenant will provide support for this 24-hour operation.

Movement of one Administrative Services Officer and one Sheriff's Lieutenant to different units (different SBUs) in the Sheriff's Office places the positions in the divisions where the work is being done.

Bargaining units have been conferred with over these changes where needed.

The total number of FTE on the Authorized Personnel Staffing Resolution changes from 874.10 to 875.60 (+ 1.50 FTE).

Your consideration of this matter is appreciated.

Submitted by: Steve Rose, Director of Human Resources