



COUNTY OF NEVADA
DEPARTMENT OF HUMAN RESOURCES

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NEVADA COUNTY BOARD OF SUPERVISORS
Board Agenda Memo

MEETING DATE: January 24, 2023
TO: Board of Supervisors
FROM: Human Resources
SUBJECT: Resolution Amending Authorized Personnel Staffing Resolution 22-290

RECOMMENDATION: Approve the attached resolution.

FUNDING: Provided for in the 2022-2023 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 2022-2023 staffing document from October 1, 2022 through December 31, 2022, as depicted below.

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

Community Development Agency
Department of Public Works

In the Public Works Admin Division, one Administrative Assistant I/II position is exchanged for one Senior Community Development Technician position. This position exchange will process, review and develop conditions of approval of encroachment and transportation permits, assist with inspections, assist with review of development permits, assist permit applicants with questions related to land use, review land use proposals, prepare documents, and review parcel and subdivision maps.

In the Roads Division, seven roads maintenance work crews have been consolidated to five to provide more efficient use and deployment of crews. Two Road Maintenance Supervisor positions are therefore exchanged for two Road Maintenance Worker I/II/III positions creating five crews of five (one supervisor and four road maintenance workers).

County Executive Office
Risk Management Division

One existing Administrative Analyst I/II position is exchanged for one Limited-Term Administrative Analyst position. The Risk Management Division is undergoing preparations to establish systems and structures which best prepare it for the future, and the use of a limited term position provides flexibility to adapt to future needs.

Health and Human Service Agency

Department of Social Services

One Eligibility Supervisor is exchanged for one Social Services Supervisor position consistent with the Department's pattern of replacing former Merit titles with Non-Merit when possible. Two Human Services Specialist I/II/III/IV positions are added to respond to major spikes in CalFresh applications, an anticipated rise in Medi-Cal applications once the public health emergency ends, and program changes that are resulting in higher caseloads.

Public Health Department

One Senior Administrative Analyst position is exchanged for one Health Equity Coordinator position. The Health Equity Coordinator is responsible for technical expertise, project management, and leadership related to the development, implementation, facilitation, and oversight of departmental health equity plans and practices.

The grant supporting two limited-term positions, Epidemiologist and Health Technician I/II, set to expire late Fall, 2022, is now extended through June, 2024. The terms of the positions are extended accordingly.

Human Resources Department

One Senior Management Analyst position is exchanged for one Principal Management Analyst position. The Principal Management Analyst position performs the most complex and difficult administrative, budgetary, statistical, and other management analyses in the implementation of various special projects with Countywide impact.

Information and General Services

Information Services

One Senior Network Systems Analyst is exchanged for one Senior Information Systems Analyst role. The Senior Information Systems Analyst will provide leadership support for the desktop unit which continues to see increasing demands for service, and for aspects of customer care which include information technology training.

Library

One Library Assistant I/II/III is exchanged for one Library Assistant I/II/III-Bilingual for use in the Truckee branch of the Library.

Sheriff's Office

Corrections

One limited-term Cook position is deleted at this time. Prior shortfalls in staffing have been resolved.

The total number of FTE on the Authorized Personnel Staffing Resolution increases by one position, from 847.10 to 848.10.

Your consideration of this matter is appreciated.

Initiated and Approved By: Steve Rose, Human Resources Director