



County of Nevada
Department of Human Resources
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NEVADA COUNTY BOARD OF SUPERVISORS
Board Agenda Memo

MEETING DATE: December 5, 2023

TO: Board of Supervisors

FROM: Steve Rose, Director of Human Resources

SUBJECT: Resolution reorganizing the office of the Clerk of the Board of Supervisors by retitling Clerk of the Board to Chief of Staff/Clerk of the Board and adding additional duties to the newly entitled position

RECOMMENDATION: Approve the Resolution

FUNDING: There is no fiscal effect to the Fiscal Year 23/24 budget at this time. Potential fiscal year 24/25 budget impacts will be brought to the Board of Supervisors via the regular salary resolution update and budget amendment processes.

BACKGROUND: The Board of Supervisors (“Board”) is required to appoint the Clerk of the Board (“COB”). Pursuant to State and local law, the COB serves under the direction and at the pleasure of the Board. Whereas the traditional duties of the COB are set out by law, the Board has discretion to add additional duties. By this Resolution, the Board is reorganizing the office of the Clerk of the Board in order to add the additional Chief of Staff duties. The Board would also retitle the position to Chief of Staff/Clerk of the Board.

Your consideration of this recommendation is appreciated.

Item Initiated by: Steve Rose, Human Resources Director