



County of Nevada
Department of Human Resources
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NEVADA COUNTY BOARD OF SUPERVISORS

Board Agenda Memo

MEETING DATE: August 11, 2026

TO: Board of Supervisors

FROM: Wendy Brodnick, Director of Human Resources

SUBJECT: Resolution amending Authorized Personnel Staffing Resolution 26-320, as amended

RECOMMENDATION: Approve the resolution.

FUNDING: Funding for staffing, salaries, and benefits is included in the FY 26/27 adopted budget across multiple departments with varying funding sources. While the proposed amendment will have an impact on certain department salary and benefit costs, a budget amendment is not needed at this time. Other factors such as recruitment timelines and vacancies will likely offset any fiscal impact resulting from this amendment. There is no immediate impact to the General Fund.

BACKGROUND: Corrections and updates to the staffing resolution are submitted to the Board of Supervisors on a periodic basis. The staffing resolution reflects corrections and revisions to the 2026-2027 staffing document from July 1, 2026-August 11, 2026 as depicted below.

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

Clerk-Recorder/Registrar of Voters - Elections

The Clerk-Recorder/Registrar of Voters – Elections Office is exchanging 1.0 FTE Senior Clerk-Recorder Technician for 1.0 FTE Administrative Analyst I/II. The exchange will provide for better support of the electronic and technical aspects of the elections processes and overall duties and responsibilities for the Elections Office.

District Attorney – Victim-Witness

The District Attorney Victim-Witness Office is exchanging 1.0 FTE Administrative Analyst I/II for 0.5 FTE Administrative Analyst limited term to 9/30/28 and adding 1.0 FTE Senior Administrative Analyst limited term to 3/31/28. The office was awarded the Department of Justice Office on Violence Against Women (OVW) Improving Criminal Justice Response (ICJR) Program

grant, which will allow the DA to fund positions in support of serving the county through the Nevada County Family Justice Center.

Health and Human Services Agency-Administration

The Health and Human Services Agency Administration has reclassified the Accountant job title into a series position of Accountant I/II/Senior. The three levels within the series are newly established on the staffing document. The reclassification of the job title will permit better alignment of duties with differing levels of responsibility while increasing the ability to recruit and retain candidates.

Health and Human Services Agency-Social Services (Veteran Services)

The Social Services-Veteran Services Department is exchanging 1.0 FTE Office Assistant I/II for 1.0 FTE Human Services Screener. The new position will consistently welcome veterans into the office and they will be certified in answering questions related to benefits. The position will work with the team to reduce veteran homelessness to functional zero, and they will directly process applications, resulting in increased benefits and timely approvals.

Treasurer-Tax Collector

The Treasurer-Tax Collector has reclassified the Accountant job title into a series position of Accountant I/II/Senior. The three levels within the series are newly established on the staffing document. The reclassification of the job title will permit better alignment of duties with differing levels of responsibility while increasing the ability to recruit and retain candidates.

The following amendments are administrative corrections to the Staffing Resolution:

Clerk-Recorder/Registrar of Voters SBU 20701 Recorder deleted (0.20) Senior Clerk-Recorder Technician

Community Development Agency SBU 20707 Community Development Agency Administration deleted 0.00 Senior Accounting Assistant

Community Development Agency-Building SBU 20602 Building Inspection deleted 0.00 Permit Processing Assistant I/II

Community Development Agency-Planning SBU 20708 Planning deleted 0.00 Senior Community Development Technician

Community Development Agency-Solid Waste deleted Fund 0101 SBU 40402 Solid Waste Contract Administration

District Attorney SBU 20103 District Attorney deleted 0.00 Senior Legal Secretary

Health and Human Services Agency SBU 50101 Health and Human Services Agency Administration deleted 0.00 Social Services Screener

Health and Human Services Agency-Public Health SBU 40101 Public Health Administration deleted 0.00 Public Health Officer

Health and Human Services Agency-Social Services SBU 50105 Eligibility Services Administration deleted 0.00 Social Services Supervisor

Information and General Services SBU 11003 Information and General Services Administration corrected the job title from Chief Information Officer (Director of Information Tech) to Chief Information Officer

Treasurer/Tax Collector SBU 10203 Tax Collection and Treasury deleted 0.00 Accounting Assistant I/II

The total number of FTE on the Authorized Personnel Staffing Resolution increases from 931.75 to 932.25.

Your consideration of this matter is appreciated.

Submitted by: Wendy Brodnick, Director of Human Resources

Submittal Date: July 27, 2026