



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

MEETING DATE: April 25, 2017
TO: Board of Supervisors
FROM: **Charlie Wilson, Director of Human Resources**
SUBJECT: Resolution Amending Authorized Personnel Staffing Resolution

RECOMMENDATION: Approve the attached resolution.

FUNDING: Funding is included in the various departmental budgets for FY 16-17.

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 2016/2017 staffing document through March 31, 2017, as depicted below.

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

Health and Human Services Agency

One Senior Accounting Assistant is exchanged for one Administrative Analyst I/II position in the agency. Increased numbers of grants and contracts, coupled with ever-increasing State and Federal reporting requirements, support the need for higher-level financial analysis available in the Administrative Analyst position description.

A vacant Legal Office Assistant I/II position, located in Child Support Services, is exchanged for a Program Manager position in the HHS Agency. The Program Manager position is responsible for housing services programs, development, and communication.

Behavioral Health Department

Registered Nurse positions are being exchanged for more mission-critical Behavioral Health Nurses. Behavioral Health Nurses are specially trained and equipped to address and support the unique psychosocial-medical needs of clients.

Social Services Department

These are replacement positions for existing FTE's requiring no net change in allocation.

Following many months of collaboration involving Social Services, Child Support Services, Human Resources, the CEO's office, HHS Administration and three labor organizations, a replacement series of cross-functional position descriptions are being utilized to replace the more singularly-functional positions of Eligibility Workers and Child Support Officers. While the initial implementation will be in Social Services, the newly entitled Human Services Specialist series will allow incumbents to serve clients eligible for social service program benefits as well as child support services, and to perform assessments for behavioral health and public health services. The integration of service delivered by these new positions will better serve client needs and enhance efficiency within the Health and Human Service Agency. Minimum hiring standards have been enhanced so that a two-year Associate's degree, sound customer relations skills and related experience are all required. The County's decision to leave the rigid State Merit System last year allows us to creatively design and professionalize positions to meet client and organizational needs.

While there, once again, will be no net change in FTE allocation, Social Services is exchanging 10 Eligibility Worker series positions (at the I, II and III levels) for positions in the new Human Services Specialist series (I, II, III and IV). Additionally, one Eligibility Supervisor position is being exchanged for a newly established Social Services Supervisor position to oversee the new series of Human Services Specialists. This classification also has enhanced minimum requirements, including a requirement to possess a Bachelor's degree.

Probation

One vacant Legal Office Assistant I/II position is exchanged for a Deputy Probation Officer I/II/III position.

In Juvenile Hall, one vacant Group Supervisor I/II position is being deleted at this time.

Library

Measure A funds are used to support the addition of 1.5 Librarians I. One (1.0) Librarian I is assigned to provide youth services to Western County libraries. One 0.50 Youth Services Librarian I is added to the Truckee branch.

The 0.75 Administrative Assistant I/II position is exchanged for a 1.0 Administrative Services Assistant position. This position provides full-time fiscal and administrative support at a level commensurate with the growth of the library, increased grant-related duties, and additional Measure A-related assignments.

Public Works Department

One Senior Office Assistant position, located in Transit, is being moved to CDA Admin where the work is performed on behalf of Transit and other CDA departments.

In the sanitation unit, one Waste Water Treatment Systems Operator position is exchanged for one Waste Water Service Worker position. Treatment Systems Operators inspect, monitor and adjust wastewater treatment plant operations. Service Workers inspect and troubleshoot wastewater mains, respond to spills and pipeline breaks, and perform other skilled trade work in maintaining, constructing, and repairing wastewater collection systems. Current workload needs are for repair and servicing of wastewater systems.

County Executive Office

One new Administrative Analyst I/II position is added. This position will provide support in marketing, public relations, and outreach activities initiated by the CEO's Office. As a communications content coordinator, this position will prepare the public face of the County budget and demographic report, promote County services and programs, and coordinate and facilitate the Employee Academy and Citizens Academy, among other duties.

The staffing changes mentioned above have a net effect of adding 1.75 FTE to the staffing count. The total number of FTE on the Authorized Personnel Staffing Resolution becomes **787.50**.

Item Initiated and Approved by: Charlie Wilson, Director of Human Resources

Submittal Date: April 7, 2017

Revision Date: