

COUNTY OF NEVADA

DEPARTMENT OF HUMAN RESOURCES

Eric Rood Administrative Center
950 Maidu Avenue
Nevada City, CA 95959
(530) 265-7010
www.mynevadacounty.com

NEVADA COUNTY BOARD OF SUPERVISORS

Board Agenda Memo

MEETING DATE: April 28, 2020
TO: Board of Supervisors
FROM: Steve Rose, Human Resources Director
SUBJECT: Resolution Amending Authorized Personnel Staffing Resolution 19-258

RECOMMENDATION: Approve the attached resolution.

FUNDING: Provided for in the 2019-2020 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 2019-2020 staffing document through March 31, 2020, as depicted below.

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

Health and Human Services Agency

HHS Admin

In Truckee, one Senior Office Assistant position is being deleted in exchange for one Social Services Screener. The Screener position is designed to support Human Services Specialist staff by addressing action items related to processing and granting benefits, increasing turn-around time with customers.

Behavioral Health Department

One Behavioral Health Therapist position is moving from Adult Behavioral Health to Children's Behavioral Health to serve the foster youth population.

Public Health Department

One Project Coordinator position is being deleted in exchanged for one Health Education Coordinator position. The latter position description best describes the duties of the role. This position provides critical support to the Tobacco Use Prevention Program and the

serves as lead to the Local Oral Health Program. The work of this position leads to increased education and services to the community at large.

Department of Social Services

In Children's Services, one Human Services Specialist I/II/III/IV position is deleted in exchange for one Social Services Aide position. The Social Service Aide position is designed to assist Social Workers by performing specifically designated tasks related to the improvement of family functioning. The Aide position fulfills a critical need in support of families in crisis.

In Eligibility Services, one Human Services Specialist I/II/III/IV position is deleted in exchange for one Office Assistant I/II position. The Office Assistant I/II position helps ensure that front office coverage and daily administrative support functions are maintained.

Library

One full-time Library Assistant I/II/III is being added to the Truckee Branch, while one 0.5 Library Technician is being reduced in one Western County branch. The additional Library Assistant at the Truckee Branch ensures circulation desk of coverage and assists in supporting the literacy program.

Treasurer-Tax Collector

One Administrative Assistant I/II position is being deleted in exchange for one Revenue and Collection Recovery Specialist. This position will perform duties related to complex property tax debt collection, analysis and evaluation for final resolution. It will be responsible for assisting with delinquent secured and unsecured tax, Transient Occupancy tax and Cannabis tax. The position is dedicated to positively impacting revenue recovery.

Funding for these changes is available in the departments' FY 19-20 budgets.

As a result of these changes, the FTE count is increased by 0.5. The total number of FTE on the Authorized Personnel Staffing Resolution changes from 801.15 to 801.65.

Your consideration of this matter is appreciated.

Initiated and Approved by: Steve Rose, Human Resources Director