

# COUNTY OF NEVADA

## DEPARTMENT OF HUMAN RESOURCES

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

### NEVADA COUNTY BOARD OF SUPERVISORS

#### Board Agenda Memo

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**MEETING DATE:** January 26, 2021  
**TO:** Board of Supervisors  
**FROM:** Steve Rose, Human Resources Director  
**SUBJECT:** Resolution to amend Authorized Personnel Staffing Resolution 20-203

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**RECOMMENDATION:** Approve the attached resolution.

**FUNDING:** Provided for in the 2020-21 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 2020-2021 staffing document through December 31, 2020, as depicted below.

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

Board of Supervisors

One Administrative Analyst I/II position is added to the Board of Supervisors Office. This position will aide in the support of Board activities and priorities.

Health and Human Services Agency

*Behavioral Health Department*

One Behavioral Health Worker I/II/III is exchanged for one Group Supervisor I/II position (Juvenile Hall). The BHW position will provide care coordination and case management services, critical elements of the department's Managed Care Organized Delivery System Implementation.

*Public Health Department*

One 0.5 Epidemiologist position, one 1.0 Health Technician I/II position, and one 1.0 Public Health Nurse I/II/Senior position are added to the department at this time. Each of the positions is limited term through November 17, 2022. They are funded from the Enhanced Detection, Response, Surveillance, and Prevention of COVID-19 supported through the Paycheck Protection Program and Health Care Enhancement Act of 2020.

### *Probation Department*

One Cook position is deleted at this time. Two Group Supervisor positions are deleted and exchanged for one Behavioral Health Worker I/II/III position (mentioned above, in the Behavioral Health Department) and one Deputy Probation Officer I/II.

### *Social Services Department*

In Eligibility Services, one Social Worker I/II/III position is exchanged for one Human Services Specialist (HSS) I/II position. The broader-based HSS position supports the divisions' staffing needs at this time.

### Library

A 0.75 Library Assistant I/II/III position is exchanged for one 1.0 Librarian I/II/III position, a gain of 0.25 FTE.

The Penn Valley Library is moving into a new facility in early 2021. The new facility is nearly twice the size of the current space, features a children's area, a public meeting room, and more space for programming materials, computers, and collaborations between community members. Since its inception, the Penn Valley Library has existed as a "station," and the combination of the expansion of the facility and the addition of the Librarian position will allow the facility to transition into a full "branch."

### Sheriff's Office

The Truckee division of the Sheriff's Office is giving a Legal Office Assistant ("LOA") I/II position to the Operations Division where it is most needed. The Operations Division is then exchanging the LOA position for an Administrative Assistant I/II position, a job classification that best supports work performed in the personnel and training unit of the division where it will be located.

In the Corrections unit, one Senior Correctional Technician classification is exchanged for a Correctional Officer I/II classification. The Technician class series is retiring at this time.

Funding for these changes is available in the departments' FY 20-21 budgets.

As a result of these changes, the FTE count is increased by 2.75. The total number of FTE on the Authorized Personnel Staffing Resolution changes from 807.45 to 810.20.

Your consideration of this matter is appreciated.

Initiated and Approved by: Steve Rose, Human Resources Director