



COUNTY OF NEVADA
DEPARTMENT OF HUMAN RESOURCES

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NEVADA COUNTY BOARD OF SUPERVISORS
Board Agenda Memo

MEETING DATE: June 14, 2022
TO: Board of Supervisors
FROM: Human Resources
SUBJECT: Resolution to Amend Authorized Personnel Staffing Resolution 21-207 and Resolution to Amend Authorized Salary Resolution 21-208

RECOMMENDATION: Approve the attached resolutions.

FUNDING: Provided for in the 2021-22 fiscal year budget.

BACKGROUND: Corrections and updates to the staffing and salaries resolution are submitted to the Board of Supervisors on a quarterly basis. The staffing and salary resolutions reflect corrections and revisions to the 2021-2022 staffing document and 2021-2022 salary document from January 1, 2022 through May 15, 2022, as depicted below.

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

Community Development Agency
CDA Admin

One Accounting Technician position is being exchanged for one Administrative Analyst I/II position. The work performed by the position has grown in complexity: the position not only acts at a high level of independence in a fiscal role, but helps to oversee CDA-Fleet Division technical systems, auditing staff's data entry into the Fleet time and cost tracking system; manages vehicle asset documentation throughout the County; and develops and manages fifteen annual Fleet-related contracts. The duties are best described by the Administrative Analyst I/II job title.

One new Program Manager position is added. The focus of this new position is economic development.

Public Works

There are three general job families in the Wastewater division of Public Works. These job families include the wastewater service worker series, the wastewater electrical mechanical worker series, and the wastewater treatment system operator series. The

division has relied on one supervisor to oversee the staff in these three areas. Due to the increasing regulatory and technical demands facing the wastewater industry in general, a second supervisor is needed to help manage an otherwise too-broad span of control faced by one supervisor. Therefore, one Wastewater Electrical/Mechanical Worker I/II is exchanged for one Wastewater Electrical/Mechanical Supervisor.

County Counsel

One Senior Office Assistant position is added to the office of the County Counsel. The Senior Office Assistant position prepares body-worn camera footage for proper use in further legal proceedings.

Health and Human Service Agency

HHSA Admin

One Administrative Assistant I/II position is deleted from HHSA Admin and exchanged for one Legal Office Supervisor position in the Public Defender's Office. The Legal Office Supervisor position helps support and manage the admin support unit within the Public Defender's Office

One Program Manager position is deleted from HHSA Admin and added to the Adult Behavioral Health unit (in the Behavioral Health Department) where the work is performed.

Behavioral Health Department

One new Program Manager position is added to Behavioral Health Admin in order to support the increasingly complex Mental Health Services Act program requirements, as well as new activities such the behavioral health student loan repayment program.

Housing and Community Services Division

One Senior Administrative Analyst is added to the Housing and Community Services Division of HHSA. The Housing & Community Services Department manages an increasing number of different grant awards and allocations, each with their own reporting, accounting, auditing, and expenditure requirements. A Senior Administrative Analyst position is an ideal fit for pulling statistics and data to complete the application form, as well as to work with fiscal and program staff to complete the narrative components. This position will also be responsible for contract and sub-recipient compliance monitoring during the program year, gathering performance data and completing monthly/quarterly reporting as required by the granting agency.

Public Health Department

Two limited-term positions are added to the Public Health Department at this time. One position is an Administrative Services Assistant, and the other position is a Senior Administrative Analyst. Both positions are funded by a workforce development grant and each will work on grant administration and public health communications-related activities. (A limited-term position has a defined end date and is usually grant funded.)

In addition, one 0.80 FTE Project Coordinator position is exchanged for one 0.80 FTE Health Education Coordinator position. The latter position best describes the revised work plan for the position.

Social Services Department

One new Human Services Specialist I/II/III/IV is added to the Eligibility Services unit for the purpose of buttressing the division's ability to process CalFresh applications timely; to respond to an expected increase in caseload due to Medi-Cal expansion programs; to address a return of clients to the CalWORKs program following the ending of COVID-related safety-net programs; and, to support the new tax assistance program.

Information and General Services

One Network Systems Analyst I/II position is added to the department. For the last few years, IS has observed steady and continued increases in demand for support and services coupled with the number of system users growing by over 100 people. In addition, IS has

grown the total number of products being supported for our end users which requires a primary and backup staff member to be capable of providing support. Finally, Cybersecurity tasks and other security related items such as eDiscovery audits/searches have increased in frequency and duration.

Office of Emergency Services

One new Administrative Analyst I/II position is added to the Office of Emergency Services. This position will educate, encourage, and develop County-wide collaboration and coordination among various wildfire mitigation groups to: one, build a census of all active wildfire mitigation groups, contact points, collaboration efforts, and projects; two, analyze gaps in County-wide wildfire resiliency and emergency preparedness and develop recommendation to fill these needs; three, develop mechanisms to improve outreach and coordination efforts, such as group formation, funding plans, governance structures, and state/regional/local planning efforts; and, four, provide a comprehensive final report summarizing the County Wildfire Outreach and Coordination Plans, key issues, success outcomes and gaps, and recommendations.

One new Defensible Space Inspector (DSI) position is added, and this new position will replace the need for two temporary Defensible Space Inspector staff. This change will provide stability of case management, more organized transmission of data and information, and support for the burgeoning demand in defensible space work.

One new Director of Emergency Services position is added. The County's defensible space/wildfire preparedness efforts have emerged into full-fledged programs that require the leadership and coordination of a Director-level position.

Library

One new 0.50 FTE Library Assistant I/II/III position is added to the Library. This position will be used to increase an existing Library Assistant position from 0.5 FTE to 1.0 FTE at the Grass Valley Branch. This will allow for additional services and programming support at that location.

The total number of FTE on the Authorized Personnel Staffing Resolution increases from 813.20 to 824.70.

The changes to the Authorized Personnel Salary Resolution are highlighted on the attached Resolution. Job title, old salary range and new salary range, are included in the details.

Your consideration of these matters are appreciated.

Initiated and Approved By: Steve Rose, Human Resources Director