



County of Nevada
Department of Human Resources

Eric Rood Administrative Center
950 Maidu Avenue
Nevada City, CA 95959
Ph: 530-265-7010 Fx: 530-265-9841
Email: human.resources@nevadacountyca.gov
www.nevadacountyca.gov

NEVADA COUNTY BOARD OF SUPERVISORS
Board Agenda Memo

MEETING DATE: August 26, 2025
TO: Board of Supervisors
FROM: Susan Kadera, Interim Director of Human Resources
SUBJECT: Resolution amending Authorized Personnel Salary Resolution 25-327,
as amended

RECOMMENDATION: Approve the Resolution.

FUNDING: Funding for staffing, salaries, and benefits is included in the FY 25/26 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 Salary Resolution are submitted to the Board of Supervisors on a periodic basis. The Salary Resolution reflects corrections and revisions to the 2025-2026 salary document from July 1, 2025-August 25, 2025, as depicted below.

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

Animal Shelter Supervisor, General Bargaining Unit

Information and General Services is developing core staffing to oversee and coordinate Animal Shelter operations and services. Information and General Services is adding a new division designated for the operations of the Animal Shelter. The Animal Shelter Supervisor is a new position added to the General Bargaining Unit under range 234. This position is tentatively effective November 1, 2025, if approved by your Board after the Animal Shelter plan is presented on August 26, 2025.

County Information Security Officer, Management Employees' Association Bargaining Unit
Information and General Services added the County Information Security Officer position. The role will help in the identification and prevention of security risks to the County's information systems and assets. The County Information Security Officer is a new position added to the Management Employees' Association Bargaining Unit under range 340.

Director of Behavioral Health and Homelessness, Senior Executive Group

Behavioral Health is updating the director's job title from Director of Behavioral Health to Director of Behavioral Health and Homelessness. The change in title will align the functions of Behavioral Health and the Homelessness programs and initiatives under the department.

Environmental Health Specialist I/II/III/IV, Professional Bargaining Unit

Environmental Health is correcting the job title for the Environmental Health Specialist. The word, Health, was inadvertently omitted from the Salary and Staffing Resolution job title. This correction is due to an administrative error.

Environmental Health Specialist Supervisor, Professional Bargaining Unit

Environmental Health added a new classification of Environmental Health Specialist Supervisor to assist the Department in providing core services of protecting both public health and safety, including the environment, by overseeing the daily work assignments of staff in the field as they carry out their programmatic work. The position is added to the Professional Bargaining Unit under range 308.

Human Services Specialist Trainee, General Bargaining Unit

Child Support Services and Social Services are adding a new classification of Human Service Specialist Trainee to their job series of Human Services Specialist I/II/III/IV. The Trainee classification is an entry level position created for candidates to work in while obtaining the necessary education and experience to become Human Services Specialists. The Trainee classification is added to the General Bargaining Unit under range 174.

Kennel Attendant, General Bargaining Unit

Information and General Services is developing core staffing to oversee and coordinate Animal Shelter operations and services. Information and General Services is adding a new division designated for the operations of the Animal Shelter. The Kennel Attendant is a new position added to the General Bargaining Unit under range 144. This position is tentatively effective November 1, 2025, if approved by your Board after the Animal Shelter plan is presented on August 26, 2025.

Principal Accountant Auditor, Management Employees' Association Bargaining Unit

The Management Employees' Association bargaining group is abbreviated as MGMT on the Salary Resolution. The county is correcting the group abbreviation from MEA to MGMT for the Principal Accountant Auditor job title. This correction is due to an administrative error.

Undersheriff, Senior Executive/Confidential Group

The Undersheriff bargaining group is being corrected on the Salary Resolution from DH to DH/C to represent Senior Executive Confidential Department Heads. The confidential indicator was inadvertently omitted on the last salary resolution. This correction is due to an administrative error.

Bargaining units have been conferred with when required.

Your consideration of this matter is appreciated.

Submitted by: Susan Kadera, Director of Human Resources

Submittal Date: August 7, 2025