

# COUNTY OF NEVADA

## DEPARTMENT OF HUMAN RESOURCES

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### NEVADA COUNTY BOARD OF SUPERVISORS

#### Board Agenda Memo

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**MEETING DATE:** October 22, 2019  
**TO:** Board of Supervisors  
**FROM:** Steve Rose, Human Resources Director  
**SUBJECT:** Resolution Amending Authorized Personnel Staffing Resolution 19-258

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**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 September 30, 2019, as depicted below.

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

#### Assessor's

##### *Assessor's Office*

One Mapping Specialist position is deleted in favor of one Geographic Information Systems (GIS) Analyst I/II position. Duties associated with mapping base layer parcels and integrating this data with other GIS applications best matches the GIS Analyst I/II job description. Funding is available in the department's FY 19-20 budget.

#### Health and Human Services Agency

##### *Behavioral Health Department*

A total of 1.3 Behavioral Health Nurse I/II positions are being added to the Behavioral Health Department. One FTE nurse position is supported by Mental Health Services Act Innovations funding to support homeless outreach and engagement into additional services nursing. This one FTE position is a limited term position. The 0.3 FTE nurse position is added to an existing 0.70 FTE nurse position; this position serves critical monitoring, education and medication support services to clients in need of psychiatric

medications. Funding is derived from the MHSIA Innovation Grant and Medi-Cal Federal Financial Participation revenue.

One Health Technician I/II position is being added in order to provide Medi-Cal billing support. The Medi-Cal billing process is highly complex and requires extensive training to become fully competent in. The one new position replaces three temporary health technician positions which turned over with such frequency as to risk the stability of the billing process. The new position is funded by a variety of state and federal grants and realignment revenue streams.

One Staff Psychiatrist position is added to the department. The ability of the department to add and then fill this position represents a rare accomplishment, as most psychiatrists prefer working as contractors. With this addition, the department is poised to continue to provide valuable psychiatric services to children and adults in eastern and western county. Funding is available in the department's FY 19-20 budget.

#### *Child Support Services Department*

Two Child Support Officer (CSO) I/II and one Senior Child Support Officer positions are exchanged for three Human Services Specialist I/II/III/IV (HSS) positions. Two Supervising Child Support Officer positions are exchanged for two Social Services Supervisor positions. The gradual exchange of former Merit position titles (Child Support Officer, Senior Child Support Officer, Supervising Child Support Officer) positions for non-Merit position titles (HSS series, Social Services Supervisor) is consistent with the department's plan to move away from the use of former Merit position titles. Funding is available in the department's FY 19-20 budget.

#### *Department of Social Services*

One Administrative Assistant I/II position is exchanged for one Administrative Services Assistant position. The latter position description is a better match for the duties associated with the new use of the position.

One Office Assistant I/II, one Senior Office Assistant, and one Social Service Aide position are deleted in favor of three HSS I/II/III/IV positions. Four Eligibility Worker I/II/III/IV positions are exchanged for four HSS I/II/III/IV positions. One HSS I/II/III/IV position is deleted in favor of one Social Worker I/II/III position. The exchange of Office Assistant, Social Service Aide, and Eligibility Worker positions in favor of HSS positions is consistent with the department's continued plan to move away from the use of former Merit position titles as well as to ensure the department maintains an adequate capacity of case worker (HSS) staff. Funding is available in the department's FY 19-20 budget.

#### Information and General Services

##### *Office of Emergency Services*

One Lead Defensible Space Inspector position is added to the Office of Emergency Services. This position will provide day-to-day supervision of the temporary defensible

space inspectors and will provide continuity in scheduling, training, and coordination of duties. Funding is available in the department's FY 19-20 budget.

### Sheriff

#### *Sheriff's Office*

One Sheriff's Dispatcher I/II position is deleted in favor of one Senior Sheriff's Dispatcher position. The availability of an additional Senior Dispatcher position enables timely hiring of entry-level Dispatcher staff. New, entry-level dispatchers require one-on-one training by a Senior Dispatcher for several months.

One Legal Office Assistant I/II position is exchanged for one Animal Control Officer I/II position. The additional Animal Control Officer position responds to the increased complexity of animal control cases, investigations and court matters; and to heightened demand for services by citizens.

One Deputy Sheriff I/II position is moved from the Corrections division to the Sheriff's Services (Operations) division where the work is being done.

Funding for these changes is available in the department's FY 19-20 budget.

As a result of these changes, the FTE count is increased by 4.3. The total number of FTE on the Authorized Personnel Staffing Resolution changes from 793.85 to 798.15.

Your consideration of this matter is appreciated.

Initiated and Approved by: Steve Rose, Human Resources Director