



**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:** April 24, 2018  
**TO:** Board of Supervisors  
**FROM:** **Seth Schapiro, Director of Human Resources**  
**SUBJECT:** Resolution Amending Authorized Personnel Staffing Resolution

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**RECOMMENDATION:** Approve the attached resolution.

**FUNDING:** Funding is included in the various departmental budgets for FY 17-18.

**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 2017/2018 staffing document through March 31, 2018, as depicted below.

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

*Community Development Agency*

*Building Department*

The Building Department is exchanging one Permit Processing Assistant I/II position for the higher-level Permit Processing Technician position. The more complex work associated with reviewing permit applications, triaging requests for service, and answering a variety of questions is better aligned with the Permit Processing Technician position.

The Office Assistant I/II position is moving from CDA Admin to the Building Department where the work is focused.

*Health and Human Services Agency*

*Behavioral Health*

One 0.50 Behavioral Health Therapist I/II/Licensed position is moving from Adult Behavioral Health to Behavioral Health Admin. The half-time Therapist position will assist with quality assurance functions, audits and studies.

### *Child Support Services*

One vacant Staff Services Analyst I/II classification is being deleted in favor of one Senior Child Support Officer position. This exchange is due to the department needing the services of the Senior Child Support Officer position as well as to eliminate a former Merit classification title.

### *HHSA Admin*

A vacant Staff Services Analyst I/II position is being replaced with the non-Merit classification of Administrative Services Associate. This exchange is in keeping with the Agency's desire to transition away from the use of former Merit classifications. The Administrative Services Associate classification matches the responsibilities assigned to the position.

### *Social Services Department*

The Social Services Department continues to replace vacant Eligibility Worker positions with the newly developed classification series, Human Services Specialist. Social Services is exchanging two Eligibility Worker positions for two Human Services Specialist positions at this time.

### *Information and General Services*

#### *Information Services*

Some shifting of assignments between and among the fiscal, purchasing and administrative support staff result in an exchange of one Administrative Analyst I/II position for one Administrative Services Associate position. The latter position description matches the responsibilities assigned to the position at this time.

A new Senior Administrative Analyst position is added to the Purchasing unit of IGS. This is a key position responsible to not only maintain the integrity of the purchasing process throughout the County but also to help usher in anticipated changes brought about by new industry standards, technology, and improved business processes.

The staffing changes mentioned in this letter have a net effect of adding 1.0 FTE to the staffing count. The total number of FTE on the Authorized Personnel Staffing Resolution changes from 794.85 to **795.85** as of April 24, 2018.

**Item Initiated and Approved by: Seth Schapiro, Director of Human Resources**

Submittal Date: April 9, 2018

Revision Date: