

COUNTY OF NEVADA
DEPARTMENT OF HUMAN RESOURCES

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

NEVADA COUNTY BOARD OF SUPERVISORS
Board Agenda Memo

MEETING DATE: January 28, 2020
TO: Board of Supervisors
FROM: Steve Rose, Human Resources Director
SUBJECT: Resolution Amending Authorized Personnel Staffing Resolution 19-258

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 December 31, 2019, as depicted below.

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

Community Development Agency

Department of Public Works-Transit Division

Two Bus Driver positions are added at this time due to the addition of 30-minute frequency service on Route 1, the implementation of Route 7, and the implementation of the School Tripper service.

Health and Human Services Agency

HHSA Admin

One Health Technician I/II position is added to HHSA Admin's Truckee office. The Health Technician position provides stability for the agency as well as needed support for Truckee Office clinic duties.

Behavioral Health Department

The Behavioral Health Clinic Supervisor position is being modified at this time. The position is bifurcated-split into two levels-in order to provide clinic supervision using

either a Bachelor's level supervisor or a Master's level supervisor. Supervisorial needs vary based on the work unit, and the bifurcation of this position permits needed flexibility in assignment of supervision.

Child Support Services Department

One Child Support Officer (CSO) I/II position is exchanged for one Human Services Specialist I/II/III/IV (HSS) position. 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.

Department of Social Services

One Legal Office Assistant I/II and two Senior Office Assistant positions are deleted in favor of three HSS I/II/III/IV positions within the Adult Services and Eligibility Services divisions of this Department. The exchange of Legal Office Assistant I/II and Senior Office Assistant 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.

Information and General Services

One Information Systems (IS) Analyst Trainee/I/II position is deleted in favor of one Senior Administrative Analyst position. This latter position is required to support the expanding fiscal and administrative needs of the IGS agency.

Sheriff

Sheriff's Services and Sheriff's Dispatch Divisions

One Senior Accounting Assistant is deleted in favor of one Accounting Technician position in the fiscal unit of the Sheriff's Office. More complex-level accounting support duties warrant the change in position to Accounting Technician.

Within the Communications division, one Senior Sheriff's Dispatcher position is deleted in exchange for one Supervising Dispatcher position. This new classification will provide day-to-day supervision over the regional dispatch unit currently located in the Wayne Brown Correctional Facility. The Supervising Dispatcher position reports to the Communications Manager position whose recent move to the Rood Center prompted the need for an on-site supervisor to be established.

Funding for these changes is available in the departments' FY 19-20 budgets.

As a result of these changes, the FTE count is increased by 3.0. The total number of FTE on the Authorized Personnel Staffing Resolution changes from 798.15 to 801.15.

Your consideration of this matter is appreciated.

Initiated and Approved by: Steve Rose, Human Resources Director