



**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 22, 2025

**TO:** Board of Supervisors

**FROM:** Steve Rose, Director of Human Resources

**SUBJECT:** Resolution amending Authorized Personnel Staffing Resolution 24-353, as amended

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**RECOMMENDATION:** Approve the resolution.

**FUNDING:** Funding for staffing, salaries, and benefits is included in the FY 24/25 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 staffing resolution are submitted to the Board of Supervisors on a periodic basis. The staffing resolution reflects corrections and revisions to the 2024-2025 staffing document from February 11, 2025-April 30, 2025, as depicted below.

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

*Board of Supervisors-Clerk of the Board*

The Board of Supervisors-Clerk of the Board is deleting a Senior Management Analyst 1.0 position.

*County Executive Office*

The County Executive Office is deleting a Project Administrator 1.0 position. This change is effective May 1, 2025.

*County Executive Office*

The County Executive Office is adding a Senior Management Analyst 1.0 position. The Senior Management Analyst position is being transferred to the County Executive Office from the Board of Supervisors-Clerk of the Board Office because it would be more aligned with the supervisorial reporting, functions, and duties of the position.

*Health and Human Services Agency-Child Support Services*

Child Support Services is deleting the Child Support Attorney I/II/III 1.0 position. The Attorney of Record function is now designated to the Director of Child Support Services.

*Health and Human Services Agency-Housing and Community Services*

Housing and Community Services is adding a Director of Housing and Community Services. Adding this position will allow for a dedicated Director for this Board Priority Department and allow for further support and delivery of services to the most vulnerable members of our community.

*Health and Human Services Agency-Housing and Community Services*

Housing and Community Services is exchanging an Administrative Services Associate 1.0 position for a Facilities Project Manager 1.0 position. This exchange is being made to properly align the delivery of core services to provide housing and community resources to low-income residents such as owner-occupied repairs/construction, delivery of community services such as senior aid and meals on wheels services, and administer project oversight through contract administration, and to complete required reporting for State and Federal funding partners.

*Human Resources*

Human Resources is adding a Principal Management Analyst 1.0 position. The Principal Management Analyst position is being transferred to the Human Resources Department from the County Executive Office via their deletion of a Project Administrator 1.0 position to better serve the needs of the organization. This change is effective May 1, 2025.

*Information and General Services-Information Systems*

Information and General Services-Information Systems is adding an Information Systems Analyst Trainee/I/II 1.0 position. Due to major changes to the Behavioral Health department programs, Behavioral Health has significantly increased demand for Information Systems Analyst service and a new position is required to keep up with the delivery of core services.

The total number of FTE on the Authorized Personnel Staffing Resolution changes from 918.85 to 919.85 (+1 FTE).

Your consideration of this matter is appreciated.

**Submitted by:** Steve Rose, Director of Human Resources

Submittal Date: April 22, 2025

Revision Date: April 11, 2025