

# COUNTY OF NEVADA

## DEPARTMENT OF HUMAN RESOURCES

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

### NEVADA COUNTY BOARD OF SUPERVISORS

#### Board Agenda Memo

---

**MEETING DATE:** January 22, 2019

**TO:** Board of Supervisors

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

**SUBJECT:** Resolution to Amend Authorized Personnel Staffing Resolution 18-240, as Amended

---

**RECOMMENDATION:** Approve the attached resolution.

**FUNDING:** Provided for in the 2018-2019 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 2018/2019 staffing document through December 31, 2018, as depicted below.

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

#### Community Development Agency

##### *Building Department, Code Compliance Division*

The classification of Code Enforcement Officer has been expanded to become a classification series. The new series is comprised of the following job titles: Code Compliance Officer I, Code Compliance Officer II and Senior Code Compliance Officer. The establishment of a classification series helps the department recruit and retain qualified staff by providing a career ladder for staff. There is no change in the total number of Code officers assigned to the department as a result of the development of a classification series.

#### Health and Human Services Agency

##### *Department of Social Services, Children's Services Division*

One clerical staff support position, Office Assistant I/II, is deleted in exchange for one Human Services Specialist (HSS) I/II/III/IV position. The HSS position serves as the primary consortium (C-IV system) coordinator, CalHEERS help desk coordinator,

Electronic Benefits Transfer liaison, and is the primary point of contact for the Special Investigations Unit.

*Department of Social Services, Eligibility Services Division*

One staff support position, Social Services Screener, is deleted in exchange for one Human Services Specialist (HSS) I/II/III/IV position. Incumbents in the HSS classification have primary responsibility for determining initial and ongoing eligibility, authorizing aid payments, initiating case changes, performing in-depth interactive interviewing and applying extensive multiple aid program knowledge. The Screener position performs complex clerical support duties. This exchange of positions places support where needed to best support the community.

*Department of Public Health*

One HIV Prevention Coordinator position is exchanged for one Project Coordinator position. HIV prevention duties have been assigned to another, existing Public Health role. The Project Coordinator position responds to the passage of Proposition 56 (passed in November 2016) which resulted in funding for local health departments to assist the State with implementing its Oral Health Plan. The Project Coordinator position will help develop a countywide oral health assessment, work plan and action plan. The position's duties include implementing the final Oral Health Plan and preparing program results for the State. The position also serves as the department's community liaison with adult and youth tobacco coalitions in both Eastern and Western County.

Information and General Services

One Geographic Information Services (GIS) Technician I/II position is deleted in exchange for one Administrative Analyst I/II position in the Office of Emergency Services. Customer requests for GIS Tech work have diminished over time rendering this position obsolete. Conversely, a dramatic increase in workload in the Office of Emergency Services prompts the need for an Administrative Analyst position to help with program support, grant writing and tracking, public communications, etc.

There is no impact on the total FTE count as a result of these changes. The total number of FTE on the Authorized Personnel Staffing Resolution remains at 798.35.

Your consideration of this matter is appreciated.

Initiated and Approved by: Steve Rose, Human Resources Director