



County of Nevada
Department of Human Resources
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NEVADA COUNTY BOARD OF SUPERVISORS

Board Agenda Memo

MEETING DATE: August 26, 2025

TO: Board of Supervisors

FROM: Susan Kadera, Interim Director of Human Resources

SUBJECT: Resolution amending Authorized Personnel Staffing Resolution 25-326, as amended

RECOMMENDATION: Approve the resolution.

FUNDING: Funding for staffing, salaries, and benefits is included in the FY 25/26 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 2025-2026 staffing document from July 1, 2025-August 25, 2025, as depicted below.

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

Community Development Agency-Environmental Health

Environmental Health is correcting the job title for the Environmental Health Specialist. The word, Health, was inadvertently omitted from the Salary and Staffing Resolution job title. This correction is due to an administrative error.

County Executive Office

The County Executive Office is adding a Principal Management Analyst 1.0 position. The Principal Management Analyst position is being transferred to the County Executive Office from the Human Resources Department via their deletion of a Principal Management Analyst 1.0 position. In addition, the County Executive Office is deleting an Administrative Analyst I/II 1.0 Limited Term position (limited term to 12.31.2026) and transferring it to the Human Resources Department. Both actions are to better serve the needs of the organization to fulfill core services.

Health and Human Services Agency-Behavioral Health

Behavioral Health is updating the director's job title from Director of Behavioral Health to Director of Behavioral Health and Homelessness. The change in title will align the functions of Behavioral Health and the Homelessness programs and initiatives under the department.

Health and Human Services Agency-Child Support Services and Social Services

Child Support Services and Social Services are adding a new classification of Human Service Specialist Trainee to their job series of Human Services Specialist I/II/III/IV. The Trainee classification is an entry level position created for candidates to work in while obtaining the necessary education and experience to become Human Services Specialists.

Human Resources

Human Resources is deleting a Principal Management Analyst 1.0 position. The Principal Management Analyst position is being transferred to the County Executive Office from Human Resources. In addition, the Human Resources Department is adding an Administrative Analyst I/II 1.0 Limited Term position (limited term to 12.31.2026) that is being transferred from the County Executive Office. Both actions are to better serve the needs of the organization to fulfill core services.

Information and General Services-Administration

Information and General Services is developing core staffing to oversee and coordinate Animal Shelter operations and services. Information and General Services, Administration is exchanging an Administrative Analyst I/II 1.0 position for an Administrative Services Officer 1.0 position. The effective administrative level management of the Nevada County Animal Shelter and countywide animal services is a core service and will require a skilled leader and manager to effectively ensure the complex daily operations and administration of the animal shelter. This exchange is tentatively effective November 1, 2025 if approved by your Board after the Animal Shelter plan is presented on August 26, 2025.

Information and General Services-Administration

Information and General Services, Administration is adding the County Information Security Officer 1.0 position. The position is being transferred from the Information and General Services-Information Systems department to better serve the needs of the agency and information security efforts.

Information and General Services-Animal Shelter

Information and General Services is developing core staffing to oversee and coordinate Animal Shelter operations and services. Information and General Services is adding a new division designated for the operations of the Animal Shelter. The positions in this division will provide animal shelter core services. The following positions are added: Animal Shelter Supervisor 1.0 position, Kennel Attendant 4.0 positions, and a Senior Office Assistant 1.0 position. The addition of these positions will permit the core services of providing animal shelter and animal care at the Nevada County Animal Shelter. This exchange is tentatively effective November 1, 2025, if approved by your Board after the Animal Shelter plan is presented on August 26, 2025.

Information and General Services-Information Systems

Information and General Services, Information Systems is deleting the County Information Security Officer 1.0 position. The position is being transferred to the Information and General Services, Administration department to better serve the needs of the agency and information security efforts.

The total number of FTE on the Authorized Personnel Staffing Resolution changes from 931.85 to 937.85 (+6 FTE) effective 11/1/2025.

Your consideration of this matter is appreciated.

Submitted by: Susan Kadera, Interim Director of Human Resources

Submittal Date: August 7, 2025