



County of Nevada
Department of Human Resources

Eric Rood Administrative Center
950 Maidu Avenue
Nevada City, CA 95959
Ph: 530-265-7010 Fx: 530-265-9841
www.mynevadacounty.com/hr

NEVADA COUNTY BOARD OF SUPERVISORS
Board Agenda Memo

MEETING DATE: October 10, 2017

TO: Board of Supervisors

FROM: **Alison Lehman, Assistant County Executive Officer and Interim Director of Human Resources**

SUBJECT: Resolution Amending Authorized Personnel Staffing Resolution

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 September 30, 2017, as depicted below.

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

Information and General Services

Airport and Facilities Management

The most effective structure for efficient airport operations exists when a dedicated Airport Manager is in place. This structure is preferred over the use of a Facilities Project Manager position combined with a portion of a Program Manager's time. One Facilities Project Manager position is deleted at this time. The Program Manager position is also deleted in favor of a Director of Facilities Management position. This latter position has overall responsibility for the County's facilities and capital improvement projects including Airport facilities. There is no net change in allocation as a result of these changes.

Library

Measure A funds are used to support the addition of 5 Library positions. A total of 3.5 Library Assistant I/II/III positions are added. Another 1.5 Library Technician positions are also added. The new Library Assistant positions will be assigned to the Penn Valley, Bear River, Grass Valley,

and Madelyn Helling branches. The Library Technician positions will support the Doris Foley and Madelyn Helling branches.

Health and Human Services Agency

Child Support Services

One Senior Child Support Officer position is deleted in favor of one Administrative Analyst I/II position. This latter position will be used for technical assistance with fiscal, budgetary and policy issues.

Social Services Department

The Social Services Department continues to replace vacant Eligibility Worker positions with the newly developed position of Human Services Specialist. At this time, Social Services is exchanging two Eligibility Worker positions for two Human Services Specialist positions. These are replacement positions for existing FTE's requiring no net change in allocation.

The staffing changes mentioned in this letter have a net effect of adding 5.0 FTE to the staffing count. The total number of FTE on the Authorized Personnel Staffing Resolution changes from 788.85 as of July 1, 2017 to **793.85** as of October 1, 2017.

Item Initiated and Approved by: Alison Lehman, Assistant County Executive Officer and Interim Director of Human Resources

Submittal Date: September 22, 2017

Revision Date: