



**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](http://www.mynevadacounty.com/hr)

## **NEVADA COUNTY BOARD OF SUPERVISORS**

### **Board Agenda Memo**

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**MEETING DATE:** February 27, 2018

**TO:** Board of Supervisors

**FROM:** **Seth Schapiro, Director of Human Resources**

**SUBJECT:** Resolution Amending Authorized Personnel Staffing Resolution 17-507

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**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 December 31, 2017, as depicted below.

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

*Community Development Agency*

*Department of Public Works--Roads*

The Road Superintendent position is deleted in favor of an updated job description which reflects contemporary changes to the field and which is titled Road Services Manager.

*Health and Human Services Agency*

*Social Services Department*

The Social Services Department continues to replace vacant Eligibility Worker positions with the newly developed classification series, Human Services Specialist. Social Services is exchanging one Eligibility Worker position for one Human Services Specialist position. The department is also implementing a planned transition away from the use of the former Merit System's Employment and Training Worker I/II/III (ETW) classification series. The ETW series is replaced with the Social Worker I/II/III series which provides a better match with current duty sets. The Social Worker series is also designed to work in conjunction with the HSS series to provide various career track opportunities for employees.

The Social Services Department is also exchanging one classification, Eligibility Screener, for one Social Services Screener. The latter title is part of the newer naming conventions adopted by the department.

*Information and General Services*

*Library*

The Library is shifting 0.25 FTE from the Library Technician classification to the Library Assistant classification series to help maintain adequate circulation desk coverage during the Library's expanded hours of operation.

One new Program Manager position is added to the Library to provide managerial support for Library operations.

The staffing changes mentioned in this letter have a net effect of adding 1.0 FTE to the staffing count. The total number of FTE on the Authorized Personnel Staffing Resolution changes from 793.85 to **794.85** as of December 31, 2017.

**Item Initiated and Approved by: Seth Schapiro, Director of Human Resources**

Submittal Date: February 5, 2018  
Revision Date: