



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: *January 10, 2017*

DATE: Tuesday, December 27, 2016

TO: Board of County Commissioners

FROM: Jackie Bryant, District Court Administrator/Clerk of Court,
(775)328-3119, Jackie.Bryant@washoecourts.us

SUBJECT: Approve uniform salary ranges and change to position titles as set forth by the Second Judicial District Court and to direct the Human Resources department to make the necessary adjustments. (All Commission Districts).

SUMMARY

The Second Judicial District Court (Court) identified the need to complete regular surveys of employee salaries and payment structure. To ensure a fair and competitive market approach, the Court completed an external and internal review of all employee positions. The Court's review indicated a need for uniformity of salary ranges because current ranges are inconsistent and fall under current market value. The Court's review also identified the need to update some position titles to better reflect position responsibilities and expectations.

Washoe County Strategic Objective supported by this item: Valued, Engaged Employee Workforce

Department Strategic Objective supported by this item: The Court relies on the retention of highly skilled employees to provide timely, fair and efficient administration of justice under the law, in a manner that instills and sustains the public's confidence in the judicial system.

PREVIOUS ACTION

None.

BACKGROUND

The Second Judicial District Court identified the need to complete regular surveys of employee salaries and structure. In April 2016, the Court contracted with Trupp HR (Trupp), a Human Resources consulting firm, to complete a salary survey. Trupp surveyed 24 government agencies with similar geographic and demographic qualities comparable to

AGENDA ITEM # 5.6.3

Washoe County. Using the data obtained from the Trupp survey as a starting point, the Court began an extensive internal equity vetting process with the Budget Committee and Leadership Team.

The review process identified 14 positions that required no change to the current maximum salary, 26 positions that warrant a change to the current maximum salary, a need for uniform range in salary across all positions, and a correction of job titling in some positions.

The Court is looking at an incremental approach to making these corrections, starting with the adjustment to the minimum salary ranges of 14 positions with no change to the current maximum salary. The Court is also updating all job titles identified below.

The proposed new minimum range required for the identified 14 positions are as follows:

| Position Title | Current Minimum Range | Proposed Minimum Range | Maximum Range (No Change) |
|--|------------------------------|-------------------------------|----------------------------------|
| Records Clerk | \$ 26,998.40 | \$ 30,732.72 | \$ 41,808.00 |
| Administrative Secretary, Family Services | \$ 35,630.40 | \$ 40,548.84 | \$ 55,161.60 |
| Administrative Secretary, Probate | \$ 35,630.40 | \$ 40,548.84 | \$ 55,161.60 |
| Pretrial Services Officer II | \$ 43,035.20 | \$ 49,065.33 | \$ 66,747.20 |
| Administrative Assistant | \$ 50,752.00 | \$ 53,010.12 | \$ 72,113.60 |
| Judge's Administrative Assistant | \$ 50,211.20 | \$ 57,184.27 | \$ 77,792.00 |
| Case Manager, Family Services | \$ 50,502.40 | \$ 57,520.65 | \$ 78,249.60 |
| Fiscal Services Clerk | \$ 43,035.20 | \$ 49,065.33 | \$ 66,747.20 |
| Pretrial Services Officer III | \$ 50,211.20 | \$ 57,184.27 | \$ 77,792.00 |
| Law Clerk | \$ 47,881.60 | \$ 54,505.59 | \$ 74,148.00 |
| Family Services Program Manager | \$ 64,688.00 | \$ 73,636.21 | \$ 100,172.80 |
| Self Help Center & Law Library Program Manager | \$ 64,688.00 | \$ 73,636.21 | \$ 100,172.80 |
| Specialty Courts Services Manager | \$ 64,688.00 | \$ 73,636.21 | \$ 100,172.80 |
| District Court Administrator, Clerk of Court | \$ 103,688.00 | \$ 116,600.86 | \$ 158,620.80 |

The position title changes are as follows:

| Current Position Title | New Position Title |
|--|--|
| Court Fiscal Services Administrator | Chief Fiscal Officer |
| Court Human Resources Administrator | Director of Human Resources and Organizational Development |
| Court Info Tech & Facilities Administrator | Chief Information Officer |

FISCAL IMPACT

Under the new proposed minimum salary range, the Court will need to adjust the current salary level for three current employees and 1 current vacancy. This adjustment will rightly place these employees within their positions' new minimum amount. The remaining employee salaries are currently at or above the proposed minimum amount.

The Court is requesting to implement the new minimum ranges on February 1, 2017. The increase for the remainder of the fiscal year, will be \$15,692.71, which includes the increase in salary, PERS, and Medicare. The Court will absorb the increase under the current budget.

The change to position titles will have no fiscal impact.

RECOMMENDATION

It is recommended that the Board of County Commissioners acknowledge the new minimum salary ranges for 14 Second Judicial District Court positions and update to position titles as set forth by the Second Judicial District Court. (All Commission Districts)

POSSIBLE MOTION

Should the Board agree with the recommendation, a possible motion would be: Move that the Board of County Commissioners acknowledge the new minimum salary ranges for 14 Second Judicial District Court positions and update the positions titles as set forth by the Second Judicial District Court and to direct the Human Resources department to make the necessary adjustments. (All Commission Districts)

Status Quo

| Job Title | Department | CURRENT ANNUAL | | | | Status Quo | |
|---|---------------------|----------------|---------|---------------|---------------|------------|-----|
| | | SIDC | | MIN | | | Max |
| | | MIN | MAX | | | | |
| Records Clerk ¹ | Filing Office | 26,994 | 41,798 | \$ 30,732.72 | \$ 41,808.00 | | |
| Human Services Support Specialist (Intermittent On-Call Only) | Family | 19,35 | 19,35 | \$ 19.35 | \$ 19.35 | | |
| Administrative Secretary, Family Services ¹ | Family | 33,764 | 55,167 | \$ 40,548.84 | \$ 55,161.60 | | |
| Administrative Secretary, Probate ¹ | Master/Commissioner | 33,764 | 55,167 | \$ 40,548.84 | \$ 55,161.60 | | |
| Pretrial Services Officers ² | Pretrial | 43,041 | 66,757 | \$ 49,065.33 | \$ 66,747.20 | | |
| Specialty Courts Officer ³ | Specialty | 43,041 | 66,757 | \$ 49,065.33 | \$ 66,747.20 | | |
| Executive Assistant to Court Administration ¹ | Administration | 46,593 | 72,119 | \$ 59,010.17 | \$ 72,113.60 | | |
| Judge's Administrative Assistant ¹ | Judge | 50,218 | 77,791 | \$ 57,184.27 | \$ 77,792.00 | | |
| Case Manager, Family Services ¹ | Family | 50,496 | 78,240 | \$ 57,500.65 | \$ 78,249.60 | | |
| Fiscal Services Clerk ² | Fiscal | 43,041 | 66,757 | \$ 49,065.33 | \$ 66,747.20 | | |
| Pretrial Services Officer Lead ² | Pretrial | 50,218 | 77,791 | \$ 57,184.27 | \$ 77,792.00 | | |
| Law Clerk ² | Judge | 47,583 | 74,143 | \$ 54,355.58 | \$ 74,148.00 | | |
| Family Services Program Manager ⁴ | Family | 64,679 | 100,175 | \$ 73,636.21 | \$ 100,172.80 | | |
| Self-Help Center & Law Library Program Manager ⁵ | Law Library | 64,679 | 100,179 | \$ 73,636.21 | \$ 100,172.80 | | |
| Specialty Courts Services Manager ⁶ | Specialty | 64,679 | 100,178 | \$ 73,636.21 | \$ 100,172.80 | | |
| District Court Administrator, Clerk of Court ⁴ | Administration | 103,692 | 158,623 | \$ 116,600.86 | \$ 158,620.80 | | |

Status Quo

| Job Title | Department | CURRENT ANNUAL | | | | Status Quo Max |
|---|---------------------|----------------|---------|---------------|---------------|-------------------|
| | | SUDC | | CJDC | | |
| | | MIN | MAX | MIN | MAX | |
| Records Clerk ¹ | Filing Office | 26,994 | 41,798 | \$ 30,732.72 | \$ 41,808.00 | |
| Human Services Support Specialist (Intermittent On-Call Only) | Family | 19,35 | 19,35 | \$ 19.35 | \$ 19.35 | |
| Administrative Secretary, Family Services ¹ | Family | 33,764 | 55,167 | \$ 40,548.84 | \$ 55,161.60 | |
| Administrative Secretary, Probate ¹ | Master/Commissioner | 33,764 | 55,167 | \$ 40,548.84 | \$ 55,161.60 | |
| Pretrial Services Officer ³ | Pretrial | 43,041 | 66,757 | \$ 49,065.33 | \$ 66,747.20 | |
| Specialty Courts Officer ³ | Specialty | 43,041 | 66,757 | \$ 49,065.33 | \$ 66,747.20 | |
| Executive Assistant to Court Administration ¹ | Administration | 46,533 | 72,113 | \$ 53,010.12 | \$ 72,113.60 | |
| Judge's Administrative Assistant ¹ | Judge | 50,218 | 77,791 | \$ 57,184.27 | \$ 77,792.00 | |
| Case Manager, Family Services ³ | Family | 50,496 | 78,240 | \$ 57,500.65 | \$ 78,249.60 | |
| Fiscal Services Clerk ² | Fiscal | 43,041 | 66,757 | \$ 49,065.33 | \$ 66,747.20 | |
| Pretrial Services Officer Lead ³ | Pretrial | 50,218 | 77,791 | \$ 57,184.27 | \$ 77,792.00 | |
| Law Clerk ⁵ | Judge | 47,883 | 74,148 | \$ 54,505.59 | \$ 74,148.00 | |
| Family Services Program Manager ⁴ | Family | 64,679 | 100,179 | \$ 73,636.21 | \$ 100,172.80 | |
| Self Help Center & Law Library Program Manager ⁵ | Law Library | 64,679 | 100,179 | \$ 73,636.21 | \$ 100,172.80 | |
| Specialty Courts Services Manager ⁵ | Specialty | 64,679 | 100,178 | \$ 73,636.21 | \$ 100,172.80 | |
| District Court Administrator, Clerk of Court ⁴ | Administration | 103,692 | 158,623 | \$ 116,600.86 | \$ 158,620.80 | |

Status Quo

| Job Title | Department | CURRENT ANNUAL | | Status Quo | |
|---|---------------------|----------------|---------|---------------|---------------|
| | | SJDC | SJDC | MIN | MAX |
| | | MIN | MAX | MIN | MAX |
| Records Clerk ¹ | Filing Office | 26,994 | 41,798 | \$ 30,732.72 | \$ 41,808.00 |
| Human Services Support Specialist (Intermittent On-Call Only) | Family | 19,35 | 19,35 | \$ 19.35 | \$ 19.35 |
| Administrative Secretary, Family Services ¹ | Family | 33,764 | 55,167 | \$ 40,548.84 | \$ 55,161.60 |
| Administrative Secretary, Probate ¹ | Master/Commissioner | 33,764 | 55,167 | \$ 40,548.84 | \$ 55,161.60 |
| Pretrial Services Officer ³ | Pretrial | 43,041 | 66,757 | \$ 49,065.33 | \$ 66,747.20 |
| Specialty Courts Officer ³ | Specialty | 43,041 | 66,757 | \$ 49,065.33 | \$ 66,747.20 |
| Executive Assistant to Court Administration ¹ | Administration | 46,533 | 72,113 | \$ 53,010.12 | \$ 72,113.60 |
| Judge's Administrative Assistant ¹ | Judge | 50,218 | 77,791 | \$ 57,184.27 | \$ 77,792.00 |
| Case Manager, Family Services ³ | Family | 50,496 | 78,240 | \$ 57,520.65 | \$ 78,249.60 |
| Fiscal Services Clerk ² | Fiscal | 43,041 | 66,757 | \$ 49,065.33 | \$ 66,747.20 |
| Pretrial Services Officer Lead ³ | Pretrial | 50,218 | 77,791 | \$ 57,184.27 | \$ 77,792.00 |
| Law Clerk ⁵ | Judge | 47,883 | 74,148 | \$ 54,505.59 | \$ 74,148.00 |
| Family Services Program Manager ⁴ | Family | 64,679 | 100,179 | \$ 73,636.21 | \$ 100,172.80 |
| Self Help Center & Law Library Program Manager ⁵ | Law Library | 64,679 | 100,179 | \$ 73,636.21 | \$ 100,172.80 |
| Specialty Courts Services Manager ³ | Specialty | 64,679 | 100,178 | \$ 73,636.21 | \$ 100,172.80 |
| District Court Administrator, Clerk of Court ⁴ | Administration | 103,692 | 158,623 | \$ 116,600.86 | \$ 158,620.80 |