

RENO GAZETTE-JOURNAL

Legal Advertising Dept. 702-788-6394

Customer Account # 349008
PO #/ID #*2960Ord.#905

WASHOE COUNTY
Comptroller's Office
PO Box 11130
RENO NV 89510

TERMS: Please pay from this invoice. It is due upon presentation and is past due after 15 days.

Legal Ad Cost 33.68

PROOF OF PUBLICATION

STATE OF NEVADA
COUNTY OF WASHOE

ss Tana Ciccotti

being duly sworn, deposes and says:
That as legal clerk of the RENO GAZETTE-JOURNAL, a daily newspaper published in Reno, Washoe County, State of Nevada, that the notice:

OF COUNTY ORDINANCE

of which a copy is hereto attached, has been published in each regular and entire issue of said newspaper on the following dates to wit:

JULY 19, 26, 1994

Signed

Subscribed and sworn to before me on 07/26/94

Notary Public

P.O. BOX 22000 RENO NEVADA 89520
(702) 788-6200

GANNETT

NOTICE OF COUNTY ORDINANCE
NOTICE IS HEREBY GIVEN that ORDINANCE NO. 905, BILL NO. 1080, entitled,
AN ORDINANCE AMENDING CHAPTER 5 OF THE WASHOE COUNTY CODE BY ADDING A PROVISION RELATING TO FLEXIBLY STAFFED CLASS SERIES, REGARDING CERTIFICATION OF ELIGIBLE NAMES, RECLASSIFICATION, SPECIAL SALARY ADJUSTMENTS, RECEIPT OF APPLICATIONS, AND OTHER MATTERS PROPERLY RELATING THERETO,
was adopted on July 12, 1994, by Commissioners Larry Beck, Steve Bradhurst, Dianne Cornwall, Gene McDowell, and Jim Shaw, and will become effective on Tuesday, July 26, 1994.
Typewritten copies of the ordinance are available for inspection by all interested persons at the office of the County Clerk at the County Courthouse, Virginia and Court Streets, Reno, Nevada.
JUDI BAILEY
County Clerk
No. 2960 July 19, 26, 1994

DEBRA J. DICIANNO
Notary Public - State of Nevada
Appointment Recorded in Washoe County
MY APPOINTMENT EXPIRES MAY 19, 1996

SUMMARY: Makes various amendments to the merit personnel provisions of chapter 5 of the Washoe County Code.

BILL NO. 1080

ORDINANCE NO. 905

AN ORDINANCE AMENDING CHAPTER 5 OF THE WASHOE COUNTY CODE BY ADDING A PROVISION RELATING TO FLEXIBLY STAFFED CLASS SERIES, REGARDING CERTIFICATION OF ELIGIBLE NAMES, RECLASSIFICATION, SPECIAL SALARY ADJUSTMENTS, RECEIPT OF APPLICATIONS AND OTHER MATTERS PROPERLY RELATING THERETO.

THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF WASHOE DO ORDAIN:

SECTION 1. Chapter 5 of the Washoe County Code is hereby amended by adding thereto the provisions set down in section 2 of this ordinance.

SECTION 2.

5.154 Application for flexibly staffed class series. A flexibly staffed class series is comprised of related classes through which an employee may progress without competition from entry level to journey level. When recruiting for all levels within a flexibly staffed class series, applicants shall be tested and placed on the eligible lists for the highest level for which they qualify, unless the applicant specifically requests to be tested and placed on a lower level eligible list in lieu of the higher level.

SECTION 3. Section 5.105 of the Washoe County Code is hereby amended to read as follows:

1. An incumbent of a reclassified position may retain his appointment and move to the level of the reclassified position when he has performed the duties for 6 months and meets the minimum qualifications for the new class.

2. When a position is reclassified to a higher level salary grade and the incumbent retains his appointment status, or is appointed from an appropriate eligible list, his salary shall be governed by the provisions relating to promotion.

3. The effective date of a position reclassified to a class having the same or higher salary grade shall be either the date the position was studied or 90 days after the request to study the position was received in the personnel division, whichever occurs

first. The effective date of a position reclassified to a class having a lower salary grade shall be the date the position was studied.

4. An incumbent of a position reclassified downward shall retain his status in the lower class. If the incumbent's salary exceeds the top of the salary range for the lower classification, he shall have his salary reduced to the top of the new range.

SECTION 4. Section 5.123 of the Washoe County Code is hereby amended to read as follows:

5.123 Special salary adjustments.

1. An accelerated rate of pay may be made for new hires in order to meet difficult recruiting problems or to obtain a person with markedly superior qualifications under the following conditions:

(a) An appointing authority may appoint an individual into the salary range for a classification used exclusively by his department.

(b) Appointments above the entry rate for classifications found in more than one department must be approved by the chief of personnel administration. Whenever a position is filled in this manner, the salary of the other incumbents occupying that same class shall be reviewed and may be recommended for adjustment by the chief of personnel administration.

2. A special salary adjustment, within the range, may be approved by the chief of personnel administration in order to correct existing salary inequities.

3. A 5 percent pay increment may be approved by the chief of personnel administration for an incumbent of a classification temporarily assigned duties and responsibilities beyond those required for the classification as a whole. In the event that the duties are assigned for longer than 6 months, a classification study shall be conducted and an appropriate classification assigned to the position.

SECTION 5. Section 5.189 of the Washoe County Code is hereby amended to read as follows:

5.189 Certification of names.

1. In response to requests for certification from appointing authorities, the personnel division shall certify the names, if any, of eligibles from current eligible lists for the class or flexibly staffed class series to be filled. The chief of personnel administration may authorize certification of all eligible lists within a flexibly staffed class series. Certification must be made in the order of standing on the lists. If there are fewer than ten names on a list, consideration may be given to certi-

fication from other lists determined to be appropriate by the personnel division. Names from other lists must follow those names certified, if any, from the original eligibility list for a total of ten names.

2. An appointing authority may request selective certification for a particular position if the standard certification described in subsection 1 does not provide candidates qualified to perform duties of the position satisfactorily. Where selective certification is necessary, the appointing authority shall furnish in writing those specialized requirements peculiar to the position and his reasons for such requirements. If the personnel division, after investigation, determines that the facts and reasons justify selective certification, the personnel division may certify the highest ranking eligibles who possess the special qualifications. Determination of special qualifications may require circularization of eligibles before certification can be made. Certification of eligibles of only one sex must not be made unless there is clear evidence that efficient performance of duties assigned could be performed only by the sex specified. Authorization for selective certification must be made on an individual basis and subsequently reported to the personnel committee at its next regular meeting.

3. Upon receipt of an appointing authority's estimated unskilled and semiskilled labor requirements, the personnel division and the appointing authority shall jointly review all applications and select those applicants with the most relevant qualifications for certification. A minimum of ten names shall be certified for the first vacancy and one name for each additional vacancy.

4. For each initial vacancy, the personnel division shall certify three whole-number scores, but not less than ten names from each list utilized within the flexibly staffed class series. For multiple vacancies within 30 days of original certification, one more whole score will be certified for each additional vacancy. For those examinations conducted on a promotional/open competitive basis, in addition to the top three whole-number scores being certified from the promotional list, all open competitive candidates who achieved a higher score than the lowest promotional candidate certified must also be certified for the vacancy.

5. If less than ten eligibles are available for appointment, the appointing authority may make an appointment from among the remaining eligibles or make a provisional appointment upon approval by the personnel division.

6. The name of an eligible may not be certified more than three times to the same appointing authority from the same eligible list, except at the request of the appointing authority. Certification to temporary positions shall not be counted.

7. Those eligibles on a current list for permanent positions, who are currently employed in a temporary or seasonal position in the same class and who have served at least 3 months in the class, shall be certified in addition to the names certified under the provisions of subsection 4.

8. An employee who is requesting a transfer from one department to another, or a probationary employee who is requesting a transfer from a part-time to full-time position, or vice versa, must so notify the personnel division in writing, in order to be placed on the appropriate certification list, in addition to the names certified under the provisions of subsection 4.

9. Certification of eligibles from unranked lists established in accordance with section 5.160 shall include all available eligibles on such lists.

10. Duplicate names shall not be certified from more than one eligible list in a flexibly staffed class series. Eligible candidates who appear on more than one list in the series shall be certified from the highest level list within the class series, unless they specifically request certification on a list at a lower level in lieu of the higher level.

Proposed on the 14th day of June, 1994.
Proposed by Commissioners Board as a Whole.
Passed on the 12th day of July, 1994.

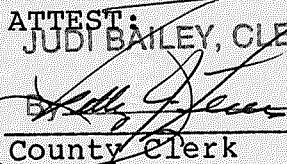
Vote:

Ayes: Commissioners: Larry Beck Dianne Cornwall Jim Shaw
Steve Bradhurst

Nays: Commissioners: None

Absent: Commissioners: Gene McDowell


Chairman of the Board

ATTEST:
JUDI BAILEY, CLERK
 Chief Deputy
County Clerk

This ordinance shall be in force and effect from and after the 26th day of July, 1994.