

CLARK COUNTY
STAFF REPORT



DEPARTMENT: *Assessor's Office*

DATE: *August 5, 2014*

REQUEST: Approve the following staffing conversion to support updated and mandated work processes.

DELETE .10 FTE of one (1) Real Property Appraiser III (AGS0065) position and one (1) Office Assistant II position (AGS0060).

ADD one (1) alternatively staffed Office Assistant III (AGS0060) position.

Positions are assumed 1.0 FTE unless otherwise indicated. Request effective August 5, 2014.

CHECK ONE: X Consent CAO

BACKGROUND

The nature of the work performed by the Office Assistant's (OA's) in the Assessor's Office is complex and requires a strong analytical ability, however it also requires a learning curve for the individual to become proficient with the RCWs and WACs that govern the programs we administer and manage. Converting the existing OA II (AGS0060) from an OA II to an alternatively staffed OA III, would create greater flexibility within the Office to meet the taxpayer's needs while continuing to meet our statutory obligations. The Assessor's Office moved to convert existing OA positions to alternatively staffed OA II/III roles in 2012. Making this change would bring this position in line with the existing staffing model. Further, the use of alternatively staffed roles enables the Office to hire the right candidates at the right level based on their knowledge, skills and experience and to promote staff only when they have achieved the level of proficiency required to perform work at the higher level within the classification.

Human Resources has reviewed and supports this request.

COMMUNITY OUTREACH

This recommendation addresses an internal support matter and there was no community outreach specific to this request.

BUDGET AND POLICY IMPLICATIONS

These changes result in a savings of \$250 for the 2013/2014 biennium and a savings of \$1,508 for the 2015/2016 biennium.

FISCAL IMPACTS (*mark one of these boxes*)

Yes (see attached form) No

ACTION REQUESTED

Approve the following staffing conversion to support updated and mandated work processes.

DELETE .10 FTE of one (1) Real Property Appraiser III (AGS0065) position and one (1) Office Assistant II position (AGS0060).

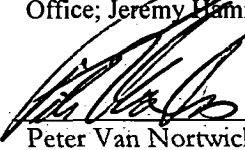
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OK
y.t*

ADD one (1) alternatively staffed Office Assistant III (AGS0060) position.

Positions are assumed 1.0 FTE unless otherwise indicated. Request effective August 5, 2014.

DISTRIBUTION

Upon acceptance please forward copies to: Linda Latta, Assessor's Office; Shelley Price, Assessor's Office; Jeremy Hammrich, Human Resources; and Joe Hertig, Human Resources.



Peter Van Nortwick
Clark County Assessor

Approved by: 

CLARK COUNTY
BOARD OF COMMISSIONERS

Date: Aug. 5, 2014
SR #: 170-14

FISCAL IMPACT ATTACHMENT

Part I: Narrative Explanation

- A. The Assessor's Office seeks to enable greater staffing flexibility by converting an existing OA II position into a OA II alternately staffed as an OAIII.
- B. Conversion consists of deleting the original OA II position, creating a new alternatively-staffed OA III position, and reducing the FTE allotted to a vacant position to balance the conversion.

Part II: Estimated Revenues

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
Total						

II. A – Describe the type of revenue (grant, fees, etc.)

All impacted funds are from the general fund.

Part III: Estimated Expenditures

III. A – Expenditures summed up

Fund #/Title	FTE's	Current Biennium		Next Biennium		Second Biennium	
		GF	Total	GF	Total	GF	Total
Deletes	-1.10	-21,804	-21,804	-130,823	-130,823	-130,823	-130,823
Adds	+1.0	21,553	21,553	129,315	129,315	129,315	129,315
Total		-251	-251	-1,508	-1,508	-1,508	-1,508

III. B – Expenditure by object category

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
Salary/Benefits	-251	-251	-1,508	-1,508	-1,508	-1,508
Contractual						
Supplies						
Travel						
Other controllables						
Capital Outlays						
Inter-fund Transfers						
Debt Service						
Total	-251	-251	-1,508	-1,508	-1,508	-1,508

