

Item #10B

**City of Carson City  
Agenda Report**

**Date Submitted:** 10/09/2006

**Agenda Date Requested:** 10/19/06

**Time Requested:** 5 Minutes

**To:** Mayor and Supervisors

**From:** Linda Ritter, City Manager

**Subject Title:** Action to seek a change to the Carson City Charter that increases the number of positions designated by the Carson City Sheriff as exempt from the merit personnel system from 5 to 6 and allows for non-sworn as well as the sworn positions to occupy those positions.

**Staff Summary:** The current Charter provides all elected officials with a certain number of positions within their organizations which they can designate as "exempt". Those designated by the Sheriff currently must be "supervisory deputy sheriffs". Many Sheriffs Administrations also have key non-sworn positions that would most appropriately be deemed "exempt". Thus, staff is recommending that the wording in the charter be changed to allow any non-sworn or sworn positions appointed by the Sheriff. Staff is also recommending that the number of positions be increased by 1, to a total of 6.

**Type of Action Requested:** (check one)

☐ Resolution

☐ Ordinance

☒ Formal Action/Motion

☐ Other (Specify)

**Does this action require a Business Impact Statement:** ( ) Yes (X) No

**Recommended Board Action:** I move to seek a change to the Carson City Charter that increases the number of positions designated by the Carson City Sheriff as exempt from the merit personnel system from 5 to 6 and allows for non-sworn as well as the sworn positions to occupy those positions.

**Explanation for Recommended Board Action:** These exempt positions are those closest to the elected official. In many cases, the persons in these positions change when a new elected official is chosen by the electorate.

**Applicable Statue, Code, Policy, Rule or Regulation:** Carson City Charter 2.330

**Fiscal Impact:** n/a

**Explanation of Impact:**

**Funding Source:**

**Alternatives:** Do not approve - do not seek legislation

**Supporting Material:** Carson City Charter 2.330 with suggested changes noted

Prepared By: L. Ritter

Reviewed By:

  
(City Manager)

Date: 6/9/06

  
(District Attorney)

Date: 10-10-06

  
(Finance Director)

Date: 10-10-06

**Board Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_

Aye/Nay

2) \_\_\_\_\_

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(Vote Recorded By)

Proposed changes in **bold**:

Sec. 2.330 Employees: Merit Personnel System.

1. 1. The Board of Supervisors shall establish a Merit Personnel System for all employees of Carson City except those exempted under the provisions of subsection 4.

2. The Board of Supervisors shall administer this section through the adoption of appropriate regulations which shall provide for:

(a) The classification of all positions, not exempt from the Merit Personnel System, based on the duties, authority and responsibility of each position, with adequate provision for reclassification of any position whatsoever whenever warranted by changed circumstances.

(b) A pay plan for all employees, including exempt employees other than elected officers that are covered in **NRS 245.043**.

(c) Policies and procedures for regulating reduction in force and the removal of employees.

(d) Hours of work, attendance regulations and provisions for sick and vacation leave.

(e) Policies and procedures governing persons holding temporary or provisional appointments.

(f) Policies and procedures governing relationships with employees and employee organizations.

(g) Policies concerning employee training and development.

(h) Grievance procedures.

(i) Other policies and procedures necessary for the administration of a Merit Personnel System.

3. In the event of a conflict between the policies and procedures adopted pursuant to this section and the provisions of a collective bargaining agreement entered into pursuant to **chapter 288** of NRS, the provisions of the agreement prevail.

4. There are exempted from the provisions of this section:

(a) The Manager and all department heads, elected or appointed;

(b) All deputy district attorneys;

(c) Not more than **five supervisory deputy sheriffs six sworn or non-sworn positions**; and

(d) No more than two deputies each in the offices of the Clerk, the Treasurer, the Recorder, the Assessor, and any other department created by this Charter or by ordinance.

(Added—Ch. 690, Stats. 1979 p. 1857)