

**City of Carson City
Agenda Report**

Date Submitted: December 6, 2013

Agenda Date Requested: December 19, 2013

Time Requested: Consent

To: Mayor and Supervisors

From: Max Cortes, Court Administrator

Subject Title: For possible action: Action to approve converting a Judicial Clerk 3, $\frac{3}{4}$ time Grade 31 position to a Judicial Clerk 1, full time Grade 22 position in the Justice/Municipal Court upon retirement of the current employee occupying the position.

Staff Summary: The Judicial Clerk 3, Grade 31, position has been occupied by an employee who is retiring in January 2014 after serving the Justice/Municipal Court for 24 years. The position is fully benefitted at a cost of \$40,514 salary and \$25,987 for benefits for a total cost of \$66,501. The current employee works 30 hours per week. Converting the position to a Judicial Clerk 1 position, Grade 22, and to full time is \$34,466 for salary and \$24,020 for benefits for a total cost of \$58,486. The additional $\frac{1}{4}$ time will provide 10 hours of work per week for the Justice/Municipal Court.

Type of Action Requested: (check one)

☐ Resolution

☐ Ordinance

☒ Formal Action/Motion

☐ Other (Specify)

Does This Action Require A Business Impact Statement: ☐ Yes ☒ No

Recommended Board Action: I move to approve converting a Judicial Clerk 3, $\frac{3}{4}$ time Grade 31 position to a Judicial Clerk 1, full time Grade 22 position in the Justice/Municipal Court upon retirement of the current employee occupying the position.

Applicable Statue, Code, Policy, Rule or Regulation:

Fiscal Impact: Long-term: The annual salary for Grade 31, $\frac{3}{4}$ time at top of the range is \$40,514. The annual salary for Grade 22 full-time at the top of the range is \$43,254. This equates to an eventual fiscal impact to the general fund of \$2,740, beginning approximately in FY 2019-2020. A short-term savings of an estimated \$6,048 in FY 2014-2015 is anticipated due to the new hire starting at the lower grade 22 and lower annual salary of approximately, \$34,466/\$16.57 per hour.

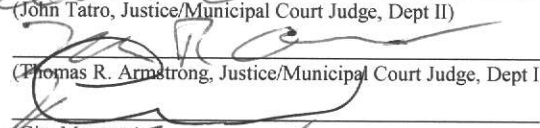
Funding Source: General Fund

Supporting Material:

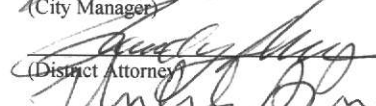
Prepared By: Max Cortes, Court Administrator

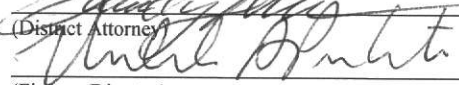
Reviewed By:


(John Tatro, Justice/Municipal Court Judge, Dept II)


(Thomas R. Armstrong, Justice/Municipal Court Judge, Dept I)


(City Manager)


(District Attorney)


(Finance Director)

Date:

12/09/13

Date:

Dec 9, 2013

Date:

12/10/13

Date:

12/10/13

Date:

12/10/13

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)