

**Carson City
Agenda Report**

Date Submitted: January 28, 2014

Agenda Date Requested: February 6, 2014

Time Requested: consent agenda

To: Carson City Board of Supervisors

From: Carson City District Attorney

Subject Title: For possible action: To approve the reclassification of the District Attorney's Investigator position and to fund one new full-time Office Support Technician position using the salary savings from the reclassification and existing hourly funds.

Staff Summary: The District Attorney's Office currently has an open position for DA Investigator, however, due to internal restructuring the District Attorney is seeking to reclassify the Investigator position to a lower pay grade to reflect a change in job responsibilities. An evaluation of the job responsibilities revealed an additional and greater need for full-time administrative support. The cost savings from the reclassification of the Investigator position will fully fund a full-time administrative support position and meet both investigative and administrative needs within the District Attorney's office.

The salary range for the existing DA Investigator position (UNC 31) is \$66,402-\$92,964 and the position is budgeted at \$87,705 plus benefits for FY 2013/14. The new classification (UNC 18) will have a salary range of \$48,170-\$67,436 with an anticipated new hire beginning at \$55,000, resulting in savings of \$32,705. The salary for a full-time Office Support Technician (CEE 16) is \$32,965. The new full-time position will replace one existing hourly position for additional savings of \$12,728.

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 the reclassification of the District Attorney's Investigator position and to fund one new full-time Office Support Technician position using the salary savings from the reclassification.

Explanation for Recommended Board Action: This request was presented to and approved by Carson City's Internal Finance Committee on January 22, 2014. The new full-time administrative support position will be fully funded by salary savings from the reclassification of the existing Investigator position, and no additional funding is requested.

Applicable Statute, Code, Policy, Rule or Regulation:

Fiscal Impact: Salary savings from the reclassification of the DA Investigator position fully funds the requested full-time administrative support position, therefore, there is no additional fiscal impact.

Funding Source:

Supporting Material:

Prepared By: Tina Russom

Reviewed By: Tina Russom

Scott S. Shriver Date: 1/28/14
(City Manager)
[Signature] Date: 1/28/14
(District Attorney)
[Signature] Date: 1/28/14
(Finance Director)

Board Action Taken:

Motion: _____ 1) _____ Aye/Nay
2) _____

(Vote Recorded By)