

4/1x

CLARK COUNTY STAFF REPORT

DEPARTMENT: Assessor's Office

DATE: March 12, 2013

REQUEST: Approve deletion of three (3) Office Assistant IIs and addition of three (3) Office Assistant IIIs (AGS0057, AGS0075, and AGS0076). Approve reduction of .50 FTE Program Coordinator I to .30 FTE (AGS0072).

CHECK ONE: X Consent _____ Commissioners

BACKGROUND

The Assessor's Office is requesting approval to delete three (3) Office Assistant IIs and add three (3) Office Assistant IIIs (AGS0057, AGS0075, and AGS0076), reduce a .50 FTE Program Coordinator I to a .30 FTE (AGS0072).

Since taking office in 2011, the Assessor has taken steps towards streamlining processes within the department with the intention of compressing the total FTE count and redesigning the staffing structure. This request is the next step in the process of reviewing all positions and functions in the department.

Primary responsibilities for the Office Assistants include processing and determining eligibility of Senior Citizen and Disabled Persons property tax exemption and deferral programs, and Current Use assessment applications. OAIIs perform the intake process for the exemption and deferral programs and the more routine tasks, and OAIIs handle all phases of Current Use applications and the more complex processes associated with exemption and deferrals. Many of the more routine responsibilities have been automated through technology enhancements. Deleting three (3) OAIIs and adding the three (3) OAIIs will help provide an environment where all Office Assistants are fully trained to handle all applications from start to finish, which will increase customer service levels, allow for more efficient processing, and ultimately improve customer satisfaction.

The Assessor plans to utilize the staff to create and perform audits that are required by statute to review all exemption and deferral programs for quality assurance, assist with researching and preparing documents for tax deferral appeals, and provide administrative assistance to the Assessor and Chief Deputy.

Human Resources supports this request. Positions may be filled at either the OAI or the OAI level and incumbents maybe promoted to the OAI level when eligible and qualified. All positions will be filled through a competitive recruitment process.

COMMUNITY OUTREACH

There were no community outreach efforts specific to this request.

BUDGET AND POLICY IMPLICATIONS

Reducing the .50 FTE Program Coordinator I position to a .30 FTE and adding/deleting the OAIIs to OAIIs results in a savings of \$1,583 for the remainder of the biennium

FISCAL IMPACTS



Yes (see attached form)

No

ACTION REQUESTED

Approve deletion of three (3) Office Assistant IIs and addition of three (3) Office Assistant IIIs (AGS0057, AGS0075, AGS0076). Approve reduction of .50 FTE Program Coordinator I to .30 FTE (AGS0072). Request that the Board of County Commissioners give immediate permission to proceed with staffing revisions, with final approval of funding and FTE adjustments in the next available budget supplemental actions.

DISTRIBUTION

Peter VanNortwick, Linda Latto, Willy Traub – Assessor's Office
Nikki Peterson – Budget Office
Francine Reis, Kathi Curtis, Jeremy Hammrich – Human Resources



Linda Latto 3.5.13
Peter VanNortwick

Peter VanNortwick, Date
Assessor

Steve Stewart

Steve Stewart, Chair
CLARK COUNTY
BOARD OF
COMMISSIONERS

3/12/13
Date

SR 033-13

FISCAL IMPACT ATTACHMENT

Part I: Narrative Explanation

I. A – Explanation of what the request does that has fiscal impact and the assumptions for developing revenue and costing information

The Assessor's Office is requesting approval to delete three (3) Office Assistant IIs, add three (3) Office Assistant IIIs, and reduce a .50 FTE Program Coordinator I to .30 FTE. Cost reduction figures assume change to occur on 4/1/2013 – positions are currently vacant and will be filled through a competitive recruitment process.

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.)

N/A

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
General Fund	-20	-1,583	-1,583	-1,810	-1,810	-1,810	-1,810
All other funds combined							
Total	-20	-1,583	-1,583	-1,810	-1,810	-1,810	-1,810

III. B – Expenditure by object category

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
Salary/Benefits	-1,583	-1,583	-1,810	-1,810	-1,810	-1,810
Contractual						
Supplies						
Travel						
Other controllables						
Capital Outlays						
Inter-fund Transfers						
Debt Service						
Total	-1,583	-1,583	-1,810	-1,810	-1,810	-1,810

