CLARK COUNTY STAFF REPORT

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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. OAII's perform the intake process for the exemption and deferral programs and the more routine tasks, and OAIII's 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) OAIIIs 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 OAII or the OAIII level and incumbents maybe promoted to the OAIII 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



□ 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

Peter VanNortwick.

Assessor

CLARK COUNTY

BOARD OF

COMMISSIONERS

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 IIIs, add three (3) Office Assistant IIIs, and reduce a .50 FIE 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

	Current	Biennium	Next Bie	nnium	Second Biennium			
Fund #/Title	GF	Total	GF	Total	GF	Total		
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						1		
Total								

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

N/A

Part III: Estimated Expenditures

III. A - Expenditures summed up

	FTE's	Curren	t Biennium	Next I	Biennium	Second Bienniur		
Fund #/Title		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			· · · · · · · · · · · · · · · · · · ·			-		
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Total	20	-1,583	-1,583	-1,810	-1,810	-1,810	-1,810	

III. B - Expenditure by object category

	Curren	t Biennium	Next I	Biennium	Second Bienniu		
Fund #/Title	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					Ī		
Debt Service							
Total	-1,583	-1,583	-1,810	-1,810	-1,810	-1,810	

CLARK COUNTY EMPLOYEE/POSITION ROSTER CHANGE FORM

Department:	Assessor				_				Staff Re	port Effe	ctive	e Date:	1-Apr-13	<u>.</u>			-		
					<u> </u>			urrer	nt*	Pr	opos	ed*			140-451		Martha	Domaining	Estimated
Employee	Fund/Dept	A/D/C ¹	Pos. No.	Pos. Type ²	Current Classification	To Classification	R G	S T	Mo. Salary	R G	S	Mo. Salary	Effective Date	Monthly Wage Change	Benefit	Total Change	Months Left in Biennium	Remaining Biennial Impact	Next Biennial
vacant	Ti-	D	AGS0057	Operating	OAII	<u> </u>	OW.503	1	2,638		Ī		4/1/2013	-2,638	-2,308	-4,946	21	-103,858	-118,695
		Α	AGS0057	Operating		OAIII				OW.505	1	2,907	4/1/2013	2,907	2,351	5,258	21	110,411	126,185
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vacant		D	AGS0075	Operating	OAII	1	OW.503	1	2,638				4/1/2013	-2,638	-2,308	-4,946	21	-103,858	-118,695
		Α	AGS0075	Operating		OAIII				OW.505	1	2,907	4/1/2013	2,907	2,351	5,258	21	110,411	126,185
		l												0	0	0		0	
vacant		D		Operating	OAII		OW.503	1	2,638	L	L		4/1/2013	-2,638	-2,308	-4,946	21	-103,858	-118,695
_	_]	_ A	AGS0076	Operating		OAIII				OW.505	1	2,907	4/1/2013	2,907	2,351	5,258	21	110,411	
				<u> </u>			<u> </u>							0		0	<u> </u>	0	<u> </u>
vacant		D	AGS0072	Parttime	.50 Prog Coord		M2.816	<u> </u>	2,179	I			4/1/2013	-2,179		-3,887	1	-81,629	
vacant		^_	AG\$0072	Parttime		.30 Prog Coord	┦——			M2.816	<u> </u>	1,307	4/1/2013	1,307	1,568	2,875		60,385	
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GRAND TOTAL		JL	JL	<u></u>			-11	<u> </u>		<u> </u>		L	<u> </u>	<u> </u>	1	<u> </u>	1	-1,583	<u> 1</u>
Comments:							-					* * *		<u> </u>		l	<u>l</u>	-1,383	1 -1,010
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1 A=Add; D=Dele	te, C=Change		_																
² Postion Type = *Step 1 for hourly	Operating, Pr nonexempt p	oject, Re ositions;	venue, Tem Top of Q2 fo	porary, Parttime r M1 & M2 posi	e (less than 75%), Pa itions; or actual cost o	rtime-Project (less th f reclassification (ac	nan 75%) tual % chan	ge).											
Prepared by:		Kathi C	urtis	_	Date	: 26-Feb-1	3						System Up	date					
Department Appre	oval:	=	' 	1-120	Janlbra	OK. 2 5	<u>.</u> 43						Entered By	-	-				
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Budget Approval:		#405			Date		<u>د</u>						Approved 6	-					
Human Resource	s Approval: (<u>/</u>	OMI	111	Date	3/5/13	<u>3</u>						Amount Cu	rrently Er	ncumbere	d:			