



CLARK COUNTY STAFF REPORT

DEPARTMENT: Assessor

DATE: 02/18/2014

REQUEST: Approve 2014 re-organization plan for the Assessor's Office to support updated and mandated work processes.

Delete one (1) Senior Office Assistant position, one (1) .3 FTE Program Coordinator I position, two (2) Dept. Info. Systems Coord. I (DISC I) positions, one (1) Appraisal Systems Analyst position, and .55 FTE of one (1) Real Property Appraiser III position.

Add one (1) Office Supervisor position, one (1) Program Coordinator I position, two (2) Dept. Info. Systems Coord. II (DISC II) positions, and one (1) Program Assistant position.

Positions above are assumed as 1.0 FTE unless otherwise indicated. Request effective April 1, 2014.

CHECK ONE: X Consent CAO

BACKGROUND

Since 2011, the Assessor's Office management team has been working to determine the most effective staffing structure for the department. Staffing was changed in past years to adapt to evolving technology and enable a deeper analysis of the department's organizational structure against its long-term needs. This proposed re-organization is the result of that analysis and, in support of our workforce planning efforts, seeks to efficiently accomplish mandated work, satisfy citizen expectations, and ensure future sustainability. It also sets the stage to align work processes with technological advances and the resulting changes in tools and support needs.

Great care was taken in the preparation of this plan to recognize the valuable contributions of staff impacted both directly and indirectly by the re-organization proposal. Management will work with impacted staff to prepare development plans for growth should an impacted staff member be offered a position at a lesser grade than their current role within the organization.

There will be no adverse impact to the current level of services.

Handwritten initials: mg, BK, 2/18

Through this re-organization, the Assessor's Office will delete four positions that will no longer be needed within the new structure, add four new roles to enable greater organizational strength and flexibility, convert one existing role to a part-time position, and convert another existing role into a full-time position.

Human Resources has reviewed and supports this request.

COMMUNITY OUTREACH

This recommendation addresses an internal support matter and there was no community outreach specific to this request.

BUDGET AND POLICY IMPLICATIONS

These changes are anticipated to be budget beneficial utilizing current/future planned vacancies to fund during the 2013/2014 and 2015/2016 biennia.

Impact for the 2013/2014 biennium is expected to be -\$ 1,119, and for the 2015/2016 biennium -\$ 2,985.

FISCAL IMPACTS

Yes (see attached form) No

ACTION REQUESTED

Approve the deletion of one (1) Senior Office Assistant position, one (1) .3 FTE Program Coordinator I position, two (2) Dept. Info. Systems Coord. I (DISC I) positions, one (1) Appraisal Systems Analyst position, and .55 FTE of one (1) Real Property Appraiser III position.

Approve the addition of one (1) Office Supervisor position, one (1) Program Coordinator I position, two (2) Dept. Info. Systems Coord. II (DISC II) positions and one (1) Program Assistant position.

Positions above are assumed as 1.0 FTE unless otherwise indicated. Action requested effective April 1, 2014.

DISTRIBUTION

Upon acceptance please forward copies to: Linda Latto, Assessor's Office and Kathi Curtis, Human Resources.

X Tom Melke

Peter Van Nortwick

Peter Van Nortwick
Clark County Assessor

Approved: February 25, 2014
CLARK COUNTY
BOARD OF COMMISSIONERS

SR 38-14

FISCAL IMPACT ATTACHMENT

Part I: Narrative Explanation

- A. The Assessor's Office seeks to enable greater organizational strength and flexibility through an office re-organization.
- B. Re-organization consists of adding four new positions, changing one existing position to a 1.0 FTE, reducing another to .45 FTE, and deleting five positions.

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.)

All impacted funds are from the general fund.

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
Reorg Deletes	-5.30	-332,823	-332,823	-887,531	-887,531	-887,531	-887,531
Reorg Adds	+5.45	331,704	331,704	884,548	884,548	884,548	884,548
Total	+0.15	-1,119	-1,119	-2,983	-2,983	-2,983	-2,983

III. B – Expenditure by object category

Fund # / Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
Salary/Benefits	-1,119	-1,119	-2,983	-2,983	-2,983	-2,983
Contractual						
Supplies						
Travel						
Other controllables						
Capital Outlays						
Inter-fund Transfers						
Debt Service						
Total	-16,824	-16,824	-44,863	-44,863	-44,863	-44,863