

**Churchill County
Agenda Report**

Date Submitted: August 6, 2021

Agenda Section: New Business
Agenda Date Requested: August 18, 2021

To: Board of Churchill County Commissioners
From: Geof Stark, Human Resources Director and Shannon Ernst, Social Services Director
Subject Title: Consideration and possible action re: Approval of the Reclassification of Shelly Chamberlain from Office Specialist to Human Services Specialist

Type of Action Requested: (check one)

Resolution

Ordinance

Formal Action/Motion

Other – Informational Only

Does this action require a Business Impact Statement? No

Recommended Board Action: Motion to reclassify Shelly Chamberlain from Office Specialist to Human Services Specialist, effective August 23, 2021.

Discussion:

Shelly Chamberlain currently works in Social Services and is classified as an Office Specialist, focusing primarily on administrative support for Public Guardian issues. Over time, as she has been working on Public Guardian issues, she has been requested to perform duties that are more in line with the Human Services Specialist classification. Social Services Director Shannon Ernst has recognized that Ms. Chamberlain is regularly performing these additional duties, and it appears that the reliance on Ms. Chamberlain to perform those duties will increase. As a result, Ms. Ernst has requested that Ms. Chamberlain be reclassified to Human Services Specialist.

If approved, Ms. Chamberlain would be placed on the first step in the range that represents a two-step increase. In this instance, that would put Ms. Chamberlain at Step 1 of Grade 45. Title 3 indicates the effective date for reclassifications is the first day of the next pay period following approval. If it is approved at the August 18, 2021 meeting, the effective date would be August 23, 2021.

Alternatives: Not approve the reclassification and have the additional duties revert back to the Social Services Director.

Fiscal Impact: Approximately \$6,800

Explanation of Impact: The fiscal impact includes the increased salary (\$5,114) and benefits (\$1,647) for the new position for a full fiscal year.

Funding Source:

Prepared By: Geof Stark

Date: August 6, 2021

The submission of this agenda report by county officials is not intended, necessarily, to reflect agreement as to a particular course of action to be taken by the board; rather, the submission hereof is intended, merely, to signify completion of all appropriate review processes in readiness of the matter for consideration and action by the board.