



Churchill County Agenda Report

Date Submitted: July 22, 2021

Agenda Item #: New Business - D

Meeting Date Requested: August 5, 2021

To: Board of County Commissioners
From: Geof Stark, Human Resources Director and Shannon Ernst, Social Services Director
Subject Title: Consideration and possible action re: Modifications to job description and pay range for Laboratory Scientist, as well as authorization to hire at an advanced step, up to step 13.

Type of Action Requested: Accept

Does this action require a Business Impact Statement? No

Recommend Board Action: motion to approve the updated class specification for a Laboratory Scientist, to assign it to Pay Grade 63, and to approve the hiring at an advanced step, up to Step 13.

Discussion: In December of 2020, the board approved a class specification (job description) for a Laboratory Scientist and assigned it to Pay Grade 60. After that was adopted, the county recruited and eventually hired someone for the position. Afterwards, we were notified that our minimum requirements for the position did not meet the requirements set forth by the State of Nevada for someone who supervises the lab.

The county has now revised the class specification, referencing the state's requirements. Based on a higher level of education and experience, staff recommends placing the position at a higher Pay Grade. The recommended Pay Grade is Grade 63 (\$66,800 to \$89,900), the same grade that is used for the Community Health Nurse.

Based on the county's previous recruitment and on what staff has been hearing about recruitment for similar positions in the state, it is expected that recruitment for this position may prove challenging. Staff requests the ability to hire at an advanced step, up to Step 13, to be able to attract and hire a fully-qualified individual.

Alternatives:

- Make more changes to the class specification.
- Not approve the class specification.
- Not approve the new Pay Grade.
- Not approve hiring at an advanced step or limit it to a lower step as the maximum.

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.



Churchill County Agenda Report

Fiscal Impact: \$6,500 to \$37,600.

Explanation of Impact: The fiscal impact includes full-time wages and benefits (including health insurance and PERS) for a full 12 months. The low number represents the increase in costs if the county hires at the first step of Grade 63 (instead of Step 1 of Grade 60). The high number represents the increase in costs if the county hires at the 13th step of Grade 63 (instead of Step 1 of Grade 60).

Funding Source: Grant funding.

Prepared By: Geof Stark, Human Resources Director

Reviewed By:

Date: July 27, 2021

Jim R. Barbee, County Manager

Date: July 28, 2021

Benjamin Shawcroft, Chief Deputy DA

Date: July 28, 2021

Sherry Wideman, Comptroller

Board Action Taken:

Motion: _____

1) None	_____	<u>Aye: 0</u>
2) None	_____	<u>Nay: 0</u>

(Vote Recorded By)

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.



Churchill County Agenda Report

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.