

**CLARK COUNTY  
STAFF REPORT**

*Smith*  
Y/1-

**DEPARTMENT:** Prosecuting Attorney's Office  
**DATE:** February 22, 2013  
**REQUEST:** Reinstate a legal secretary position deleted in error  
**CHECK ONE:**              X   Consent                   CAO

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**BACKGROUND**

In May of 2012, the Prosecutor's Office made a request for a classification review of several positions in our office. This request was intended to be proactive by making the most efficient use of positions and "right sizing" the classifications. One of the positions affected by the request was being vacated in October of 2012. The Prosecutor's Office had contemplated leaving the position vacant until an assessment of needs could be done to determine how the position would be used in the future. Because we did not identify how that position would be used in our classification request, it was assumed that the position would remain vacant and therefore could be deleted. As October approached, the Prosecutor's Office determined that the position needed to be filled, but at a lower classification, and subsequently revised the request for classification review to include the new classification for the vacating position. By this time, the position had already been removed from the Prosecutor's budget for 2013/2014 and had been advertised as such for the public hearing for the October supplemental.

**COMMUNITY OUTREACH**

There were no community outreach efforts specific to this request

**BUDGET AND POLICY IMPLICATIONS**

The final request for classification review resulted in a cost savings over the biennium of \$10,773. However, with the legal secretary position having been deleted from our budget, the salary and benefits for that position need to be added back in to the Prosecutor's budget (adding this position back into the budget still has a net result of \$10,773 in savings). The budget adjustment and the FTE adjustment will be presented at the next available supplemental budget process.

**FISCAL IMPACTS**

Yes (see attached form)             No

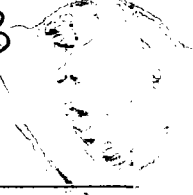
**ACTION REQUESTED**

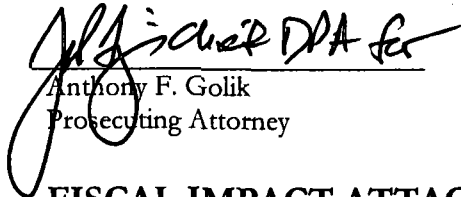
Request that the Board of County Commissioners give immediate permission to proceed with the hiring of a Legal Secretary I with final approval of the position and its funding in the next available budget supplemental actions.



**DISTRIBUTION**

Judy Alexander, Jeremy Hammrich; Human Resources  
 Shari Jensen, Prosecutor's Office  
 Nikki Peterson, Budget Office

Approved: March 5, 2013 

  
 Anthony F. Golik  
 Prosecuting Attorney

  
 CLARK COUNTY  
 BOARD OF COMMISSIONERS

SR 031-13

**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

This position was inadvertently deleted as part of a classification review to adjust eight positions to more appropriate classifications within the Prosecutor's office. Budget needs to be restored for salary and benefits.

**Part II: Estimated Revenues**

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
0001/General Fund	75562	75562	120899	120899	120899	120899
<b>Total</b>						

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

**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
0001/General Fund	1	75562	75562	120899	120899	120899	120899
<b>Total</b>							

III. B – Expenditure by object category

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
Salary/Benefits	75562	75562	120899	120899	120899	120899
Contractual						
Supplies						

Travel						
Other controllables						
Capital Outlays						
Inter-fund Transfers						
Debt Service						
<b>Total</b>						

# CLARK COUNTY EMPLOYEE/POSITION ROSTER CHANGE FORM

Department: Prosecuting Attorney

Staff Report Effective Date: 1-Mar-13

Employee	Fund/Dept	A/D/C <sup>1</sup>	Pos. No.	Pos. Type <sup>2</sup>	Current Classification	To Classification	Current*			Proposed*			Effective Date	Monthly Wage Change	Monthly Benefit Change	Total Change	Months Left in Biennium	Remaining Biennial Impact	Estimated Next Biennial Impact			
							R	S	Mo. Salary	R	S	Mo. Salary										
Vacant	0001/270	A	PAT????	Operating		Legal Secretary I				OW 504	1	2,770	3/1/2013	2,770	2,267	5,037	15	75,562	120,899			
GRAND TOTAL																					75,562	120,899

Comments:

<sup>1</sup> A=Add; D=Delete; C=Change.  
<sup>2</sup> Position Type = Operating, Project, Revenue, Temporary, Parttime (less than 75%), Parttime-Project (less than 75%)  
 \*Step 1 for hourly nonexempt positions; Top of Q2 for M1 & M2 positions; or actual cost of reclassification (actual % change).

Prepared by: Shari Jensen  
 Department Approval:   
 Budget Approval:   
 Human Resources Approval:

Date: 28-Feb-13  
 Date: 2/28/13  
 Date: 2/28/13

System Update  
 Entered By: \_\_\_\_\_  
 Approved By: \_\_\_\_\_  
 Amount Currently Encumbered: \_\_\_\_\_