



CITY OF FERNLEY

CITY COUNCIL AGENDA REPORT

Meeting Date: December 15, 2021

REPORT TO:	Mayor and City Council
REPORT THRU:	Daphne Hooper, City Manager
REPORT FROM:	Kathy Bennett, Court Administrator
REVIEWED BY:	Brandi Jensen, City Attorney
REVIEWED BY:	Denise Lewis, City Treasurer

FINANCIAL IMPACT: Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	CURRENTLY BUDGETED: Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	FUND/ACCOUNT: 100-425-100
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ACTION REQUESTED: Consent Ordinance Resolution Motion Receive/File

AGENDA ITEM: Staff Report (For Possible Action): Approval to change the job title and job description of the Court Specialist II to Lead Court Specialist and approval to reclassify the Court Specialist I to Lead Court Specialist.

Agenda Item Brief: Staff is requesting to change the job title and job description of the Court Specialist II to Lead Court Specialist to improve the efficiency of the court by expanding a position to coordinate staff, monitor work assignments, and provide training. Staff also requests the reclassification of the Court Specialist I to Lead Court Specialist.

Recommended Motion:
"I move to approve the change in job title and job description of the Court Specialist II to Lead Court Specialist and the reclassification of the Court Specialist I to Lead Court Specialist."

Business Impact (per NRS Chapter 237):

A Business Impact Statement is Attached.

A Business Impact Statement is not required because this is not a rule (term excludes vehicles by which legislative powers are exercised under NRS Chapters 271, 278, 278A, or 278B).

See attached report for background, analysis, alternatives.

ALTERNATIVES:

Council may request additional information.

BACKGROUND:

In 2014, City Council approved the change in job titles and descriptions for the Court from Administrative Specialist I/II/III to Court Clerk I/II/III. During Fiscal Year 2020, City Council approved the change in job titles and job descriptions of Court Clerk I/II/III to Court Specialist Trainees, Court Specialist I, and Court Specialist II.

The change to Lead Court Specialist will provide a lead role to court specialist staff by providing direction, guidance, and distribution of workloads. Additionally, the Lead Court Specialist will also assist the Court Administrator in reviewing, auditing, and monitoring work product for completion, accuracy, and productivity in accordance with established performance expectations and time requirements.

The expanded duties of this position will provide time for the Court Administrator to concentrate on executive and administrative duties related to case flow management, records management, fiscal management, court security management, and personnel management. Further, the Court Administrator can focus on policy and procedure development and workflows required for compliance with legislative changes and Supreme Court mandate affecting the Municipal Court.

LEGAL IMPLICATIONS:

There are no legal implications for this request.

FINANCIAL IMPLICATIONS:

The approximate cost to reclassify this position is \$2,000 annually. Funding will be provided from salary savings for FY 2021/2022.

ATTACHMENTS:

Organizational Chart
Job Descriptions.