

**City of Carson City  
Agenda Report**

**Date Submitted:** February 5, 2015

**Agenda Date Requested: February 19,  
Time Requested: 15 minutes**

**To:** Mayor and Supervisors  
**From:** Fire Department

**Subject Title:** Action to approve the reclassification from a part time clerical staff position to a full time MA-1 ( CCEA 20) position and approve an augmentation of the Fire Department Budget to cover the increase in costs.

**Staff Summary:** The Carson City Fire Department would like to restructure the Department clerical staff for efficiency and workload purposes. The Fire Department currently has a part time position for clerical staff from 09:00 to 13:00. This request will allow the Fire Department to convert a part time position to a full time MA-1 position. This will allow reallocation of the work load, have a stable work force, and to respond faster to the public needs.

**Type of Action Requested:** (check one)

Resolution

Ordinance

Formal Action/Motion

Other (Specify)

**Does This Action Require A Business Impact Statement:**  Yes  No

**Recommended Board Action:** I move to approve the reclassification of a part time position to a full time MA-1 position, and approve an augmentation of the Carson City Fire Department budget to cover the increase in costs.

**Explanation for Recommended Board Action:**

The Fire Department needs to reclassify this position to meet the needs of the department work load. This was once a full time position until the person who held the position passed away. It was then reduced to part time. There are many job functions that cannot be completed in a timely manner because of the rapid turnover in the current part time position. This has caused numerous training hours to be lost on someone who is only here for a short time. This new full time position will schedule CPR classes to the public, schedule Fire Prevention Trailer programs, answer phones, responsive to citizens who visit the Fire Station and reduce the current work load of the other clerical positions.

**Applicable Statute, Code, Policy, Rule or Regulation**

**Fiscal Impact:** Difference from budgeted \$15.00 for part time to full time position with benefits. CCEA 20 MA-1 \$18,200 plus benefits.

**Explanation of Impact:**

Clerical position rate of pay is \$12.50/hour. The Management Assistant 1 position has a pay range of \$14.2882-\$20.1887/hour. The Department intends to hire within the bottom third of the salary range. An offer would be made at no more than \$16.25/hour. In addition to the hourly rate, benefits must be added which account for about 30% of salary.

**Funding Source:** General Fund

**Alternatives:** If the reclassification is not approved, the Fire Department will keep the current part time staffing levels.

**Supporting Material**

Prepared By: Robert Schreihans

Reviewed By: John Schreihans

(Fire Chief)

Robert Schreihans

(City Manager)

John Schreihans

(District Attorney)

John Schreihans

(Finance Director)

Date: 2-10-15

Date: 2/10/15

Date: 2/10/15

Date: 2/10/15

**Board Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_

Aye/Nay

2) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)



# Management Assistant 1

Class Code:  
00344

Bargaining Unit: CARSON CITY EMPLOYEES  
ASSOCIATION

CONSOLIDATED MUNICIPALITY OF CARSON CITY  
Revision Date: Apr 16, 2014

## **SALARY RANGE**

\$14.29 - \$20.19 Hourly  
\$29,719.46 - \$41,992.50 Annually

### **DESCRIPTION:**

To perform a wide variety of responsible secretarial and clerical duties in support of a City division; and to provide general information and assistance to the public. This position may have specific department-related duties.

### **PHYSICAL DEMANDS:**

In addition to the minimum requirements and the job duties listed for this position, the following are required: Duties require sufficient mobility to work in a typical office setting and use standard office equipment, vision to read printed materials and hearing and speech to communicate in person or over the telephone.

### **EXAMPLE OF DUTIES:**

The following is used as a partial description and is not restrictive as to duties required.

- Type and proofread a variety of documents including general correspondence, agendas, reports, memos and statistical charts from rough draft, forms, copy, notes, transcribing machine recordings or verbal instruction.
- Screen mail, office and telephone callers; respond to complaints and routine requests for information on regulations, procedures, systems and precedents relating to assigned responsibilities.
- Compile data for special projects; collect and assemble data and background materials for a variety of projects.
- May participate in the budget process.
- Participate in the preparation and processing of commission and board agenda packets; type staff reports, notices, and other documents; duplicate, collate, and distribute agenda packets.
- Operate a variety of office equipment including a computer terminal; input and retrieve a variety of data and text.
- Perform general secretarial and clerical work; file, schedule appointments, and process personnel, payroll and purchasing information; order and maintain office supplies.
- May attend meetings, take minutes and transcribe as necessary.
- Issue, receive, type and process various applications, permits and other forms; verify and review materials for completeness and conformance with established regulations and procedures; apply policies and procedures in determining appropriate actions.
- Maintain calendars and schedules of activities, meetings and various events; coordinate activities with other City departments, the public and outside agencies; ensure that meeting facilities are prepared.

- Organize and maintain filing systems; maintain records related to the assigned area of responsibility.
- Assist in developing and implementing procedures and policies related to the assigned functions.
- Must perform all duties in a safe manner.
- Perform related duties as required.

**QUALIFICATIONS:**

Graduation from high school or the equivalent, and three years of increasingly responsible secretarial and clerical experience in the work unit, preferably including public contact. A valid Nevada driver's license may be required.

**KNOWLEDGE, SKILLS, AND ABILITIES:****Knowledge of:**

- English usage, spelling, grammar, and punctuation.
- Business letter writing and report preparation.
- Principles and practices of statistical and administrative report preparation,
- Principles and procedures of record keeping.
- Modern office methods, practices, procedures and equipment.

**Ability to:**

- Perform responsible secretarial and clerical work involving the use of independent judgment.
- Type at a speed necessary for job performance.
- Operate a variety of modern office equipment
- Work independently.
- Understand and carry out oral and written directions.
- Communicate clearly and concisely, orally and in writing.
- Interpret and apply the policies and procedures of the assigned program or function.
- Work courteously with the general public on the telephone or in person.
- Research, compile, analyze, interpret and prepare a variety of statistical and administrative reports.
- Independently prepare a variety of routine correspondence and memoranda.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

**SUPPLEMENTAL INFORMATION:**

1. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
2. *Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*
3. *Employees may be required to complete Incident Command System training as a condition of continuing employment.*
4. *New employees are required to submit to a fingerprint based background investigation which cost the new employee \$53.50 and a drug/alcohol screen which costs*

*\$20.00. Employment is contingent upon passing the background and the drug/alcohol screen.*

*5. Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at [www.uscis.gov](http://www.uscis.gov).*