



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: August 1, 2019

Staff Contact: Aubrey Rowlett, Clerk-Recorder

Agenda Title: For Discussion Only: Presentation and discussion regarding the reorganization of the Public Meetings and Public Records Divisions within the Office of the Clerk-Recorder by renaming and restructuring the Records Management Systems Officer position as the Senior Public Meetings Clerk position, and renaming and restructuring the Counsel and Commission Reporter position as the Public Meetings Clerk position. (Aubrey Rowlett, arowlett@carson.org)

Staff Summary: The Clerk-Recorder has evaluated the current and future workload demands of the Clerk-Recorder's Public Records and Public Meetings Divisions. It has been determined that by restructuring the existing Records Management Systems Officer position (T2) into a Senior Public Meetings Clerk position (T2) and restructuring the existing Council & Commission Reporter position (A4) as a Public Meetings Clerk position (A4) to correlate with with a modified arrangement of position duties will increase the efficiency and effectiveness of the Office of the Clerk-Recorder as a whole.

Agenda Action: Formal Action / Motion

Time Requested: 10 minutes

Proposed Motion

No action. Presentation only.

Board's Strategic Goal

Efficient Government

Previous Action

The reorganization plan was shared with the Carson City Internal Finance Committee on June 12, 2019 and it was determined that there is no impact to the Clerk-Recorder's approved budget.

Background/Issues & Analysis

This item is being presented to Board as an informational item so that the Board and the public is aware of reorganizational decisions being made in the Office of the Clerk-Recorder. With the upcoming retirement of the Chief Deputy Clerk, the Clerk-Recorder has evaluated the operational efficiency of the office and has determined to reallocate certain duties within the Public Meetings and Public Records Divisions among staff to best meet the needs and objectives of the office and the City.

In reorganizing, the existing Records Management Systems Officer position (T2) will be renamed the Senior Public Meetings Clerk position (T2). The existing Council & Commission Reporter position (A4) will be renamed the Public Meetings Clerk position (A4). The Senior Public Meetings Clerk will be responsible for all duties associated with the Board of Supervisor meetings and share with the new Public Meetings Clerk position those responsibilities relating to other public meetings and commissions. The existing Chief Deputy Clerk position (M13) will absorb the duties that would have belonged to the old Records Management Systems Officer

position (T2). The Chief Deputy Clerk will manage both the Public Meetings and Public Records Divisions within the Office of the Clerk-Recorder.

The redistribution of duties and change in title from Records Management Systems Officer to Senior Public Meetings Clerk will help facilitate the hiring of a better qualified candidate who has knowledge of and experience with the Nevada Open Meeting Law and the legal requirements relating to attendance and facilitation of meetings of the Board of Supervisors. Similarly, the redistribution of duties and change in title from Council & Commission Reporter to Public Meetings Clerk will result in a closer alignment with the Senior Public Meetings Clerk position, which will in turn provide for promotional opportunities and cross-training within the Office of the Clerk-Recorder.

This reorganization will not take place until after the retirement of the Chief Deputy Clerk and does not affect the Clerk-Recorder's budget as approved by the Board of Supervisors. In fact, there will be a salary savings of approximately \$21,831.

Applicable Statute, Code, Policy, Rule or Regulation

N/A

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: Savings in salaries and benefits in the Office of the Clerk-Recorder's budget in the General Fund.

Is it currently budgeted? Yes

Explanation of Fiscal Impact: The reallocation of duties and changing of titles from Records Management Systems Officer (T2) to Senior Public Meetings Clerk (T2) and Council & Commission Reporter (A4) to Public Meetings Clerk (A4) will not have any additional fiscal impact and will provide a salary savings within the Office of the Clerk-Recorder. Please refer to the Salary Savings Analysis spreadsheet submitted as supporting materials.

Alternatives

N/A

Attachments:

[Proposed Organization Chart_2.pdf](#)

[Current Organizational Chart_2016.pdf](#)

[Public Meetings Clerk_07092019.doc](#)

[Senior Public Meetings Clerk_07092019.doc](#)

[Salary Savings Analysis_4.pdf](#)

Board Action Taken:

Motion: _____

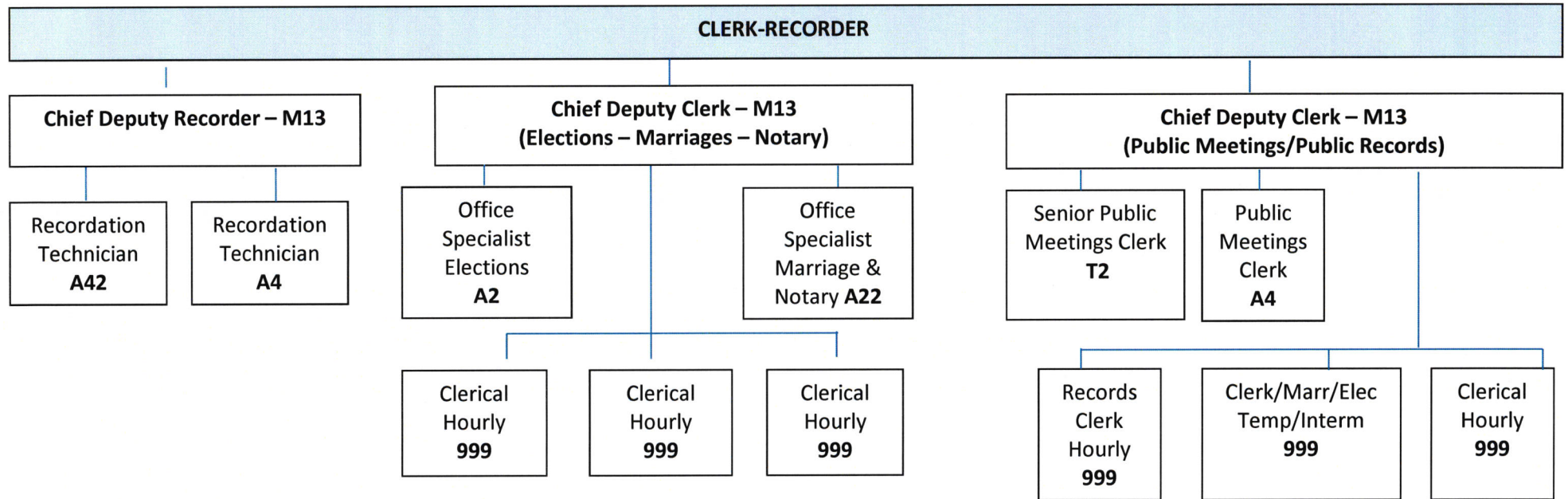
1) _____

2) _____

Aye/Nay

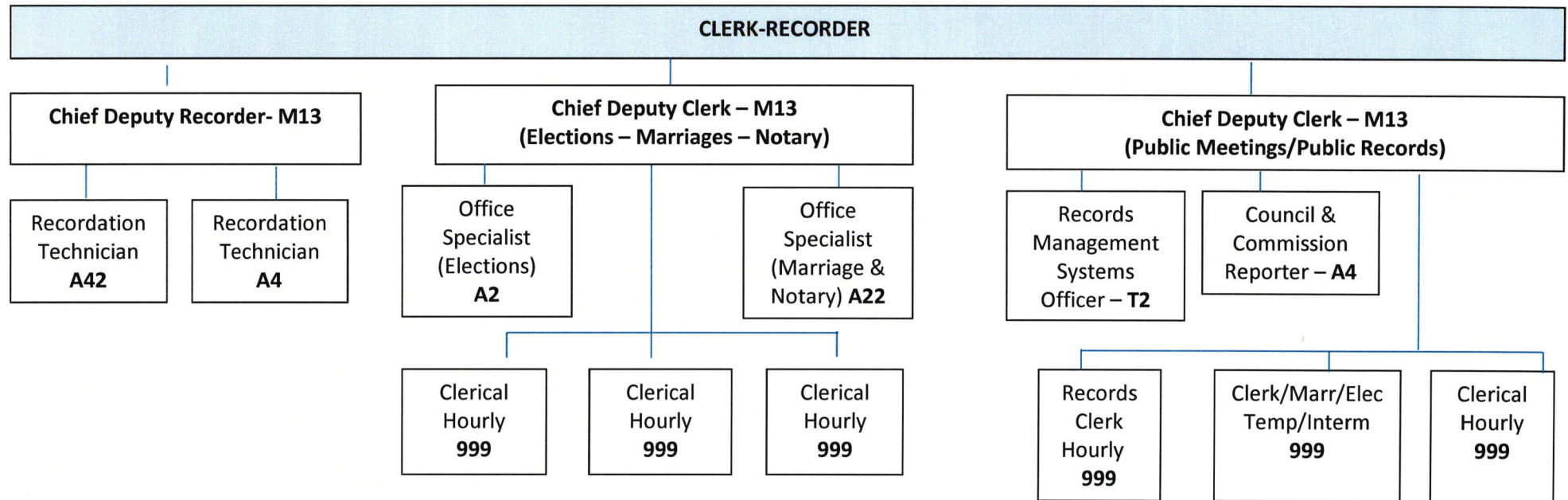
(Vote Recorded By)

PROPOSED CARSON CITY CLERK-RECORDER ORGANIZATIONAL CHART



Proposed Effective Date 9/27/2019

CURRENT CARSON CITY CLERK-RECORDER ORGANIZATIONAL CHART



Effective 2016



JOB DESCRIPTION

JOB TITLE:	Public Meetings Clerk	FLSA:	Non-Exempt
DEPARTMENT:	Clerk's Office	GRADE:	A4
REPORTS TO:	Chief Deputy Clerk Public Meetings & Public Records		
DATE:	September 2019		

May, 2019 revised

SUMMARY OF JOB PURPOSE:

Under general supervision, coordinates and provides support for all City Board of Supervisor, commissions, committees and advisory board meetings by providing minutes, audio recordings, and verbatim transcripts for publicly-noticed meetings, confidential hearings, and other meetings related to City operations.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Attends various publicly-noticed meetings and makes a written and digitally-recorded record of the proceedings; prepares minutes of meetings and proceedings as required by Nevada Revised Statutes (NRS), Nevada Open Meeting Law, and procedures adopted by City; creates City agenda items, prepares and publishes minutes.
- Completes, executes and distributes legal documents such as agreements, contracts, leases, ordinances, and resolutions.
- Ensures minutes are correctly routed, all required signatures are obtained, and official minutes are properly filed with all corresponding back-up material in accordance with NRS.
- Provides information and training to the public, City staff, and members of boards and commissions on the taking of minutes and meeting procedures.
- Submits publications to local newspaper in accordance with statutory requirements; submits City Municipal Code updates to code publisher; updates and maintains City Municipal Code book.
- Maintains accurate records and files; assists in the maintenance of official City records; compiles information and prepares special and periodic reports related to the work performed.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Uses standard office equipment, including a computer, in the course of the work.
- Demonstrates courteous and cooperative behavior when interacting with the public and City staff; acts in a manner that promotes a harmonious and effective workplace environment.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Equivalent to an Associate's Degree with major course work in business, public administration or related field AND three (3) years of administrative support experience; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid driver's license

Required Knowledge and Skills**Knowledge of:**

- Office management practices and procedures, including records management and the operation of standard office equipment.
- Functions and activities of an elected board of supervisors.
- Applicable laws, codes and regulations, including open meeting laws.
- Use of specified computer applications involving word processing, data entry and/or standard report generation; business arithmetic.
- Correct business English, including spelling, grammar and punctuation.
- Principles and techniques of preparing effective written informational materials, including accurate action minutes.
- Communicating effectively in oral and written forms.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Reading and explaining rules, policies and procedures.
- Performing detailed and complex office support work.
- Establishing, maintaining and researching complex and official files.
- Compiling and summarizing information and preparing periodic or special reports.
- Preparing clear and concise reports, minutes, correspondence and other written materials.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Dealing successfully with Board of Supervisors, city staff at various levels, the public, in person and over the telephone.
- Establishing and maintaining effective work relationships with staff, coworkers, contractors and the public.

SUPERVISION RECEIVED AND EXERCISED:

Under General Supervision - Incumbents at this level are given assignments and objectives that are governed by specifically outlined work methods and a sequence of steps, which are explained in general terms. The responsibility for achieving the work objectives, however, rests with a superior. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions and external environment when traveling between locations.

CONDITIONS OF EMPLOYMENT:

1. All new employees serve a probationary period of twelve (12) months. Such employees are not subject to the collective bargaining agreement and may be laid off or discharged during this period for any reason, or no reason
2. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
3. 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.
4. Employees may be required to complete Incident Command System training as a condition of continued employment.
5. New employees are required to submit to a fingerprint based background investigation which cost the new employee \$52.25 and a drug/alcohol screen which costs \$36.50. Employment is contingent upon passing the background and the drug/alcohol screen.
6. 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.ucis.gov.

7. Carson City is an Equal Opportunity Employer.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

"Carson City is an Equal Opportunity Employer"



JOB DESCRIPTION

JOB TITLE:	Senior Public Meetings Clerk	FLSA:	Non-Exempt
DEPARTMENT:	Clerk's Office	GRADE:	T2
REPORTS TO:	Chief Deputy Clerk Public Meetings & Public Records		
DATE:	September 2019		

May, 2019 revised

SUMMARY OF JOB PURPOSE:

Under general supervision, coordinates and provides support for all Board of Supervisor, commissions, committees and advisory board meetings by providing minutes, audio recordings, and transcripts for publicly noticed meetings, confidential hearings, and other meetings related to City operations.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Attend Board of Supervisors and other publicly noticed meetings and make a written and digital recording of the proceedings; prepare minutes of meetings and proceedings as required by Nevada Revised Statutes (NRS), Nevada Open Meeting Law, and procedures adopted by the City; create City agenda items, prepare and publish minutes.
- Administer Oaths of Office for appointed officials.
- Lead assigned support staff and provide support staff training in proper work methods and techniques.
- Review work of support staff for format, accuracy, consistency and timeliness.
- Maintain the City's website to include minutes and audio recordings of all publicly noticed meetings.
- Ensure minutes are correctly routed, all required signatures are obtained, and official minutes are properly filed with all corresponding back-up material in accordance with Nevada Revised Statutes.
- Submit publications to local newspaper in accordance with statutory requirements; submit City Municipal Code updates to code publisher; update and maintain City Municipal Code Book.
- Maintain accurate records and files; assist in the maintenance of official City records; compile information and prepare special and periodic reports related to the work performed.

- Answer questions, provide information and assistance to City personnel and the general public regarding Board actions; serve as the primary source for information; research old minutes; reformat and/or copy audio and video records of meetings for use by the public and other City personnel.
- Exercise good judgment and maintain confidentiality regarding critical and sensitive information, records and reports.
- Contribute to the efficiency and effectiveness of the office's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Use standard office equipment, including digital recording devices, in the course of the work.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Equivalent to an Associate's Degree in business or applied science OR a field related to the work; AND three (3) years of administrative support experience in public meeting procedure; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid driver's license

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Functions and activities of the Board of Supervisors, advisory boards, commissions and committees.
- Organizational structure of Carson City government relative to programs and functions of assigned areas.
- Use of specified computer applications involving word processing, data entry, digital recording devices, standard report generation, and business arithmetic.
- Communicating effectively in oral and written forms using correct business English (including spelling, grammar and punctuation).
- Principles and techniques of preparing effective written informational materials, including accurate minutes, correspondence, reports, and memoranda.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Planning, organizing and reviewing the work of others.
- Leading and training support staff.
- Organizing work, setting priorities, and meeting critical deadlines.
- Interpretation and application of statutory deadlines, laws, codes and regulations relating to open meeting laws.
- Interpretation and application of laws, codes and regulations regarding record retention.
- Interpretation and application of personnel policy regulations.
- Training others in policies and procedures related to the work and providing customer service in the most cost effective and efficient manner.
- Development and implementation of public meeting procedures.
- Operating digital recording devices.
- Coordinating and implementing office functions with other City Departments/Elected Offices, as necessary and appropriate.
- Using initiative and independent judgment within established procedural guidelines; critical thinking.
- Evaluation of functions and operations, including work procedures, processes and administrative policies to determine effectiveness and efficiency; develop, recommend, and implement operational alternatives.
- Performing detailed and complex office support work.
- Maintaining complex files.
- Compiling and summarizing information and preparing periodic or special reports.
- Preparing clear and concise reports, minutes, correspondence and other written materials.
- Establishing and contributing effectively to the accomplishment of team or work unit goals, objectives and activities, within and outside of the Clerk-Recorder's office.
- Dealing successfully with the Board of Supervisors, City management and staff at various levels, the public, in person and over the telephone.
- Establishing and maintaining effective work relationships with staff, coworkers, contractors and the public.

SUPERVISION RECEIVED AND EXERCISED:

Under Direction

Incumbents at this level are given assignments and objectives that are governed by specifically outlined work methods and a sequence of steps, which are explained in general terms. Incumbents at this level have some flexibility in the selection of work methods, the timing of work processes, and the methods of completing tasks. Supervision is periodic and is usually initiated by the employee and/or when important problems, significant changes from past procedures, and policy implications are involved.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

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Salary Savings Analysis
Clerk-Recorder - Proposed Reorganization Effective September 27, 2019

Current Positions	FY 19 Hourly	2019 Annual	Proposed Positions After Reorganization	FY 20 Hourly	2020 Annual	Approximate Salary Savings
M13 - Chief Deputy Clerk - Public Records & Public Meetings (Retiring)	\$38.47	\$80,009.28	M13 - Chief Deputy Clerk - Public Recods & Public Meetings	\$29.43	\$61,217.31	(\$18,791.97)
T2 - Records Management Systems Officer (Eliminate)	\$22.74	\$47,298.50	T2 - Senior Public Meetings Clerk (New)	\$26.44	\$54,995.20	\$7,696.70
A4 - Council & Commission Reporter (Eliminate)	\$24.04	\$49,995.50	A4 - Public Meetings Clerk (New)	\$18.87	\$39,259.58	(\$10,735.92)
Total		\$177,303.28			\$155,472.09	(\$21,831.19)

**The above hourly/annual amounts are provided as employer paid and are approximate.*

Note: The changes are primarily due to duties of the T2 and A4 positions and their respective position titles. Most of salary savings is projected to be from a retiring long-term M13 position, which was paid near the top of the range.