

14 OP 00001 (B)

REC'D & FILED

2014 MAY 29 AM 11:51

BY *John Glover*
DEPUTY CLERK
Allison

IN THE FIRST JUDICIAL DISTRICT OF THE STATE OF NEVADA
IN AND FOR CARSON CITY

IN THE MATTER OF:

ESTABLISHING THE SALARY AND
BENEFITS FOR THE UNCLASSIFIED
COURT EMPLOYEES

ADMINISTRATIVE ORDER

WHEREAS, the First Judicial District Court and the Carson City Justice/Municipal Court, hereafter referred to as "Courts," integrated and merged responsibilities and functions associated with court management, central services and operational infrastructure by a "Joint Resolution for Administrative Consolidation" effective September 28, 2006, which was presented for discussion purposes to the Carson City Board of Supervisors, hereafter referred to as "Board," on October 19, 2006; and

WHEREAS, the Courts (Judges Michael Griffin, William Maddox, Robey Willis and John Tatro at the time), together with the District Attorney (DA Waters) and Human Resources Director (Silver) reviewed the consolidation plan, agreed upon its adoption, and believed it would attain greater efficiencies by maximizing resources and this was relayed to the Board as Item No. 4 on October 19, 2006 and the Board recognized the Courts' "Joint Resolution for Administrative Consolidation;" and

WHEREAS, the recent decision by the Nevada Supreme Court in *City of Sparks v. Sparks Municipal Court*, 129 Nev., 302 P.3d 1118 (2013) and the recent decision by

1 the State of Nevada's Local Government Employee-Management Relations Board in
2 *Clark County Deputy Marshals Association vs. Clark County*, Case No. A1-046058
3 (January 27, 2014), relating to separation of powers and the inherent authority of the
4 courts to manage its own employees, including the rate of pay and such employees
5 lacking collective bargaining rights; and

6 WHEREAS, the Courts directed the Court Administrator to compare the recent
7 Pontifex Classification Study to comparable positions in Nevada Courts for the
8 Unclassified Court positions; and

9 WHEREAS, the First Judicial District Court Judges and the Carson City
10 Justice/Municipal Court Judges reviewed the Pontifex Classification Study approved by
11 the Carson City Board of Supervisors on April 24, 2014, and comparable positions in
12 Nevada Courts and the Resolution setting forth the benefits for Carson City
13 Unclassified Employees.

14 IT IS HEREBY ORDERED that the Unclassified Court employees receive the
15 same benefits as Carson City Unclassified employees.

16 IT IS FURTHER ORDERED that the Salary Schedule for the Unclassified Court
17 employees as attached hereto the Administrative Order is effective on July 2, 2014 and
18 shall remain in effect unless changed as provided herein.

19 IT IS FURTHER ORDERED that the Court Administrator work with the Carson
20 City Human Services Department and the Carson City Finance Department to
21 implement the Salary Schedule for the Court's Unclassified employees and those
22 designated employees who have been determined to be reclassified.

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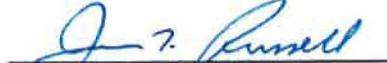
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1 IT IS FURTHER ORDERED that the Administrative Order and the Salary
2 Schedule shall be filed with the First Judicial District Court Clerk's Office and copies
3 disseminated by the clerk to the Carson City City's Managers Office, Human
4 Resources, Finance Department, and District Attorney's Office.

5 DATED this 29th day of May, 2014.

6
7 
JAMES T. RUSSELL
8 District Court Judge

9
10 
JAMES E. WILSON JR.
District Court Judge

11
12 
JOHN TATRO
13 Justice of the Peace
14 Municipal Court Judge

15
16 
THOMAS R. ARMSTRONG
17 Justice of the Peace
18 Municipal Court Judge

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First Judicial District Court / Justice and Municipal Courts

Unclassified Positions

Effective July 2, 2014

Grade P2 \$54,684 - \$82,026	Position
Higgins, Jolie (current \$47,744 to \$67,461)	Move from Classified to Unclassified District Court Operations Supervisor
Lopez, Sylvia (current \$54,499 to \$76,299)	Currently Unclassified Justice Court Operations Supervisor
	Max Annual
Washoe County	Eff. 01/01/2014
Supervising Clerk	\$72,342
	Three Years*
	Five Years*
	\$76,770
	\$79,871
Douglas County	Eff. 07/01/2013
Chief Deputy Clerk	\$76,024
	\$80,667
	\$83,937

One Court Manager position was terminated in 2010 due to the fiscal crisis. The two supervisors reported to the manager and assumed the manager's duties. In comparison to the Pontifex recommendation for the Carson City DA, CCSO and Recorder's Office, Court staff are managing equal to or more employees. However, Pontifex down graded the positions to Supervisor 1.

Pontifex Recommendation for Court Operations Supervisor: Grade S1 / \$45,542 - \$68,464

Grade M2 \$80,570 - \$120,857	Pontifex Recommendation
Position	
Banister, Ali	Deputy Chief Juvenile Probation
Davis, Scott (current \$64,422 to \$90,192)	Deputy Chief Juvenile Detention
	Max Annual
Washoe County	Eff. 01/01/2014
Div Director Juvenile Services	\$121,618
	Three Years*
	Five Years*
	\$129,062
	\$134,276
Douglas County	Eff. 07/01/2013
Chief Deputy Probation	\$88,171
Juvenile Prob Detention Supervisor	\$86,029
	\$93,568
	\$91,295
	\$97,348
	\$94,983

**Assuming an annual 2% cost of living increase.*

Grade P2 \$54,684 - \$82,026	Position		
Greenburg, Susan	Judicial Assistant	District Court	
Gutierrez, Maribel (move from classified to unclassified)	Judicial Assistant	District Court / Juvenile Court	
Jeffries, Angela	Judicial Assistant	District Court	
Yang, Wendy (current \$54,499 to \$76,299)	Judicial Assistant	Justice/Municipal Court	
	Max Annual		
Washoe County	Eff. 01/01/2014	Three Years*	Five Years*
Judge's Administrative Asst	\$72,342	\$76,770	\$79,871
Douglas County	Eff. 07/01/2013		
Judicial Assistant	\$79,872	\$84,761	\$88,185

Storey County contributes \$30,000 for the Judicial Assistants (JAs) positions in the District Court. The Judges and Juvenile Special Master hear cases from Carson and Storey County. The JA's do work for Carson and Storey County. Susan, Angela and Maribel also cover courtroom duties in the event of absences. A percentage of Maribel's salary is reimbursed by the State for child support hearings. Maribel also performs court interpreting which enables the courts not to have to pay for contractor court interpreters at \$65 per hour. Maribel also supervises 2 clerical staff, clerks in the courtroom, covers the public counters when court staff are absent and processes accounts payable and payroll. Most JA's in Nevada Courts do not assist at public counters, supervise staff or clerk in the courtrooms.

Wendy Yang reports to 2 Judges and 1 court Administrator. JA's in Nevada Courts normally report to 1 judge. Wendy also processes timesheets, payroll and some account payables and has been trained to cover the Fines and Fees Office when staff are absent.

Pontifex Recommendation for Judicial Assistant: Grade T2 / \$39,893 - \$59,839

Grade S1 \$45,542 - \$68,464	Pontifex Recommendation Position		
Hill, Valerie	Office Manager (Juvenile Probation)		
	Max Annual		
Douglas County	Eff. 01/01/2014	Three Years*	Five Years*
Office Manager	\$57,949	\$61,496	\$63,980
Office Manager - Senior	\$65,562	\$69,575	\$72,386

**Assuming an annual 2% cost of living increase.*

Grade P3 \$60,152 - \$90,229	
Ashton, Tracy (current \$54,499 to \$76,299)	Court Technology Project Coordinator District Court, Justice/Municipal Court & Juvenile Court

	Max Annual Eff. 01/01/2014	Three Years*	Five Years*
Second District Court (Reno) Court Info Tech Syst Administrator	\$83,740	\$88,866	\$92,456
Reno Justice Court			
Technology Project Coordinator	\$91,312	\$96,901	\$100,815
Douglas County Court Info Systems Manager			
	Eff. 07/01/2013		
	\$87,591 ^v	\$92,952	\$96,707
^v Adjusted 10% from \$97,323 due to being in position for 19 years, per Douglas County Court Administrator.			
Administrative Office of the Courts			
Supreme Court (Carson City)			
IT Professional IV (Non-Supervisory)	\$88,948	\$94,393	\$98,205
Average			
	\$87,898	\$93,278	\$97,046

Tracy has been performing additional duties since the Court Administrative Services Manager, who performed IT duties, retired in 2010. The management position has been suspended until funding is available to reinstate. Tracy assumed the duties with no pay increase. Tracy is shared between the District, Justice/Municipal and Juvenile Courts. Most Nevada Courts have 1 Court Systems Administrator per jurisdiction. 1 for District Court, 1 for Justice Court and 1 for Municipal Court. Tracy is shared between all courts which includes Juvenile Court and also assists DAS.

Pontifex Recommended P2 \$54,684 - \$82,026.

***Assuming an annual 2% cost of living increase.**

Grade P4 \$66,168 - \$99,251			
Fischer, Carin (current \$54,499 to \$76,299)	Court Fiscal Services Manager		
Washoe County	Max Annual Eff. 01/01/2014	Three Years*	Five Years*
Court Fiscal Services Manager (District Court only)	\$93,080	\$98,777	\$102,768
Accounting Manager	\$110,843	\$117,627	\$122,380
City of Reno	Eff. 07/01/2013		
Accounting Manager	\$113,578	\$120,530	\$125,400
City of Sparks			
Accounting Manager	\$99,632	\$105,730	\$110,001
Administrative Office of the Courts (Carson City)			
Manager of Budgets	\$102,228	\$108,485	\$112,868
Douglas County	Eff. 07/01/2013		
Accounting Manager	\$90,367	\$95,908	\$99,782
Average	\$101,621	\$107,841	\$112,198

Carin assumed managing the Fines and Fees Office and staff in 2012 from DAS with no pay increase. She assists the District, Justice/Municipal and Juvenile Courts with budgetary needs, grant reporting, specialty court reporting and Supreme Court Minimum Accounting Standards. Most Nevada Courts have 1 Court Fiscal Administrator per jurisdiction. 1 for District Court, 1 for Justice Court, and 1 for Municipal Court. Carin is shared between all courts which includes Juvenile Court. She also assists DAS.

Pontifex Recommended P3 \$60,152 - \$90,229.

***Assuming an annual 2% cost of living increase.**

CPA not required on any compared positions listed.

Grade D1 \$87,452 - \$139,923			
Bianchi, Ben (current \$78,492 to \$109,888)		Chief Juvenile Probation Officer	
Cortes, Maxine (current \$89,304 to \$125,025)		Court Administrator District Court, Juvenile Court, Juvenile Probation, Justice/Municipal Court	
		Max Annual	
Washoe County/Sparks	Eff. 01/01/2014	Three Years*	Five Years*
Director - Juvenile Services	\$145,642	\$154,556	\$160,800
District Court Administrator (1) (15) Judges	\$129,022	\$136,919	\$142,451
District Court Assistant Court Administrators (3)	\$107,432	\$114,008	\$118,614
Justice Court Administrator (Reno) (4) Judges. No Special Masters or Juvenile Departments	\$117,894	\$125,110	\$130,264
Municipal Court Administrator (Reno) (2) Judges	Court Administrator advised she is currently paid \$115,000 and will be elevated to the minimum salary of \$130,863 when the economy gets better. Maximum salary is correct.		
Justice Court Administrator (Sparks) (2) Judges	\$188,574	\$119,129	\$123,942
Douglas County	Eff. 07/01/2013		
Chief Juvenile Probation Officer	\$112,861	\$119,769	\$124,608
Court Administrator (4) Judges (new appointment 05/14 - new court consolidation)	\$112,861	\$119,769	\$124,608

Most Nevada Courts have 1 Court Administrator for each jurisdiction and also Assistant Court Administrators in the District Courts. Carson City Judges consolidated Court Administration in 2006 and agreed to share 1 Court Administrator. In 2010, 1 Manager position was suspended and 1 Manager position was terminated.

Pontifex Recommended D2 \$96,197 - \$153,915.

*Assuming an annual 2% cost of living increase.

Grade L1 \$48,300 - \$72,450	Pontifex Recommendation Position		
Valerus, Samantha Winter, Kyle (current \$46,994 to \$67,792)	Law Clerk Law Clerk		
Washoe County	Max Annual Eff. 01/01/2014	Three Years*	Five Years*
	Law Clerk \$68,931	\$73,150	\$76,105
Douglas County	Eff. 07/01/2013		
	Law Clerk \$72,363	\$76,792	\$79,895

Law Clerks are usually hired at \$55,000 to \$57,000 and remain employed with the District Court for 1 year to 1 1/2 years. Never reaching the maximum salary.

Grade L5 \$96,197 - \$153,915	Pontifex Recommendation Position		
Luis, Kristen (current \$89,304 to \$125,025)	Juvenile Special Master		
Washoe County	Max Annual Eff. 01/01/2014	Three Years*	Five Years*
	Court Master \$122,907	\$133,038	\$135,699
Douglas County	Eff. 07/01/2013		
	<i>Unable to match</i>		

Juvenile Special Master Luis manages staff, the Juvenile Court, Mediation and Arbitration Program, Juvenile Drug Court and the Families First Drug Court. Court Masters in Nevada Courts typically only handle one area of the law and do not manage an office.

**Assuming an annual 2% cost of living increase.*