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PROOF OF PUBLICATION

STATE OF NEVADA
COUNTY OF WASHOE

ss. Tana Ciccotti

being duly sworn, deposes and says:
That as legal clerk of the RENO GAZETTE-
JOURNAL, a daily newspaper published in Reno,
Washoe County, State of Nevada, that the notice:

Ordinance 1008

of which a copy is hereto attached, has been
published in each regular and entire issue of
said newspaper on the following dates to wit:

Feb 19, 26 1998

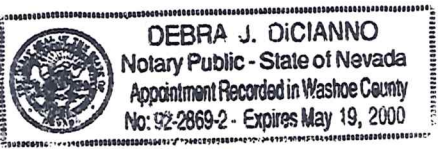
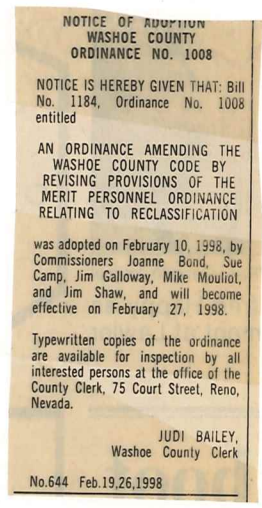
Signed

T Ciccotti

Subscribed and sworn to before me on 02/26/98

Notary Public

Debra J. DiCianno



P.O. BOX 22000, RENO, NEVADA 89520
(702) 788-6200



3/6/98

PLEASE STAMP & SIGN FOR PAYMENT

SUMMARY: Amends Washoe County Code by revising provisions of the merit personnel ordinance.

BILL NO. 1184

ORDINANCE NO. 1008

AN ORDINANCE AMENDING THE WASHOE COUNTY CODE BY REVISING PROVISIONS OF THE MERIT PERSONNEL ORDINANCE RELATING TO RECLASSIFICATION.

THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF WASHOE DO ORDAIN:

SECTION 1. Section 5.101 of the Washoe County Code is hereby amended to read as follows:

5.101 Reporting changes in positions; reclassification of positions.

1. Whenever an appointing authority proposes the establishment of a new position or makes a significant change in the duties and responsibilities of an existing position, the facts shall be reported to the personnel division in the manner and on the forms prescribed by the personnel division, with the advice of the appointing authority.

2. Requests for reclassification which result from program changes, establishment of new positions, changes to organizational structure, changes in the level of service or duties which require a new classification, shall be submitted on the forms prescribed by the personnel division by the appointing authority as part of the department's/division's annual budget process for approval by the board of county commissioners. The personnel division shall be responsible for providing the preliminary classification and pay analysis and recommendation for any program/classification changes prior to submission to the board of county commissioners. In the event that a request for reclassification under this subsection cannot by necessity be made as part of the budget process, the appointing authority shall submit the request (on the appropriate forms and with the personnel division's recommendation) directly to the board of county commissioners for approval. Once the changes are approved by the board of county commissioners, the personnel division shall allocate the position into an existing class or establish a new class to which the position can be allocated.

3. Single position reclassifications within the same class series, with little or no fiscal impact, may be processed throughout the year by the personnel division.

SECTION 2. Section 5.105 of the Washoe County Code is hereby amended to read as follows:

5.105 Status on reclassification.

1. An incumbent of a reclassified position may retain his appointment and move to the level of the reclassified position when he has performed the duties for 6 months and meets the minimum qualifications for the new class. When an employee has been performing the duties and responsibilities for 6 months prior to reclassification, he shall not be required to serve a new probationary period.

2. When a position is reclassified to a higher level salary grade and the incumbent retains his appointment status, or is appointed from an appropriate eligible list, his salary shall be governed by the provisions relating to promotion.

3. The effective date of a position reclassified to a class having the same or higher salary grade shall be either the date the position was studied or 90 days after the request to study the position was received in the personnel division, whichever occurs first. The effective date of a position reclassified to a class having a lower salary grade shall be the date the position was studied.

4. An incumbent of a position reclassified downward shall retain his status in the lower class. If the incumbent's salary exceeds the top of the salary range for the lower classification, he shall have his salary reduced to the top of the new range.

Proposed on the 27 day of January 1998.
Proposed by Commissioner Galloway.
Passed on the 10 day of February 1998.

Vote:

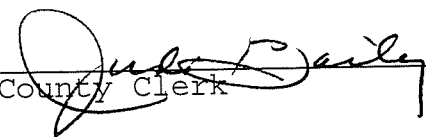
Ayes: **Joanne Bond, Sue Camp, Jim Galloway,
Mike Mouliot, Jim Shaw**

Nays:

Absent:


Chairman
Washoe County Commission

ATTEST:


County Clerk

This ordinance shall be in force and effect from and after the
27 day of February, 1998.