

AGENDA ITEM DEVELOPMENT REPORT

OFFICE OF THE COUNTY MANAGER
CLARK COUNTY, NEVADA

AIDR No.: 3736

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County Manager

Date: 07/29/2024

Agenda Date: 08/06/2024

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**Issue: FY2025 SUPPLEMENTAL
POSITIONS**

LES LEE SHELL
Deputy County Manager

Subject/Title:

FY 2025 Supplemental Positions

Recommended Action:

That the Board of County Commissioners authorize the creation of ninety-six (96) General Fund, one hundred sixty-seven (167) Non-General Fund, one (1) Mount Charleston Fire Protection District, and one (1) Redevelopment Agency positions for the fiscal year 2025.

Summary:

At the Board of County Commissioner's meeting on March 26, 2024, the County Finance Department presented a brief report on the current Fiscal Year's (2024) financial status and the proposed Fiscal Year (2025) General Fund Budget. The Finance Department presented several factors contributing to resources that could be used to fund supplemental full-time County positions and new or expanded programs.

County departments were asked to evaluate their need for additional staffing and/or program enhancements. Departments submitted requests and justification for seven hundred sixty-four (764) positions at a cost of \$69.3 million. The County's senior management team has reviewed the requests and identified ninety-six (96) General Fund, one hundred sixty-seven (167) Non-General Fund, one (1) Mount Charleston Fire Protection District, and one (1) Redevelopment Agency positions that are deemed necessary for County operations.

Countywide departments are experiencing a greater demand for services due to a variety of factors that include population growth, changes in the local economy, statutory mandates, and demographic changes. The recommendations provided will assist departments in meeting these service demands. Additional information supporting the justification for the recommendation has been provided by each department and is available upon request.

A summary of the job responsibilities for the positions requested is as follows:

Administrative Services

General Fund:

Animal Control Dispatcher (2)

In 2023, the Animal Control Dispatchers received 82,947 calls, averaging 230 calls a day ranging from non-emergency to emergency calls requiring additional units. The addition of two Animal Control Dispatchers will improve the efficiency of each call being dispatched, help ease the case load of all records requests and assist with extending Dispatch operation hours to provide better customer service to the residents of Clark County.

Deputy Director (1), Administrative Specialist (3)

These positions will be responsible for the oversight and coordination of County departments and local agencies to support special and high impact events. These positions will be dependent on future special event fees.

Deputy Director (1)

This position will perform administrative functions for the Parks and Recreation department to support human resource, finance, purchasing, and IT responsibilities.

Manager (1), Senior Management Analyst (2)

These positions will support a growing effort to improve overall organizational health, focusing on communication, employee engagement, and staff development opportunities.

Police Officer II (1), Police Officer I (2)

These positions will increase the ability to proactively address issues, decrease response time to issues, and allow for broader coverage and staffing of County special events.

Non-General Fund:

Employee Benefits Coordinator (1)

This position will support the Employee Benefits Manager by supporting the risk management team. The coordinator will support all departments with Workers' Comp claims and concerns, questions, and projects.

Employee Benefits Technician (1)

This position will support the Employee Benefits Coordinator by supporting the rising number of Fire Department worker's comp claims.

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Aviation

Non-General Fund:

Airport ATS Technician II (1), Airport Customer Service Representative (2), Airport Operations Coordinator (1), Airport Operations Dispatcher (2), Airport Plumber (2), IT Customer Support Specialist II (3), Line Service Representative (1)

In 2023, Harry Reid International Airport served a record 57.6 million passengers, eclipsing 52.6 million in 2022. The passenger growth rate continues to trend upward into Fiscal Year 2025 as international and convention travelers continue their influx, while entertainment and sporting events drive even more visitors from those segments.

Building

Non-General Fund:

Administrative Specialist (1)

This position will be responsible for processing and reconciling the department's accounts payable and accounts receivables, investigating, and resolving account discrepancies, generate general ledger entries, and develop special reports to ensure accuracy and compliance.

Assistant Manager Plans Examination (1)

This position will assist in the supervision and expansion of the Permit Now Professional program and Consultant Driven Services program. It will conduct required plan review audits of the third-party consultants, supervise daily plan review activities and provide technical direction to the Plans Examiner I/II positions.

Building Inspection Specialist (4)

These positions will provide on-site inspections and third-party reviews in a timely manner. Timeline delays are cost prohibitive in the industry. The additional positions will reduce major project review times.

Building Plans Examiner Specialist (1)

The position will allow the department to better assist customers in providing timely and accurate plan reviews.

Plans Examiner II (2)

This position will be responsible for reviewing the residential minor and commercial minor projects while gaining experience towards the more complex projects.

Plans Technician (2)

These positions will be responsible for performing limited simple building, electrical, mechanical, plumbing, pools, and residential roof top solar plan reviews, assisting customers code related issues, as well as uploading corrections and revisions.

Senior Records Technician (1)

This position will be responsible for troubleshooting issues where stamps are missing in the electronic plan room, and communicating what the issues are with plans checkers, engineers, and managers. It will also assist the Records Program Administrator with litigation deadlines for subpoena requests, follow up with required e-mail searches and litigation holds, and help fulfill public records requests.

Supervising Building Permit Specialist (1)

This position will directly supervise the fee work up and customer service work groups within the Permit Application Division and will work to ensure the division is able to provide more efficient and timely responses to permit applications and issuance inquiries.

Business License

General Fund:

Special Agent (6)

These positions will enforce, investigate, and process temporary and permanent license requests. Additional Special Agents will improve response times to complaints, provide additional staffing for street vendors and short-term rentals, review license adherence or non-compliance, and provide support to complex projects.

Non-General Fund

Manager (1), Departmental Systems Administrator (1)

These positions will be assigned to fully support the replacement of the Business License licensing system. Current staffing levels are insufficient to ensure an effective and timely implementation. These positions will be assigned and dedicated to the implementation project and will be available for daily operations as time permits.

Coroner

General Fund:

Family Counselor (1)

This position will serve as the primary point of contact between family members/representative(s) and Clark County Coroner medical staff to provide timely and accurate case status information. This position will coordinate, prioritize and follow-up with management throughout the case until completion.

Fellowship Coordinator (1)

This position will be responsible for assisting the Coroner Medical Examiners and Fellowship students with managing their caseloads, communicating with families providing them with information on the loss of their loved ones and researching, compiling, and summarizing the Fellowship Program's information and statistical data.

County Recorder

Non-General Fund

Training Specialist (1)

This position will support the Senior Training Coordinator as well as both of the Senior Business Systems Analysts in the Recorder's office. The Training Specialist will perform professional-level administrative, organizational, operational, systems and related analysis and support for departmental programs and activities.

Detention

Non-General Fund

Cook (16), Culinary Supervisor (3), Food Service Worker (16), Manager - Kitchen Operations (1), Senior Cook (3)

These positions will prepare, portion, and assist in the service of food to inmates located at the North Valley Detention Center as well as Detention Center personnel.

Corrections Officer II (4)

These positions will monitor video feeds from program rooms, program classrooms, and other areas of the North Tower Bureau where there is a high probability of critical incidents or civilian staff in contact with inmates without constant officer presence. In addition, they will improve safety of staff, civilians and the inmate population.

Corrections Officer II (13) - Minimum Staffing

Based on the current required staffing model, many posts are filled with overtime shifts. at Central Booking, the North Tower, and the North Valley Bureau. These posts are currently filled with overtime. These additional positions will reduce required overtime.

Manager – Contracts (1)

This position will be responsible for the oversight and monitoring of Detention contracts to ensure financial and performance compliance.

District Attorney

General Fund:

Administrative Specialist (1)

This position will provide travel assistance to victims and witnesses, case status information and referral to community resources, assistance with crime victim compensation application, safety planning and emotional support. The Victims of Crime Act Grant continues to be reduced each year and can no longer support this position.

Chief Deputy District Attorney (1), Investigator II DA (1), Victim Witness Advocate II (1)

These positions are currently funded out of the Sexual Assault Kit Initiative (SAKI) grant. In addition to providing funding for testing the State's un-submitted sexual assault kits, the Attorney General included funding for prosecution support for the additional caseloads expected in Clark County from successful cold case investigations.

Electronic Evidence Specialist (1)

This position gathers, prepares, and provides discovery for criminal cases. The funding, provided by the MacArthur foundation grant was eliminated on June 30, 2024. This position will preserve staffing levels and service delivery.

Victim Advocate II (1)

This position was previously grant funded through the Victims of Crime Act Grant. This position works closely with the Deputy District Attorney and are specially trained and educated to help children, elders, disabled persons, and violent crime victims. This position will preserve staffing levels and service delivery.

Victim Advocate II (1)

This position is dedicated to the Criminal Division's Physical and Sexual Abuse Unit, ensuring victims are informed and supported throughout the criminal justice process. This position is currently funded by a grant that was terminated on June 30, 2024. This position will preserve staffing levels and service delivery.

Non-General Fund

Deputy District Attorney (1)

This position will be assigned to SVU Juvenile Child Welfare and will assist with reducing the current caseload.

DA Team Clerk (1)

This position will be assigned to Juvenile Child Welfare and will assist with the rise in cases with the implementation of the Supreme Court's statewide orders.

Elections

General Fund:

Assistant Registrar of Voters (1)

The Election Department has become increasingly dependent on information technology for election support. This position will be responsible for the security of voting systems to include voting machines, registration systems, electronic poll books, election definition software and tabulation systems.

Election Operations Supervisor (1)

This position will be responsible for planning, organizing, supervising the mail ballot personnel.

Manager Election Administration - Mail Ballot (1)

This position will be responsible for managing the mail ballot division, ensuring all mail ballot and administrative tasks and processes are being conducted efficiently and in a timely manner.

Environment & Sustainability

Non-General Fund

Administrative Specialist (1), Air Quality Compliance Manager (1), Air Quality Modeler (1), Air Quality Specialist I (2), Air Quality Supervisor (2), Deputy Director (1), Office Specialist (1), Sr. Air Quality Monitoring Technician (1), Sr. Air Quality Specialist (2), Sr. Office Specialist (1), Sr. Programmer Analyst (1)

These positions will be used to support Clark County Ozone Attainment Plan and the promulgation of AQR 102 which are expected to add about 100 new gasoline dispensing operation permits. The new CTG rules (AQR 100 series) will require all existing and new stationary sources to register when the potential to emit (PTE) is below the existing permitting thresholds. The positions will help the permitting section to issue stationary source permits within the set timelines and improve performance measurements.

Family Services

General Fund:

Family Services Technician (3)

These positions are currently grant funded by the VOCA grant and provide direct services to child victims and their non-offending caregivers to meet the immediate physical and emergency assistance needs of victims. This grant continues to be reduced each year and can no longer support these positions. The positions will preserve staffing levels and service delivery.

Non-General Fund:

Senior Eligibility Worker (4)

These positions will support the recently passed Title IV-E Family Services Prevention Services Act, expansion to Foster Care and other programs. They are needed to increase accurate and prompt service and to support assigned Eligibility Specialists. They will improve service delivery by reducing the amount of time it takes to provide the children in custody, caregivers and community partners with immediate specialized and intensive assistance that consistently arises within the services provided.

Finance

General Fund:

Administrative Specialist (1)

This position will report to the Budget and Financial Planning division and will be used for departmental and budget division support.

Administrative Specialist (1)

This position will report to the Human Services Fiscal team and will be responsible for the development, management, administration, and maintenance of contracts for the Department of Family Services.

Financial Office Specialist (1)

This position will perform the current Financial Office Specialist work of three part-time positions in the Family Services Fiscal Division. Consolidating these part-time positions into one full-time will provide efficiencies and consistency to our team.

Senior Accounts Payable Technician (1)

This position will be assigned to the Accounts Payable Division, and be responsible for processing all utilities, telecom and other interface processes. Additionally, the position will serve as a lead to assist the supervisor with training, auditing, other special projects, and vendor desk duties.

Management Analyst II (1)

This position will report to the Purchasing Division of Finance and be responsible for tracking and analyzing insurance requirements and continued compliance through the term of the contract.

Non-General Fund

Accountant II (1)

This position will mainly be responsible for the accounting and financial reporting functions related to the activities of the Community Housing Program and will allow the department to accurately account for the awards as well as monitor compliance with agreements.

Principal Grants Coordinator (1)

This position will be responsible for the development, implementation, supervision, and administration of grant funded projects coordinated through the Comptroller's Office. This position will improve department performance measurements by providing a dedicated resource as a grantee and grantor.

Fire

General Fund:

Assistant Fire Chief (1)

This position will manage the fire inspection group that is responsible for business license inspections, inspecting existing structures, hazardous materials facilities, temporary events, annual operating permits, new construction and fire and life safety system installation and commissioning.

Assistant Fire Chief (1)

This position will oversee the Special Events Division. It will be responsible for planning, coordinating, and the administrative oversight of all special events. This position will be dependent on future special event fees.

Fire Captain (2), Fire Engineer (3), Fire Fighter II (10) – Relief Staff

The positions will be used as relief staff to reduce overtime costs until Station 37 is placed in service.

Fire Engineer (6), Fire Fighter II (3) - Fire Station 13

These positions will be stationed at Fire Station #13 located at Harry Reid International Airport. Harry Reid International Airport is amongst the busiest airports in the nation. These additional positions will aid in response time and ensure the Clark County Fire Department complies with FAA requirements.

Storekeeper (1)

This position will be assigned to special events and will be responsible for receiving, issuing and storing materials, supplies tools, parts and equipment and maintain stock and inventory records. With the additional units and personnel for special events, this position will allow the Special Events/Logistic Division to keep pace with their workload as the division is already operating at maximum capacity.

Non-General Fund

Fire Training Instructor (1)

This position will be responsible for developing a training plan and delivering training for all fire prevention staff. This position will work closely with the supervisory staff to identify training deficiencies to improve and deliver appropriate training.

Human Resources

General Fund:

Deputy Director Human Resources (1), Senior Human Resources Analyst (3)

The Human Resources Department will continue to evaluate recruitment processes to identify efficiencies. Improvements to the recruitment process will be supported by these additional positions.

Information Technology

Non-General Fund (70% - 100% of position costs are charged to the General Fund):

Geographic Information Systems Technical II (1)

This position will assist in processing map requests for the Election Department. It will also support the Voter Registration Division by providing updates to address information and verifying business addresses within the Voter Registration System.

Manager Information Technology (1)

This position will manage the Digital Services team, reporting directly to the DCIO. This manager will take on the day-to-day operational tasks and aspects of the Digital Services team. This role will oversee projects, project timelines, consultants, funding requirements, project methodologies and approaches, execute strategic plans, monitor work products & deliverables, and negotiate and develop contracts for professional services.

Programmer Analyst II (1)

This position will assist with the LVJC IT staff's efforts to keep pace with the ever-increasing programming needs of the court by writing new code and developing integrations for current and additional case management systems.

Programmer Analyst (3)

These positions will be used to expand the Accela Application Team to support all six departments. The positions will be part of a significant initiative to rewrite the Accela APO process to be more efficient in delivery. One of these positions will be assigned to Public Works to support multiple applications including GIS applications.

Senior Programmer Analyst (1)

This position will be responsible for supporting a variety of enterprise applications, services, and platforms.

System Programmer Supervisor (1)

This position will supervise programmers who develop the plans for strategical directions on County servers and cloud technologies.

Juvenile Justice (DJJS)

General Fund:

Juvenile Probation Supervisor (1)

This position will provide supervision and coverage for a graveyard shift.

Legal Office Assistant II (1)

This position will be used for additional clerical support for the Northeast Probation office, processing youth cases, and tracking assessments and reports.

Las Vegas Justice Court

General Fund:

Court Law Clerk (1)

This position will report to the Resort Corridor Court and be responsible for researching applicable legal and factual issues using computerized techniques and/or law library materials at the direction of the judge to include interpreting and applying laws, court decisions and other legal authorities in the preparation of briefs, pleadings, and other legal papers.

Court Reporter (4)

The addition of these positions will assist in resolving current vendor service issues in securing the court record as Las Vega Justice Court property and create additional controls necessary to procure the legal record. The cost of these positions will be offset by the reduction of contract services.

Non-General Fund:

Court Compliance Officer II (1), Specialty Courts Specialist (1)

These positions will report to the newly created Mental Health Court and will contribute to the overall quality of LVJC court operations by developing and coordinating work teams and by reviewing, recommending, and implementing improved policies and procedures.

Court Program Supervisor (1)

This position will contribute to the overall quality of the Civil Division's service provisions by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.

Mount Charleston Fire Protection District

Non-General Fund:

Administrative Secretary (1)

This position will support the Fire Chief and Assistant Fire Chief for the day-to-day operation of the Fire Department. The position will coordinate meetings, assist with payroll reports, budget reports, and general office assignments as determined by the Fire Chief.

Office of Appointed Counsel

General Fund:

Management Analyst II (1)

The position performs professional and technical work for the Criminal Justice Coordinating Council (CJCC) on behalf of Clark County. This position will contribute to the overall quality of services and resources by coordinating with local stakeholders and providers to develop and implement new initiatives.

Non-General Fund:

Eligibility Specialist (4)

These positions will contribute to the overall quality of services and resources available to individuals released from Clark County Detention Center by coordinating with local stakeholders and providers to ensure client access to services. In addition, they will be reviewing, recommending, and implementing improved policies and procedures that will enhance the client's access to services. These positions will be located at the Clark County Detention Center to work directly with inmates and Detention staff prior to release.

Parks and Recreation

General Fund:

Management Analyst II (1)

This position will be primarily responsible for all recruitment functions for full-time staff within in the department. The addition of this position will assist with expediting recruitments from a department level ensuring that the hiring of full-time staff is timely and efficient.

Recreation Specialist II (1)

This position will be responsible for planning, organizing, coordinating, directing, and conducting recreational and cultural programs and services at the Silverado Ranch Recreation Center.

Non-General Fund:

Environmental Specialist (1)

This position will direct environmental project coordination and management and stewardship in Wetlands Park. The Environmental Specialist will improve department performance measurements by planning for and anticipating environmental/cultural resource management needs and direct actions to benefit community values and visitor demands.

Office Specialist (1)

This position will support the Public Arts Office by providing consistent administrative support for the specialized office tasks for the Public Arts office.

Recreation/ Cultural Program Supervisor (1), Production Specialist (2)

These positions will be responsible for the coordination and production of all event requests to be held throughout the County, including the Desert Breeze Event Center, and the Winchester Theatre. They will allow the Special Events unit to better balance the responsibilities to ensure the maximum service to the community.

Public Art Conservator (1)

The Public Art Conservator will be a new position that will report to the Public Arts Office to maintain the Arts Plan. This position will inventory the collection monthly and assess the need to maintain, restore or repair sculptures, paintings, and artifacts.

Shooting Range Specialist (1)

Round 19 SNPLMA funding will provide for expansion of the Shotgun Center to include International Trap and Helice venues. This will create additional clay target customers and workload for existing staff on a day-to-day basis. The new Range Specialist will focus on American Trap, American Skeet, International Trap and International Skeet. An additional Range Specialist will eliminate a large portion of overtime currently being earned by existing full-time staff, plus eliminate the need of 2-3 part-time positions.

Public Guardian

General Fund:

Estate Case Manager II (2)

These positions will be responsible for a caseload which will reduce the existing case managers' workload. By lowering the caseload, all the case managers will be able to focus on effectively managing their cases.

Public Guardian Estate Case Manager Supervisor (1)

This position will supervise a team of new case managers. Duties will include training, reviewing notes and ensuring tasks are completed timely. In addition, the supervisors must review and approve non-routine medical care, hospice, and end of life recommendations.

Public Works

General Fund:

Engineering Technician II (2)

These positions will be responsible for the school crossing guard program, conducting school crossing guard surveys, evaluating the citizen request for new crossing guards, preparing the Suggested Route to School maps for all Clark County elementary and middle schools, identifying the locations of the various traffic control devices and ensuring traffic control devices are identified, installed and maintained in accordance with the Manual of Uniform Traffic Control Devices, NRS 484A.430 and County Code 14.12.070.

Non-General

Asset Technician (1)

This position will assist the Road Division with the transition to the new asset management system. This position will assist with importing new assets while maintaining and updating current assets.

Cement Mason (2), Equipment Operator (1), Maintenance Worker I/II (CDL) (2), Skilled Trades Worker (CDL) (1), Truck Driver (1)

These positions will be part of a new concrete crew to maintain a manageable workload and allow for a more proactive approach to concrete related repairs and maintenance. The additional crew will also increase response time from date of inquiry to date completed and reduce the number of calls and the reduction of hazards in the right-of-way.

Construction Management Inspector (5), Supervising Construction Management Inspector (2)

These positions will be assigned to development services to improve delivery of services and turnaround times. These positions will be dependent on future fee increases.

Equipment Operator (2)

These positions will assist in the right-of-way cleanups, sweeper separator debris removal, routine shoulder maintenance, and outlying road maintenance. These positions will assist in increasing productivity by allowing the supervisor the staffing needed to run multiple jobs at once as well as support other crews in various capacities.

Maintenance Worker II (1)

This position will be responsible for the general maintenance work associated with the installation and maintenance of traffic signs.

Real Property Management

General Fund:

Facility Maintenance Technician (1)

This position will be responsible for performing skilled and semi-skilled maintenance and repair of a variety of mechanical, electrical, HVAC, and other operating systems at County buildings and facilities.

Maintenance & Operations Supervisor (1)

This position will provide additional supervision to existing crews.

Park Maintenance Supervisor (1)

This position will be responsible for planning, organizing, coordinating, supervising, reviewing and evaluating the work of crews performing park, recreation area, and related facilities landscape maintenance, repair, construction and renovation work.

Senior Sign Maker (1)

This position will be responsible for performing a full range of skilled sign making work at County buildings and facilities including the design, fabrication, and installation of a variety of sign types from various materials. This position will direct the work of sign makers and small crews.

Supervising Park Maintenance Worker (1)

This position will be primarily responsible for the day-to-day, in the field, supervision of park maintenance workers. Due to the growth of developed acres, there has become a need to return to a fourth park maintenance zone. The re-creation of the fourth park maintenance zone will allow us to increase the efficient delivery of maintenance services to the expanding developed park acreage.

Tree Trimmer (2)

These positions will be responsible for performing skilled work in the planting, pruning and maintaining the existing and expanding tree inventory in Clark County parks/facilities and other landscaped areas.

Non-General

Management Analyst II (1)

This position will be utilized as an inhouse Certified Professional Estimator (CPE) and be responsible for coordinating all RPM Design and Construction cost estimating activities. This position was previously created and repurposed to support BLM right of way projects.

Management Analyst II (1)

This position will report to RPM Design and Construction and provide administrative and operational analysis relative to the Design and Construction staff. This position was previously created to support BLM right of way projects.

Redevelopment Agency

General Fund:

Senior Economic Development Specialist (1)

This position will support the development and events within the redevelopment area.

Social Service

General Fund:

Business Systems Analyst II (1), Project Specialist (1)

These positions will be assigned to the IT team in the CCSS Operations Unit and will support the Case Management System Evaluation Project led by CCIT to design and develop case management automation functionality, system enhancements, and defect fixes.

Management Analyst II (2)

These positions will be assigned to the Assistant Manager in Contract Administration and be responsible for maintaining a database of department contracts, tracking key dates and milestones, scheduling updates with program coordinators, tracking spend down rates, and reporting contract performance.

Non-General Fund:

Administrative Specialist (1)

This position will be assigned to the Community Housing Administrator to provide general administrative support to the Community Housing team.

Family Services Supervisor (1), Family Services Specialist II (6)

These positions will support the Independent Living unit extending services to foster youth up to age 21. This unit teaches foster youth life skills, work preparation, education support and financial literacy.

Financial Office Specialist (1)

This position will work with the newly created Community Land Trust (CLT) Manager and CLT Management Analyst to carry out key functions of this new program including prepare the loan documents, managing the financial information and application materials for CLT homebuyers, and helping with other aspects of home sales as needed.

Grants Coordinator (1)

This position will be a part of the Community Housing Team, specifically working with the existing management analyst on administration of the grant and loan program, along with other CHO projects, as needed. It will assist with processing of funding agreements, and work with awardees to meet the requirements of the program.

Management Analyst (1)

This position will work with the newly created Community Land Trust (CLT) Manager to carry out key functions of this new program including but not limited to managing individual home sales, homebuyer relationships, and conduct ongoing monitoring of homes and mortgages.

Social Service Manager (1)

This position will oversee the Community Land Trust (CLT) program and successfully sell 240 CLT homes to low- and moderate-income homebuyers in Southern Nevada and ensure the long-term sustainability of the CLT program. The creation of this position will allow the return of a manager position to Social Service operations.

Senior Office Specialist (1)

This position will work with the newly created Community Land Trust (CLT) Manager and CLT Management Analyst providing office support and completing special projects as need by the division.

Special Public Defender

General Fund:

Law Clerk (1)

This position will support and reduce workload in the Special Public Defender's Office.

Treasurer

General Fund:

Financial Office Specialist (1)

The main function of this position will be to respond to emails received through the Treasurer's email inbox and to resolve any questions, requests, and issues, alleviating the long lines at the customer service window or the wait times on the phone. Additionally, they will assist customers via a virtual agent feature introduced on all the outlying area kiosks.

Non-General Fund:

Deputy Director (1), Departmental Systems Administrator (1)

These positions will be assigned to fully support the replacement of the property tax system. Current staffing levels are insufficient to ensure an effective and timely implementation. These positions will be assigned and dedicated to the implementation project and will be available for daily operations as time permits.


KEVIN SCHILLER
County Manager