

# AGENDA ITEM DEVELOPMENT REPORT

OFFICE OF THE COUNTY MANAGER  
CLARK COUNTY, NEVADA

**AIDR No.:** 3695

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Date: 6/14/22

Agenda Date: 6/21/22

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**Issue: FY2023 SUPPLEMENTAL POSITIONS**

## Subject/Title:

FY 2023 Supplemental Positions

## Recommended Action:

That the Board of County Commissioners authorize the creation of 258 General Fund and 123 Non-General funded positions for the fiscal year 2023.

## Summary:

At the Board of County Commissioner's meeting on March 22, 2022, the County Finance Department presented a brief report on the current Fiscal Year's (2022) financial status and the proposed Fiscal Year (2023) 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. For the General Fund, departments submitted requests and justification for 674 positions at a cost of \$65.2 million. The County's senior management team has reviewed the requests and identified 258 General Fund and 123 Non-General Funded positions that are deemed necessary for County operations.

A summary justification for each position recommended is provided as follows:

## Administrative Services

### *General Fund:*

#### **Animal Control Officer (1), Animal Control Supervisor (1)**

Clark County Animal Control Officers (ACOs) respond to calls 24 hours, seven days a week. This is currently handled by 15 full-time ACOs. Clark County has one officer per 80,000 residents. The City of North Las Vegas has one per 50,000, the City of Las Vegas one per 43,000, and the City of Henderson one per 61,000. Additionally, the Clark County

Animal Control (CCAC) covers 7,475 sq miles, with the next largest geographic area locally being the City of Las Vegas covering 135 sq miles. CCAC's response time for priority calls continues to increase, with officers taking several hours to arrive, and low priority calls taking several days to address. Having additional staff will allow officers to respond more quickly to emergency calls, which will benefit both public and animal safety. Additionally, CCAC will be able to address non-priority calls in a timelier manner, improving service delivery to customers.

**Code Enforcement Specialist (2)**

These positions will report to the Code Enforcement short-term rental (STR) enforcement team as part of the County's implementation of a new ordinance to license and regulate STRs in accordance with AB363. With the addition of these positions, the Code Enforcement STR enforcement team will consist of one (1) Code Enforcement Supervisor, three (3) Code Enforcement Specialists, and one (1) Office Assistant II. These positions will be responsible for carrying out proactive inspections of licensed and unlicensed STR properties and providing support to the team. These positions will be able to enforce laws, codes, and ordinances effectively and consistently as they pertain to the STR ordinance to ensure the safety, property values, neighborhood enjoyment, and protection of County residents. They will also be responsible for the service of search and seizure warrants. The positions will offer additional resources to allow for proactive enforcement, quicker field response time, and the successful resolution of cases in a timely manner. The cost of these positions will be partially offset by expected fines and fees.

**Park Police Officer I (2)**

These positions will assist in the re-establishment of Wetlands Park coverage. They will patrol the Wetlands Park to assist the public, make arrests or issue citations for major violations on foot and by vehicle, prevent or detect violations of law, and enforce state and local laws. These positions will improve service delivery to the public with increased safety measures.

**Management Analyst II (1)**

This position will support the Office of Public Safety in ensuring staff levels and staff assignments are appropriate, and that third party security contractors comply with their contractual obligations. The Management Analyst II position will also be responsible for tracking incidents, performance measures, and other data sets related to the security of County facilities as well as individuals working at or visiting a county facility.

**Financial Office Specialist (1)**

This position will support the increased requirements of the Park Police unit, including additional coverage of County facilities and the responsibility to manage third party security contracts. This position will free up Park Police officers from handling these functions to allow them to address more needs in the field.

## **Automotive**

### *Non-General Fund:*

#### **Automotive and Equipment Technician II (2)**

These positions will be responsible for performing vehicle maintenance repairs/services on all county owned vehicles and equipment. The County fleet has increased by 258 additional vehicles since FY18 with no additional personnel to maintain the vehicles in safe working order. This is negatively affecting the turnaround times to provide service on the fleet. By increasing technicians, this will result in less vehicle down time and ensure the vehicles are being serviced and are on the road in a timely fashion.

## **Aviation**

### *Non-General Fund:*

#### **Information Systems (3), Airside Operations (2), General Aviation (4), Terminal and Landside Operations (4), Strategy and Planning (4)**

As Harry Reid International Airport has already begun to recover a significant portion of its leisure passengers for Fiscal Year 2022, additional recovery in international and business travel as well as special events is anticipated. As a result, year-over-year passenger growth is expected for the next several years.

To accommodate and sustain this recovery and ultimately grow, operations have extended later into each 24-hour day. The airport is constantly evaluating operations seeking ways to enhance customer service, maximize efficiencies and increase flexibility. In order to improve the passenger experience, the airport has identified staffing needs for front line positions, including supervision in the areas of information systems, airside operations, and terminal and landside operations as well as at general aviation facilities in North Las Vegas and Henderson. Additional staffing is required to address airport and airline industry systems that continue to evolve, requiring information technology competencies in the areas of integration and cybersecurity. Further, positions in strategy and planning support will be essential to lead and coordinate these expanded activities.

## **Building**

### *Non-General Fund:*

#### **Senior Financial Office Specialist (1)**

Due to an increased volume of activity, the Building Department has experienced clerical errors in daily accounting transactions and payment delays to vendors. The position will improve internal controls, accuracy, and timeliness in processing accounting transactions and vendor payments. This position will help review financial data, which will facilitate timely and accurate month-end closing. The position will also review all invoices against purchase orders, ensure accuracy during the net 30 payment cycle, and ensure that all payments are made on time.

## **Business License**

### *General Fund:*

#### **Business License Agent II (2), Sr. Business License Technician (3)**

These positions will review and process short-term rental (STR) applications once the ordinance to enact AB363 is codified, which governs the licensing and regulation of STRs (scheduled for July 2022). Approximately 6,000 to 14,000 applications for licenses are anticipated, which would require intense scrutiny to determine distance restrictions, accepted license criteria and ongoing monitoring. The cost of these positions will be partially offset by anticipated license fees.

#### **Special Agent (3), Supervising Special Agent (1)**

These positions will provide enforcement support to the 185 licensed and pending businesses related to marijuana, including cannabis retail stores, medical dispensaries, cultivations, productions, independent testing laboratories, distributors, and support businesses per Chapter 8 of the Clark County Code, and CBD and hemp licensing per Chapter 6 of the Clark County Code. These positions will also support the regulation of cannabis consumption lounges and cannabis consumption special events in accordance with the passage of AB341, as well as the upcoming process by the Nevada Cannabis Compliance Board ("CCB") of drafting and adopting regulations establishing the issuance of a license for a retail cannabis consumption lounge and an independent cannabis consumption lounge pursuant to NRS 678B.250. The positions will also perform pre-licensing inspections and auditing of business operations, investigate complaints and perform routine and random compliance inspections or investigations. The cost of these positions will be offset license fees.

#### **Business License Specialist (1)**

The Business License Specialist is responsible for meeting with privileged business license applicants, processing liquor & gaming, and other privileged business license applications and permits. They process changes to existing licenses, respond to customer inquiries via telephone and internet, coordinate with public agency partners, such as the Fire and Health departments and the Las Vegas Metropolitan Police Department, and perform all administrative tasks related to these services. Quality assurance of the application process, maintenance, and management is required to meet the department's goal of completing the liquor and gaming licensing process to coincide with the LVMPD's joint investigation of applicants and meet the needs of the liquor and gaming industry. This position will support the increase in licensing applications related to Special Events.

#### **Business License Technician II (2)**

These positions will reduce the department's reliance on part-time employees. Service delivery will be improved by the addition of new staff, as licensing activities tend to increase at least 3% annually. These positions are critically needed to assist with online licensing support, customer email, and phone support while the County continues to implement and support online service initiatives. These positions will also service approximately 11,000 new Transportation Network Company (TNC) licenses.

**County Manager**

*General Fund:*

**Internal Communications Specialist (2)**

These positions will support the objectives of the internal communications team by leading in data management, platform management, content creation, and distribution management. They will also serve as a liaison with commission offices to ensure collaboration when engaging employees around commissioner activities.

**Manager of Marketing Internal Communications (1)**

This position will support the needs of the marketing department in the Office of Communications. This position will play an important role in coordinating marketing initiatives across the County, responding to marketing needs under the direction of the Marketing Director, and will serve as the point of contact for marketing internally and externally.

**Manager of Digital Development (1)**

This position will lead in the internal and external digital development and content needs of the organization to support the public facing website and employee-facing intranet. This position will be empowered to lead in the content development for the County's public-facing app should that be developed in the future.

**Public Information Specialist (2)**

These positions will work directly with the social media team and collaborate with the current public communications team. They will assist in planning and implementing departmental public information/education programs highlighting departmental activities and services available to the public through a variety of communications, media, and community resources.

**Special Projects Coordinator (1)**

This position will serve as a liaison between the offices of the Clark County Commissioners and Clark County's Parks Department. This position will be responsible for working with the liaisons to ensure the budget requests are facilitated and identified as meeting the criteria for use as well as complying with the County's policies. This position will help determine the offerings that will be available for each event as well as vendor options for selection. This position will collaborate with the public communications teams to provide public awareness of these events.

**Special Projects Producer (1)**

This position will develop, compose, and produce public information programming and announcements on County-wide activities and programs through a variety of communications media, including Channel 4.

**Video Production Specialist (1)**

In addition to supporting the video capture capabilities of the current social media staffer as well as Channel 4, this position will also play an important role in social media strategy, supported by the knowledge from social listening. This position will collaborate with the current public communications team and Channel 4 staff as well as the proposed marketing and internal communications teams.

## Coroner

### *General Fund:*

#### **Coroner Investigator (2)**

The department is requesting to move these positions from the DUI grant fund to the general fund, where all work is completed. The Coroner's office has had an overall caseload increase of 58% in the past 10 years with over 30% in the past 3 years with no increase in staffing. These positions will help alleviate the investigators' increased caseloads while improving response times.

#### **Financial Office Specialist (1)**

The department is requesting to move this position from the DUI grant fund to the general fund where all work is completed. This position will continue to be responsible for researching and assembling information from a variety of sources to prepare and complete financial reports. The position will also support all accounting and financial office support work as well as review and reconcile financial reports, prepare accounting transactions, and monitor the Coroner's office fiscal year budget.

#### **Forensic Assistant (1)**

This position will provide 24-hour receiving coverage and is required to assist in the medical examination process of deceased bodies. Responsibilities include and are not limited to forensic intake processing, injury pattern identification, toxicology, histology, radiology, microbiology, tissue restoration, fingerprint processing and recovery, and property identification and recovery. By providing significant support to the department's physicians, this position will improve performance measurements by assisting the turnaround and forensic specialty services of the Forensic Pathologist. This position increases turnaround services for the physicians and allows the department to maintain its accreditation.

#### **Forensic Pathology Fellow (1 - Limited Perm)**

This position will be managed in the Coroner's Office and will be responsible for supporting the Coroner's Office by exploring the development of a Forensic Pathology Fellowship Program. This position will be used as a recruiting tool for the Clark County Medical Examiner's Office by providing numerous opportunities for academic interactions, including conferences, teaching, and research activities. Therefore, the additional responsibilities of this position will include conducting a substantial number of medicolegal postmortem examinations while managing a significant caseload.

#### **Office Specialist (1)**

The department is requesting to move this position from the DUI grant fund to the general fund, where all work is completed. This position is critical as it provides full administrative support to the entire Coroner's Office. This position contributes effectively to the accomplishments of the Coroner's administrative support unit by explaining the department's procedures, regulations, and policies when providing training to new and existing staff.

**Senior Office Specialist (1)**

Currently, there is one Office Services Supervisor that oversees the administrative division, which consists of 23 full-time and part-time staff members. The Senior Office Specialist will be a lead position that will assist in training newly hired employees and assist with the coordination of staff, which will improve the quality of customer service and response times to family and public requests.

*Non-General Fund:*

**Family Counselor (1)**

The position will provide support services to those who have experienced an unexplained, violent, or suspicious death of a loved one and whose case is in accordance with the legal jurisdiction of the Coroner's Office. It will provide information on the process in an empathetic, supportive manner to the grieving person(s) and offer community resources as deemed appropriate. This position will serve as a liaison conferring with staff on case status and deliver proactive communication and follow up to family members.

**County Clerk**

*General Fund:*

**Office Specialist (1)**

This position will be responsible for performing all marriage and business services at the customer service counter at the Government Center, to include passport acceptance, filing certificates of assumed or fictitious names, performing notary public oaths and filing of surety bonds, filing and issuing marriage certificates, opening and processing mail orders, customer phone and email inquiry support, record indexing and quality assurance, and other support duties as assigned. Service delivery will be improved as this position will allow the department to restore services at the Government Center customer service counter.

**Office Specialist (1)**

This position will be responsible for performing all marriage and business services in the Marriage License Bureau and Office of Civil Marriages, to include marriage certificate issuance, filing certificates of assumed or fictitious names, performing notary public oaths and filing of surety bonds, opening and processing mail orders, customer phone and email inquiry support, perform civil marriage ceremonies, record indexing and QA, and other support duties as assigned.

**Detention**

*Non-General Fund:*

**Analyst (1)**

The position will generate awareness of additional grant opportunities and funding for potential technology improvements and expansion of inmate programs/care that would benefit the safety of both inmates and staff, the security of the facility, and the overall wellbeing of both inmates and staff. This position will also assist current fiscal staff allowing for additional analysis and monitoring of personnel expenditures and operational contracts that will improve efficiency in daily operations.

**Corrections Officer II SAFE Officer (1)**

The sole purpose of the SAFE Officer will be to work with their peer officers assigned to the module(s) and identify inmates who may benefit from behavioral health services. The SAFE Officer will be able to articulate what the SAFE program is to the inmate with hopes of generating compliance to participate in the assessment and programming process. With this concentrated effort, the department can mitigate an inmate crisis incident and corresponding unsafe conditions.

**Corrections Officer Advanced Officers Skills Training ("AOST") (1)**

AOST officers are tasked with providing instruction, writing lesson plans, documenting training deficiencies, and developing training plans to correct deficiencies. The addition of AOST officers will assist the department in providing block training on an in-service basis to the 900+ commissioned staff. This streamlined approach will allow training to be targeted and time to be maximized with a cadre of certified instructors to provide the training. The addition of this position will provide training opportunities that are currently unavailable on the night shift and over the weekend.

**Corrections Officer Accreditation and Standards Unit (ASU) (1)**

The addition of an officer to the ASU will assist with document collection, prompt attention to areas of safety and increased liability (to include ADA issues), restore facility audits and inspections, provide additional coverage, and prioritize a variety of preventative and reactive measures.

**Custodian (2)**

With the amount of traffic in and out of booking, the 12th floor administration area, and the nurse's station, the department requires custodians stationed 24 hours. The additional custodian positions will cover multiple shifts and weekends for a 24-hour operation. This will help provide satisfactory service delivery for the staff and facility.

**Database Analyst II (1)**

Recent additions to detention services such as the inmate trust module for elite and signs of life have added new connections to outside vendors. These connections bring cybersecurity risks that current staffing does not have time to plan for, research, and adapt to. This position will allow the department to maintain and update databases and applications, sustain an up-to-date hardware and software security posture, and provide project technical research and requirements support.

**IT Architect (1)**

Maximizing up-time for the applications and services used by personnel is critical to jail and records operation. To provide these services, the compute and storage hardware and operating system software must be kept up to date. This includes cybersecurity tools and backup systems. To date, the department has relied on LVMPD to support the department's data center upgrades, Obsolescence Retirement and Replacement refreshes, and security oversight. LVMPD can no longer support this constant drain on resources assigned to support enforcement.



**Network System Analyst II (1)**

There is currently one Senior Network System Analyst assigned to the department; however, a large portion of this position's time is spent on system design and project support. The addition of this position will allow the department to catch up on and maintain routine maintenance, service requests, and hardware Obsolescence Retirement and Replacements.

**District Attorney**

*General Fund:*

**Chief Deputy District Attorney (1)**

This position assists with the Major Violations Gang Unit and is dedicated to the prosecution of criminal gang activities. The position is currently funded by the JAG Grant, which expires on June 30, 2022, with no additional funding available. In order to preserve staffing levels on this important team, this position is being moved to the general fund.

**Chief Deputy District Attorney (1)**

This position will provide a wide variety of highly complex and specialized professional legal services, including handling complex civil cases, major criminal, capital murder, and other high-profile cases and/or serve as Team Chief providing supervision of a unit of attorneys and other legal support staff in the District Attorney's Office.

**DA Team Clerk (1)**

This position provides difficult, complex, technical, specialized and confidential legal support to a team of attorneys in the Criminal Division of the Office of the District Attorney. Currently, the Conviction Review Unit Paralegal handles the DA Team Clerk responsibilities for District Courts departments 6 and 9. On January 18<sup>th</sup>, this team acquired another department, District Court 10. The position is needed to assist with the full-time criminal and homicide calendars that need to be prepared each week.

**DA Team Clerk (1)**

The average caseload for the DUI Clerk is around 200 cases per day. The clerk must check "stay out of troubles" for each case; write the Blood Alcohol Concentration (BAC) and Chem Results in the files; assign and change the deputies' names in Just Ware after court and print subpoenas for approximately 60 cases set for trial daily. The additional DA Team Clerk will assist in alleviating the caseloads and improving service delivery.

**Deputy District Attorney (3)**

These positions will be part of the Domestic Violence Team and bring the total number of Domestic Violence Prosecutors up to 14 to adequately staff two courtrooms.

**Deputy District Attorney (1)**

This position will be part of the Vehicular Crimes Unit. This will bring the total number of Vehicular Crimes Prosecutors up to 12 and will allow for two attorneys to be assigned to as many as 35 misdemeanor DUI trials and 6 felony preliminary hearings in a single day, which just one prosecutor is currently covering.

**Deputy District Attorney (1)**

This position will be part of the Homicide Unit prosecution. This will bring the total number of Homicide Prosecutors to 15, with an average caseload of 30 cases.

**Graphic Specialist (3)**

The Court Support team is focused on supporting the legal staff with court and discovery material. These positions assist with body camera downloads, video redaction, audio redactions, video conversions, audio conversions, disc duplication, photo printing and editing, and map creation. The coordination of remote testimony activities has been added to the current roles of this team and requires additional support. These duties include coordinating with witnesses, ensuring the equipment is in optimal condition for this testimony and staying with the attorneys in court during these testimonies to ensure no technical issues.

**Process Server (1)**

The Domestic Violence Unit has numerous cases which involve uncooperative victims and witnesses. These positions must go to many residences to notify the victim and witnesses. The additional position will assist with its growing number of cases.

**Senior Attorney (3)**

These positions will provide professional legal services involved in the prosecution or defense of a variety of civil investigations, trial preparation, prosecutions, and defenses in a court in the State of Nevada. They will also prepare and review a variety of complex legal documents, provide expert legal counsel and advice to County departments, and handle various complex civil cases. One of the three positions will also assist and provide legal guidance in STR license, appeal, and enforcement activities.

*Non-General Fund:*

**Legal Secretary II (2)**

On April 23, 2021, to maximize compliance and federal funding for the state, the Nevada Supreme Court Administrative Docket (ADKT) 0571 mandated the use of approved statewide orders in the child welfare system, ranging from 800 – 1,000 orders per month. This mandate is currently met by Department of Family Services, resulting in an increased workload to Family Service employees. These positions will assume responsibility for the filing of documents and orders in accordance with ADKT 0571, which will alleviate the Department of Family Service's workload.

**Elections**

*General Fund:*

**Manager (1)**

Since 1998 the number of registered voters in Clark County has increased from 484,000 to 1.1 million. With the increasing use of technology, voting machines, registration systems, electronic poll books, election definition software, and tabulation systems require a high-level department administrator to support these functions. This new position will focus in

these areas along with management of the IT support division and the election support equipment. This will allow our current Assistant Registrar of Voters to focus on the administration of voter registration, training, NRS, legislative issues, increased monitoring of registration activity, and coordination with the NV Secretary of State.

## **Family Services**

### *General Fund:*

#### **Family Services Supervisor (3), Sr. Family Services Specialist (11), Family Services Specialist II (3), Manager (1), Youth & Adult Intervention Supervisor (1), Youth & Adult Intervention Specialist II (3)**

With the passage of SB274, Clark County is required to provide specialized inpatient and outpatient services to commercially sexually exploited children. Case management will require additional positions to provide a caseworker for each child, proper supervision for the caseworkers, a manager, and an employee to accommodate the increase in intake calls. Additional licensing positions are needed to properly train and inspect specialized foster homes and provide proper supervision to the new licensing staff.

#### **Family Services Specialist II (3), Family Services Supervisor (1), Senior Family Services Specialist (2), Family Services Technician (1)**

These positions will create an investigative unit covering the central area of the valley that responds to reports of child abuse and/or neglect from various community sources. They interview children, parents, and family members, representatives from various agencies, and others to obtain and verify pertinent information regarding potential child abuse and neglect referrals. They assess the immediate safety needs of children including both their physical and mental health. They also arrange for immediate response to emergency calls, immediate removal, and placement of children when warranted and collaboration with various law enforcement agencies. This unit will increase the department's ability to meet federal and state benchmarks, such as response times, frequency of child contacts, frequency of parent contacts, number of collateral contacts, and ensure timely transfer or closure of cases.

#### **Family Services Supervisor (2)**

These positions will be responsible for supervising intake teams tasked with investigating complaints of child abuse and/or neglect during the graveyard shift. Family Services Supervisors are integral to quality assurance and meet with investigators regularly, oversee training of investigators, review investigator's documentation for sufficiency, and ensure staff act in accordance with policy and law.

#### **Family Services Specialist II (2), Family Services Supervisor (1)**

These positions assist with providing the evidenced based LifeSet model for youth ages 17-18 to prepare them for self-sufficiency as they transition into adulthood. The positions are currently funded by the YVLIFE Grant, which is being eliminated/reduced. LifeSet has evidence-based outcomes to decrease homelessness, pregnancy, and interpersonal violence. LifeSet also increases employability and mental health outcomes for young adults. The positions are needed to increase positive outcomes for youth who are exiting foster care. In order to preserve staffing levels on this important team, these positions are being moved to the general fund.

**Family Services Technician (1)**

This position is currently funded by the SAFEFAM Grant and identifies and maintains support to allow children to remain at home safely, and if post removal, will allow families to timely reunify; however, the grant will be eliminated and/or reduced. The position is needed to assist in increasing positive outcomes for youth who are exiting foster care. In order to continue to improve the department measures by limiting the number of children in foster care, and shortening the length of time in foster care, this position is being moved to the general fund.

**Family Services Technician (20)**

In the Department of Family Services (DFS), the Family Services Technician functions as a paraprofessional human services worker in each unit in which it is assigned. These technicians conduct relative and fictive kin home visits to complete emergency placement tasks. With oversight from supervisor or lead case workers, they conduct child and collateral contacts to ensure child safety in placement and provide documentation of all contacts. These positions complete all relevant background searches to include CPS and police records checks, request diligent search information, and arrange for fingerprinting with the Background Clearance Office. They document in a timely and accurate manner all child and collateral contacts, as well as home visits for all case activity. They assist primary case workers with documentation of assessment tools used to make case planning determinations. These technicians will be assigned to field units to increase the department's ability to meet federal and state benchmarks, such as response times, frequency of child contacts, frequency of parent contacts, number of collateral contacts, and ensure timely transfer or closure of cases.

*Non-General Fund:*

**Child Development Specialist II (9), Child Development Supervisor (1), Senior Child Development Specialist (4), Youth & Adult Intervention Specialist II (2)**

These positions will allow for adequate staffing patterns for the child haven shelter. This will ensure proper childcare ratios and allow for fully trained staff to implement the appropriate treatment interventions to address the trauma and mental health needs of children awaiting foster care placements. The positions will help the County improve its performance measures by providing proper interventions to children and youth on campus. Due to improved child safety, it is anticipated that incident reports will decrease, and children will be able to be placed more quickly in foster homes, as their behaviors will improve rather than deteriorate while on campus.

**Family Services Technician (2)**

Family Services Technicians act as case assistants, and these positions would be assigned to CPS or permanency field units. These positions would increase the department's ability to meet benchmarks and spend more time with clients and children, resulting in more support for the clients and children and more accurate determinations on the part of the agency. These technicians will increase the ability to meet federal and state benchmarks, such as response times, frequency of child contacts, frequency of parent contacts, number of collateral contacts, and ensure timely transfer or closure of cases.

**Family Services Supervisor (1), Senior Family Services Specialist (1), Family Services Specialist II (3), Family Services Technician (1)**

These positions will improve service delivery by ensuring that children and families receive quality services. Caseloads and the workload for adoption social workers and supervisors are high. An in-depth analysis of cases being transferred from CPS to permanency demonstrated an increase in the severity and complexity of the cases handled by Family Services across the agency. This analysis also demonstrated that West Permanency was the most impacted permanency unit, and currently handles the highest caseloads.

**Family Services Assistant (2)**

These positions support the permanency function by assisting youth ages 14-18 with working towards self-sufficiency. They assist youth with life skills, work preparation, education support, and financial literacy. Grant funding is being eliminated/reduced (PL116). In order to maintain staffing levels in this program, alternative funding is needed for these positions.

**Fire**

*General Fund:*

**Administrative Secretary (1)**

As the department has expended, additional administrative support is needed. This position will provide additional administrative support to the battalion chiefs.

**Assistant Fire Chief (1)**

This position will be utilized to oversee recruitment and mentorship programs specific to the fire department to improve diversification and professional development within the department. Staff recognizes the need to build strength from within the organization and develop future leaders while also promoting a diverse and inclusive workforce. Through succession planning and mentoring program, the department strives to ensure that members are prepared and competent to advance their careers as well as retain some of the knowledge normally lost through attrition.

**Emergency Medical Services (EMS) Supervisor (3)**

These positions will provide 24-hour support to all three platoons on EMS calls for 700 firefighters. These positions will oversee paramedic proficiency within the department, review EMS reports, respond to complex and/or multiple casualty incidents, and provide logistical support to all special events.

**Fire Captain (3), Fire Engineer (6), Fire Fighter II (9) - Fire Station 39**

These positions will be responsible for staffing one engine company and one rescue unit for Fire Station 39 (FS39) located at Rainbow and Blue Diamond. The anticipated substantial completion of FS39 is scheduled in 2024. Once funding is approved, the new engine company will temporarily be placed in service at one of the existing stations until the construction of FS39 is completed. In planning for current and future needs, FS39 will aid in accomplishing the department's goals of providing optimum protection in the southwest part of the valley.

**Fire Captain (6), Fire Engineer (12), Fire Fighter II (18), – Special Events**

The number of special events requiring Fire Department support has increased significantly as the local economy and tourism industry recovers from the economic impacts of the pandemic. Major concert and sporting events are often multiple day events that require the most extensive planning and resource allotment that is currently staffed with overtime. The department is requesting to staff two engine companies and two rescue units to support special events. While not assigned to a special event, these units will be assigned to high call volume areas as additional support to reduce response times. Having trained professional Fire Department personnel readily available at all mass gatherings will tremendously improve service delivery, improve response times, and decrease overtime costs. The cost of these positions will be partially offset by an increase in reimbursement rates.

**Senior Management Analyst (1)**

This position will monitor private ambulance response times and contract compliance and also collect, analyze and report the department's response data ensuring the fire department provides the appropriate level of service delivery to Clark County communities.

*Non-General Fund:*

**Building Permit Specialist II (1)**

The Building Permit Specialist (BPS) position assists with fee coordination for development and event permits, releasing the permit or review and scheduling inspections. There are currently two BPSs performing construction and event permit intake and two BPSs performing renewable permit intake. With a third BPS in construction and event permit intake, the department will be able to intake a permit request or plan review within 24 hours of receipt and perform fee coordination the same day a plan review is completed.

**Deputy Fire Marshal (1)**

The Deputy Fire Marshal will assist the Assistant Chief over Fire Prevention with managing the day-to-day operations of the area, addressing the supervision of the personnel, and distributing workload between the plan checkers and engineers.

**Henderson Justice Court**

*General Fund:*

**Legal Office Specialist (1)**

This position is currently funded by court collection fees that have declined in recent years and are expected to decline further by the passage of AB116 of the 81<sup>st</sup> legislative session. Moving this fund to the general fund will allow the department to maintain current performance levels.

**Legal Office Services Supervisor (1)**

The Legal Office Services Supervisor position will support fair and timely case resolution and ensure consistent, reliable performance from court staff. This position will improve internal controls with additional monitoring of court funds and the separation of duties during the reconciliation of financial accounts.

## **Human Resources**

### *General Fund:*

#### **Human Resources Analyst II (2)**

These positions will support multiple departments in workforce recruitment. These additional analysts will improve recruitment timelines and the County's effort to fill staff vacancies as quickly as possible.

#### **Human Resources Analyst II (1), Principal Human Resources Analyst (1), Senior Business Systems Analyst (1), Senior Human Resources Analyst (1)**

These positions will be part of the Talent Acquisition Innovation Team (TAIT). This team will work in coordination with the Communications Office on branding/marketing County employment, and will source candidates in new ways, increasing visibility at job fairs and information sessions, and increase the County's presence on social media.

## **Information Technology**

### *Non-General Fund:*

#### **Senior Systems Technician (1), Systems Technician II (2)**

IT currently has two system technician teams divided into several geographic areas within Clark County for desktop and printer support. This position will allow IT to rebalance the geographic areas to provide another highly technical resource to troubleshoot the most difficult issues encountered on a regular basis, which will reduce response and resolution times.

#### **Principal Management Analyst (1)**

During the closure of schools, business, and the migration to telework, communities with limited to no connectivity were disproportionately impacted than those communities with adequate connectivity to the internet. To address the disparity in internet access, the County has prioritized investments in broadband. This position will manage County broadband projects.

## **Juvenile Justice**

### *General Fund:*

#### **Family Services Specialist II (4)**

The Family Services Specialist positions will be solely responsible for implementing the FOCUS Care Coordination Model for the department. FOCUS is an intermediate care coordination model designed to support youth and families who are multi-systemic involved, at risk of deeper system involvement, and whose needs exceed the resources of one single organization. The positions and the implementation of the FOCUS model will improve outcomes for youth and reduce re-entry/recidivism through the department's close work with youth and families.

**Juvenile Probation Supervisor (1), Juvenile Probation Officer II (19), Juvenile Detention Assistant (3), Youth & Adult Intervention Specialist II (2)**

AB230 eliminates the exclusion of certain offenses from juvenile court's jurisdiction. As a result, juveniles who would typically be held in an adult correction facility will now be held in juvenile detention. Due to the serious nature of these crimes, these youth require a longer period of custody through their legal proceedings and cannot be allowed to share a room; therefore, an additional housing unit is needed to hold them in juvenile detention. These positions will support the expansion of the Juvenile Detention Housing Unit. They will prevent violent incidents, protect the health and welfare of youth in the physical custody care of the county, prevent suicide and escapes, handle critical incidents, and assist with medical emergencies. They also provide escort to and from court proceedings and provide transports outside of the facility as well as providing supervision during school hours and assisting with physical recreation and implementation of programs for youth.

*Non-General Fund:*

**Senior Management Analyst (1)**

This position will improve the efficiency and effectiveness of the Truancy Prevention Outreach Program (TPOP) operations and goals. It will establish and provide clear guidelines, expectations, program monitoring/compliance, and quality assurance and act as the point of contact between school officials and the manager, providing conflict-resolution in a timely manner. The position will also support and assist full-time employees with completing assessments and case plans while providing additional support with highly complex cases.

**Family Services Assistant (10)**

The Truancy Prevention Outreach Program (TPOP) was launched on October 1, 2020, with 90 authorized part-time positions. Since its inception, TPOP has received approximately 6,000 referrals, but only 55 part-time positions have been filled at any given time. The department is experiencing high staff turnover as employees are seeking full-time positions. As a result, youth and families are experiencing service disruption. To improve the recruitment of employees, the department will eliminate twenty part-time employees to create ten Family Services Assistants. These positions will be responsible for completing comprehensive family assessments, required home visits, and the development of case plans that will identify and meet youth and family needs. They will also advocate for families during Individualized Education Programs and expulsion hearings; collaborate with service providers and community partners to determine appropriate interventions and/or support that will be effective when developing and implementing family case plans.

**Las Vegas Justice Court**

*General Fund:*

**Bailiff (1), Court Law Clerk (2), Judicial Executive Assistant (1), Justice of the Peace (1)**

The 2019 population estimates for Nevada Judicial Townships certified by the Governor in 2020 revealed a population estimate for Las Vegas Township of 1,624,556, triggering the addition of a 16<sup>th</sup> judicial department for the Las Vegas Justice Court pursuant to NRS 4.020. These positions will be responsible for providing administrative and judicial support for the new civil court.



*Non-General Fund:*

**Department Systems Technician (1)**

This position will increase the technical resources available to the Las Vegas Justice Court. Given the increase in the number of courtrooms, technical scope, and technical demands of the court, the current Department Systems Technician resource is not capable of keeping up with the needs of the department. The addition of this position will create a more manageable workload to support the court's network, server, desktop, peripherals, phones, audio/visual, computer applications, and website needs of the court.

**North Las Vegas Justice Court**

*General Fund:*

**Departmental Systems Coordinator (1)**

The North Las Vegas Justice Court has implemented e-filing to improve customer convenience, and to streamline processes via document and workflow management. This position will be needed for the next phase of this implementation, and maintaining and supporting existing systems and processes.

**Outlying Justice Court**

*General Fund:*

**Departmental Systems Coordinator (1)**

This position will provide for the successful implementation of technological enhancements necessary to bring the court into compliance with Uniform System for Judicial Records reporting standards and minimum accounting standards. Additionally, this position will allow the court to meet the expectations of the growing population interacting with the court via technological devices.

**Security Guard (1)**

The court predicts a much lower revenue collection as a result of AB116, recently passed during the 81<sup>st</sup> legislative session. The revenues are not expected to sustain the costs budgeted for the bailiff position. The security guard will be funded by the general fund while the bailiff position will be eliminated.

**Senior Courts Compliance Officer (1)**

This position is needed to ensure the court holds a pretrial release hearing within 48 hours of a person taken into custody as required by AB 424 of the 81<sup>st</sup> legislative session. The position will oversee and participate in creating calendars and will clerk the court session.

**Parks and Recreation**

*General Fund:*

**Recreation/Cultural Program Supervisor (1)**

The Recreation/Cultural Program Supervisor will be responsible for the oversight and supervision of the new Silverado Ranch Recreation Center. The purpose of this position is

to manage the overall daily facility and recreation center operations. Work involves planning, developing, implementing and monitoring programs for patrons, preparing and monitoring revenue and expenditures, training, supervising, evaluating Recreation Specialist and part-time staff, and working with community organizations.

**Recreation Specialist II (2)**

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

**Recreation/Cultural Program Administrator (1)**

Currently, the aquatics unit comprises of three year-round indoor regional facilities, two year-round indoor senior center pools, and ten seasonal pools. One seasonal water park under construction, slated to open summer 2022. The Recreation/Cultural Program Administrator position will help coordinate the safety and well-being of patrons visiting these diverse facilities, and ensure staff and facilities adhere to all certification/Star Guard standards and Southern Nevada Health Code and Model Aquatic Health Code regulations.

**Recreation/Cultural Program Administrator (1)**

This position will coordinate and supervise all adult sports activities and field allocations. The sports unit is responsible for coordinating 42 facilities with 156 fields/courts, 153 of which are lighted. There are more than 3,500 field/facility usage requests per year. With the addition of Desert Diamonds, James Regional Soccer Park, and the Sunset Pickleball Complex, there are multiple requests for national tournaments three to five years in advance. The Program Administrator will be responsible for coordinating allocations to user groups, partnering with RPM and overseeing all documents related to sports field allocations annually. Additionally, the Program Administrator will oversee the adult sports leagues and assume responsibility for contracts with organizers and third-party vendors.

**Shooting Range Specialist (1)**

This position will be assigned to the Shooting Complex and directly oversee of the various programs offered. The position will oversee daily operations, assist with special events, leagues and staff for each area at the complex. This position will provide the Shooting Complex with more consistent, full-time staff coverage during all public shooting operational hours, enhancing safety and security for the patrons and potentially reducing the number of part-time staff needed.

**Public Administrator**

*General Fund:*

**Investigator (2)**

These positions will conduct field investigations, including securing assets and items of investigatory value such as family information and financial documents. They will interact with law enforcement, various providers, and families with potential investigatory information to resolve various case-related issues. Currently, the department only hires part-time investigators to fulfill the needs listed above; however, the turnover in the pool of part-time investigators is unpredictable. Two full-time investigators will add additional coverage and continuity in delivering these services.

## **Public Defender**

### *General Fund:*

#### **Chief Deputy Public Defender (2), Legal Secretary II (1)**

A Chief Deputy Public Defender provides legal representation to the indigent of Clark County accused of a crime. This year, the District Courts reorganized the tracking system for rural justice courts (including Henderson and NLV Justice Courts) to track into only two District Courts. This reorganization required the Public Defender's Office to create an entirely new team of attorneys, secretaries, clerks, and investigators by pulling them from other teams within the office. These positions will improve coverage for the Henderson, NLV, and rural courtrooms by providing sufficient attorneys to handle the caseloads, and the number of court sessions held each day.

## **Public Guardian**

### *General Fund:*

#### **Estate Case Manager II (3)**

The Public Guardian's Office caseload has increased 65% since 2016. With the caseloads continuing to increase, an increase in staff is required to handle the additional workload and effectively manage critical medical and financial decisions for their clients

#### **Estate Coordinator II (1)**

Per NRS, the Public Guardian is required to bring all property to the warehouse for 90 days prior to the sale unless the property is contaminated. Furthermore, pursuant to NRS, following the 90-day hold, the property must be stored until all parties agree with the disposition. This position will be responsible for reviewing, organizing, inventorying and disposing of personal property on behalf of the case managers and will assist the department with the oversight of all property located at the warehouse and in the vehicle lots.

#### **Senior Financial Office Specialist (1)**

This position will be responsible for creating, auditing, and updating court accountings for general and summary cases. The position will assume some responsibilities from the Estate Case Managers, allowing the Case Managers to dedicate more time on medical and financial issues directly impacting their clients.

## **Public Works**

### *General Fund:*

#### **Office Specialist (1)**

This position will be responsible for providing specialized and technical office support; preparing business letters; writing contracts, reports, and specialized documents; organizing and maintaining files, and dealing with the public in person and over the telephone. The additional position will provide the Property Acquisition Unit the ability to present offers and acquire property in an expeditious fashion.

**Records Technician (1)**

This position will be responsible for maintaining and organizing all the department documents for the Document Management System. This position will index, organize and scan documents to be saved in the Document Management System.

**Senior Survey Technician (1)**

The Senior Survey Technician will perform the full range of technical field and office duties associated with land and construction surveying and is responsible for setting up, calibrating, and operating survey instruments, researching records, plans, and maps regarding lands to be surveyed or developed/improved and performs rigorous calculations to properly establish grade stakes, monuments, and other markers. This position will aid in reducing response times and completion of requests related to all land surveying support while maintaining other statutory duties and public services/support related to this office as existing personnel are overstretched.

**Survey Technician II (1)**

Survey teams are rescheduled on a daily basis in an attempt to address the most critical requests (field and office), only to delay other critical requests/projects back. This position will alleviate a portion of the burden that now falls on the understaffed crew, allowing other personnel to assist with critical requests and projects.

*Non-General Fund:*

**Administrative Specialist (1)**

This position will be responsible for the support of personnel activities associated with the Public Works Road Division. In coordination with Human Resources, the position will be responsible for hiring and employment actions within the Department.

**Associate Engineer (2)**

These positions will provide a review of submitted drainage studies, traffic studies, and off-site improvement plans ensuring development projects comply with Clark County Code and development guidelines.

**Construction Management Inspector (1)**

Construction Management Inspectors are responsible for ensuring that improvements constructed within the right of way comply with Clark County Title 30, RTC, ISMA, and TCP requirements. This position will supplement the County's inspection group responsible for inspection of wireless cell sites, electrical and telecommunication utility improvements, and electrical improvements supporting these facilities.

**Equipment Operator (1)**

This position will be a part of the new Dig Out Crew. This position will be operating equipment and driving trucks needed for all asphalt maintenance and repairs within the identified boundaries of Clark County. The new Dig Out Crew's primary focus is any asphalt repairs within the identified boundaries of Clark County.

**Equipment Operator (2)**

These positions will be part of the Roads Division and assigned to street sweepers. As the department works diligently to stay compliant with Nevada Division of Environmental Protection (NDEP) requirements for sweeping districts within 30 days and including the resort corridor and additional lane miles, it is increasingly difficult to stay compliant. The arterials are the most used streets and need more attention to keep clean. The additional sweeper/operators for the Road Division are needed to sweep daytime residential areas. They will allow the Road Division to reconfigure the districts and sweep an additional 400 curb miles a month, making the sweeping operation NDEP compliant.

**Maintenance Worker II (2)**

These positions will be a part of the new Dig Out Crew. This Maintenance Worker position will assist the Dig Out Crew with labor related tasks to prepare the areas, including saw cutting, leveling and compacting subgrade material, asphalt and site cleanup as needed for all asphalt maintenance, and repairs within the identified boundaries of Clark County.

**Maintenance Worker II (1)**

This position will be assigned to the east side sweeper/drain/right-of-way cleanup crew. Adding this position will allow citizen inquiries to be addressed promptly.

**Senior Storekeeper (1)**

The Sr. Storekeeper position is needed to assist the Maintenance & Operations Supervisor. As the Road Division and Public Works have grown, so have the duties of the Maintenance & Operations Supervisor. This position would assist in the operational needs of the west side field operations yard. The staffing levels in the last two years have doubled at this location due to positioning crews there for operational efficiency

**Supervising Construction Management Inspector (1)**

This position will be responsible for oversight of the traffic control and permitting functions. They will have the ability to track employee performance and address current workloads, and assign responsibilities based on the most efficient processes. They will keep up to date offsite projects to reduce the impact of developer improvement on County construction projects.

**Training Coordinator (1)**

This position would assist in streamlining the road construction training and safety education offered through Success Factors and outside training modules for the Public Works Department by creating a single source for all divisions to report to. Public Works is identified as a high-risk agency by Federal OSHA guidelines with employees, vehicles and activities that require a number of training and safety related certifications that must be attained and maintained.

**Traffic Safety Coordinator (2)**

These positions will be responsible for reviewing Traffic Control Plans (TCPs) submitted by developers, utility agencies, contractors, and other agencies. They will ensure compliance with the latest MUTCD, County, and RTC standards and ensure public safety is maintained during construction operations within the County's right of way. They will allow the County to have more resources to manage current workloads, while at the same time reducing the need for overtime to cover the current workload.

**Truck Driver (1)**

This position will be a part of the new Dig Out Crew. The new Truck Driver position will be transporting equipment and hauling material needed for all asphalt maintenance and repairs within the identified boundaries of Clark County. The Truck Driver position on this crew will improve response and repair times for inquiries and claims within the identified boundaries of Clark County.

**Truck Driver (1)**

The east side shoulder maintenance crew currently has one Heavy Equipment Operator, two Heavy Truck Drivers, one Truck Driver, and one Maintenance Worker I/II. The demand for daily workload assignments continues to increase, making it difficult to keep up with normal rotations of shoulders as well as right-of-way cleanups and assisting with the east side sweeper separator operations by hauling materials to the apex landfill, which is a 50-Mile round trip. This position will increase productivity by allowing the supervisor to distribute manpower to multiple jobs simultaneously.

**Real Property Management**

*General Fund:*

**Painter (1)**

The position is responsible for painting the interior and exterior of over 5,000,000 sq. ft. of buildings. With only two existing painters for the entire County and an additional painter will allow the department to respond to work orders in a timely manner.

**Park Maintenance Worker II (2); Senior Park Maintenance Worker CDL (1)**

These positions will be responsible for park maintenance at urban parks within Clark County's inventory. These positions are required to maintain current staffing ratios. These positions will help improve service delivery in maintaining the manpower ratio per acre to meet the ever-increasing demands of daily park maintenance.

**Senior Facilities Maintenance Technician (2)**

With the continued increase in occupied office space, additional staff is required to meet work order requests in a timely manner. These positions will primarily be responsible for providing lead direction, training, and overseeing skilled employees in a multi-craft environment, including the installation, repair, and maintenance of mechanical, electrical, HVAC, security, and structural systems within County buildings and facilities.

**Senior HVAC Mechanic (1)**

This position will primarily be responsible for providing lead direction, training, and work review of the HVAC work crew. This is a journey level position performing installation, repair, and maintenance of HVAC systems and equipment throughout Clark County. This position will provide oversight and training for the existing four mechanics in the HVAC shop. With the fulfillment of this position, there will be a timelier response to all HVAC related issues, as well as a decrease in reliance on outside vendors.

**Supervising Park Maintenance Worker (3)**

Since 2010, parks and park acreage have nearly doubled, with no additional supervisors. These positions will work in the field daily, prioritize maintenance projects, provide on the job training, and supervise park maintenance workers.

*Non-General Fund:*

**Custodian (1)**

This position will be assigned to the RJC Custodial Team. They will improve custodial service by providing additional staff to clean the RJC, and work on the deep cleaning projects that cannot be accomplished, due to staffing shortages.

**Custodial Lead (1)**

This position will oversee custodial staff at the RJC to free up the Custodial Administrator for contract management. The Custodial Lead will respond to emergency clean-ups, direct custodial staff, provide training, be a backup to custodial inspectors, close work orders, and deliver supplies to outlying facilities.

**Management Analyst II (1)**

This position will be utilized as an in-house Certified Professional Estimator and will be responsible for coordinating all RPM Design and Construction (D&C) project related cost estimating activities. This position will provide RPM with an advanced construction cost estimating resource, typically outsourced, and will allow for quicker turnaround on cost estimates and critical change order request reviews

**Management Analyst II (1)**

This position will work with a supervisor to provide administrative and operational analysis relative to the D&C staff. This will include, but is not limited to, analyzing existing staff and team organization, productivity, workload, processes and goals; providing alternatives and recommendations for effective improvements to productivity, efficiency, quality, and morale; developing, writing, and implementing D&C and administration methodologies, standard operating procedures and processes; creating, reporting, and analyzing performance measurements; directing the work of administrative support; and analyzing and measuring performance of a new pilot program for the job order contracts.

**Principal Management Analyst (1)**

This position will be utilized as an in-house Certified Professional Scheduler / Certified Scheduling Technician (CST) and be responsible for overseeing and coordinating all RPM D&C project related scheduling activities. This resource has been outsourced to third party vendors or contracted through various design consultants on a project-by-project basis. Implementing an inhouse scheduler position will allow RPM D&C to oversee daily coordination capabilities on all schedule activities, both on specific projects and at a high level across all projects.

**Project Coordinator (1)**

The Project Coordinator will manage a portfolio of energy conservation projects that reduce energy consumption, maintenance costs, and increase safety at the County's parks and facilities. In addition, the position will provide energy analysis through multiple databases to identify service delivery areas where efficiency can be improved.

**Recorder**

*General Fund:*

**Audit Supervisor (1)**

The Audit Supervisor will oversee or provide for the selection, training, professional development, and discipline of the accounting staff. Currently, there is a void in the audit unit and a great need for an Audit Manager with both an accounting and an auditing background with certifications in finance to be able to supervise and provide oversight for the unit. The cost of this position will be offset by understated revenues identified and corrected through the audit process.

*Non-General Fund:*

**Records Manager**

The Records Manager will process confidential requests; maintain the database system; process records research requests; perform records management and quality checks; index documents; review documents; and work with title companies to provide documents for refinancing that contain confidential information.

**Senior Programmer Analyst**

The primary responsibility of this position will be to perform programming and design, and create and maintain web pages and portals for electronic commerce. The secondary responsibility is systems and database development. This position will also function as a SQL Programmer for design, development, testing, and deployment of reports for a replicated SQL/Server database environment. The programmer will manage the database servers for the Recorder's Operations Division at the CCIT offices and will work closely with CCIT to manage and oversee the databases.

**Social Service**

*General Fund:*

**Eligibility Worker II (1)**

The Eligibility Worker II position conducts housing assessments and interviews with clients to obtain information and determine eligibility for department/community programs and services. In addition, the position makes appropriate referrals based on client information and agency guidelines, to include client participation in an internal case management program geared toward clients dealing with complex social, medical, and economic needs. This position will significantly improve processing times for clients seeking financial assistance. The cost of this position will be offset by tax revenues and / or Medicaid reimbursement.

**Family Services Specialist II (2)**

These positions work with youth to develop and strengthen self-sufficiency skills required to secure stable employment, housing and pursue educational goals of completing high school and/or enrolling in higher education or trade school. There are approximately 300 youth active in the program, and 50 of those youth are enrolled in intensive case



management. Currently, the funding utilized for this position is ending. In order to continue serving these clients and continue this program, these positions are being moved to the general fund. The cost of these positions will be offset by tax revenues and / or Medicaid reimbursement.

**Management Analyst II (1)**

This position will utilize the Continuous Quality Improvement (CQI) process to improve the efficiency of data collection and reporting. The CQI process will assess program strengths and challenges including key performance indicators (KPI) and client and program outcomes. Using this quality management tool, the department can find gaps and redundancies in service delivery systems. Activities of this position will increase collaborative efforts among all service delivery staff. The cost of this position will be offset by tax revenues and / or Medicaid reimbursement.

**Public Services Specialist (1)**

This position is a front-line customer service position. This position is responsible for processing each client that visits the department through the intake process. The position assists clients with their applications for services, scheduling return appointments, program screening, performs data entry, and answers client questions and inquiries either

in person or by phone when assigned to the department's call center. This position will significantly improve processing times and decrease wait times for clients seeking assistance in person or by phone. The cost of this position will be offset by tax revenues and / or Medicaid reimbursement.

**Senior Business Systems Analyst (1)**

The Senior Business Systems Analyst (BSA) provides IT project leadership for systems, applications, and websites used by department staff. As the department's point liaison to Clark County IT, the Sr. BSA will perform requirements analysis and documentation, applications design, business process development, end user documentation, and communication for systems upgrades and updates. The Sr. BSA will research performance issues, daily troubleshooting, and enhancements for systems and applications of record. The cost of this position will be offset by tax revenues and / or Medicaid reimbursement.

**Social Worker II (1)**

This position will carry a caseload not to exceed 80 seniors or people with disabilities eligible for the Homemaker Home Health Assistance program. Duties include initial home visit to establish a plan of care for homemaker home health aide services, monthly telephone contact and quarterly face-to-face home visits to check on client's self-sufficiency skill level, address any issues or concerns that may lead to institutional living if not addressed. Reduced caseloads will ensure more quality time is spent with each eligible senior or person with a disability(es). The cost of this position will be offset by tax revenues and / or Medicaid reimbursement.

**Social Worker II (2)**

This position works with youth to develop and strengthen self-sufficiency skills required to secure stable employment, housing and pursue educational goals of completing high school and/or enrolling in higher education or trade school. The position will handle a caseload of approximately 50 youth. Due to the rising salary costs associated with the four

grant funded positions, the amount of funding available to provide the needed wrap around and support services is insufficient. In order to continue serving these clients and continue this program, these positions will be moved to the general fund. The cost of these positions will be offset by tax revenues and / or Medicaid reimbursement.

**Social Work Supervisor (1)**

The Social Work Supervisor acts as the head component of a case management team and provides training, the assignment and monitoring of work, and setting priorities and follow-up to ensure the accuracy and completion of unit and individual projects. Duties of this position include investigating service complaints and recommending remedial action if required and ensuring the quality and consistency of services provided by assigned staff. This position will significantly improve processing times for clients seeking financial assistance. The cost of this position will be offset by tax revenues and / or Medicaid reimbursement.

**Training Coordinator (1)**

With the rising number of cases requiring medical and financial assistance, one Training Coordinator cannot meet the daily needs of staff and providers. The Training Coordinator position will develop, update and implement tools for staff and providers to provide case management services to clients. The result will be reflected in outcomes such as increased housing stability, financial stability, and overall self-sufficiency of clients served. The cost of this position will be offset by tax revenues and / or Medicaid reimbursement.

*Non-General Fund:*

**Management Analyst II (1)**

This position will work closely with community supportive housing programs and department leadership to determine housing navigation needs and identify and recruit prospective units for supportive housing programs. It will collect, analyze and store community housing needs by program type and project requirements, establish contact and good working relationships with private property managers, and work closely with supportive housing program leadership and case managers to receive, assign and monitor property service duties to housing navigation and Sr. Eligibility Workers to assure that all funding source requirements are met or exceeded. These costs will be offset by tax revenues and/or Medicaid reimbursement.

**Senior Eligibility Worker (6), Social Work Specialist (4), Social Work Supervisor (2)**

These positions will create two Social Service teams that will work in coordination with LVMPD to provide outreach to homeless individuals and families to connect them with housing, food assistance, behavioral health and substance abuse services and to ultimately provide ongoing case management services. These costs will be offset by tax revenues and/or Medicaid reimbursement.

**Senior Eligibility Worker (3), Social Work Specialist (2), Social Work Supervisor (1)**

This position will create one Social Service team that will be located at UMC to provide outreach to homeless individuals and families to connect them with housing, food assistance, behavioral health and substance abuse services and to ultimately provide ongoing case management services. These costs will be offset by tax revenues and/or Medicaid reimbursement.

**Special Public Defender**

*General Fund:*

**Deputy Public Defender (2)**

These positions will assist in all aspects of major criminal cases, conducting legal research, directing pretrial investigation, organizing complex files, determining defense strategy, negotiating cases with prosecuting attorneys, engaging in expert services and witnesses, preparing pleadings and motions, and conducting lengthy and challenging trials. An additional Deputy Public Defender will allow the department to continue to take on additional cases through the Office of Appointed Counsel.

**Systems Technician II (1)**

This position will provide much needed individualized office and technical support. The office currently shares one technician who supports three divisions; one of which is outlying courts which takes them out of the jurisdiction, limiting the support and service the office requires. In addition, this position will assist in enhancing and improving trial needs along with providing the needed support in court to assist with downloading and uploading jail calls, and bodycam footage.



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YOLANDA T. KING  
County Manager

