

# AGENDA ITEM DEVELOPMENT REPORT

OFFICE OF THE COUNTY MANAGER  
CLARK COUNTY, NEVADA

**AIDR No.:** 3681

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Date: 7/8/21

Agenda Date: 7/20/21

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**Issue: FY2022 SUPPLEMENTAL POSITIONS**

## **Subject/Title:**

FY 2022 Supplemental Positions

## **Recommended Action:**

That the Board of County Commissioners authorize the creation of eighty-four (84) General Fund positions and fifteen (15) Non-General funded positions for the Fiscal Year 2022.

## **Summary:**

At the Board of County Commissioner's Meeting on May 17, 2021, the County Finance Department presented a brief report on the current fiscal year's (2021) financial status and the proposed fiscal year (2022) General Fund Budget. The Finance Department presented several factors contributing to excess resources that could be used to fund supplemental full-time County positions.

County departments were asked to evaluate their need for additional staffing and/or program enhancements. The General Fund departments submitted requests and justification for 120 positions at a cost of \$8.1 million. The County's senior management team has reviewed the requests and identified eighty-four (84) General Fund and fifteen (15) Non-General funded positions that are deemed necessary for County operations.

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

## **GENERAL FUND POSITION RECOMMENDATIONS**

### **Administrative Services**

#### **Code Enforcement Specialist (5), Office Assistant II (1)**

Code Enforcement Specialists are responsible for enforcement of Title 9 Public Health and Sanitation (Chapter 9.04 Solid Waste Management); Title 11 Abatement of Nuisances; Title 22 Buildings and Construction (Single Family Residential); and Title 30 Unified Development Code of the Clark County Code. Officers are assigned a geographic area of the County and respond to code complaints within their assigned areas. These additional positions will add to the extension of the County Multi-Agency Response Team (CMART) to proactively prevent the return of blight conditions in communities.

**Code Enforcement Specialist (1), Code Enforcement Supervisor (1), Office Assistant II (1)**

Assembly Bill 363 passed in the 81<sup>st</sup> Session of the Nevada Legislature. This bill requires Clark County to adopt an ordinance regulating short-term rentals. There are an estimated 6,000 short-term rentals operating in unincorporated Clark County. The additional Code Enforcement positions are needed to assist with the monitoring and regulation of short-term rentals.

**Economic Development Specialist (1), Senior Economic Development Specialist (1)**

These positions will report to the Director of Community & Economic Development and will be responsible for economic development and redevelopment in unincorporated Clark County. The positions will work to manage both private and public projects, recruit new businesses, implement redevelopment activities, promote new development and work with existing businesses on retention and expansion, all in an effort towards meeting the goals outlined in Clark County's strategic economic development plan.

**Park Police Officer I/II (4)**

These positions will supplement the swing shift in addressing increased loitering within County parks. These positions patrol parks and other County facilities for the purpose of assisting the public, making arrests or issuing citations for major violations on foot and by vehicle, preventing or detecting violations of law, and enforcing state and local laws. The positions will improve service delivery to the public with increased safety measures at parks and park facilities.

**Park Police Officer I/II (3)**

These additional officers will patrol with a Social Service team to connect homeless individuals and families encountered with shelter, food, behavioral health and/or substance abuse services.

**Business License**

**Special Agent (1)**

The Special Agent position will be responsible for overseeing and performing a variety of complex onsite pre and post licensing inspections for business establishments. It will conduct suitability investigations of individuals for privileged and regulated business licenses, audit business operations, investigate complaints, and conduct undercover investigations of businesses with a high risk of danger to public safety. The Special Agent also facilitates emergency suspensions and recommends revocations, approval, and denial of licenses/applications.

**County Manager**

**Director of Brand Management, Marketing Outreach (1)**

This position will be responsible for overseeing the County's overall communications, marketing and community outreach strategy. Job duties include expanding the structure of the County's Public Information Office, developing community outreach campaigns, and coordinating the Public Information Office efforts with the County's branding goals.

**Cable Production Specialist (1)**

This position will provide additional support to the Public Information Office and Channel 4 with videography services.

**Senior Management Analyst (1)**

This position will provide additional support to the Public Information Office with daily operations, marketing and community outreach campaigns, with an emphasis on Spanish speaking campaigns.

**Elections**

**Elections Operations Specialist (2)**

With the passing of Assembly Bill 321 in the 81st Session of the Nevada Legislature, Clark County will be required to send each active registered voter a mail ballot for all elections. The two additional Elections Operations Specialists are needed to supervise, train and prepare staff for the mail ballot process. The Elections Operations Specialist position is responsible for the recruitment of election board officers and absentee ballot processors; the scheduling and coordination of the work of election board officers, ballot processors and/or precinct workers and the development and implementation of training materials. In addition, they are responsible for scheduling and coordinating the training of part-time staff.

**Family Services**

**Family Services Supervisor (1), Sr. Family Services Specialist (1), Family Services Specialist I/II (5)**

Within the last eight years, child abuse/neglect hotline calls have increased 19%; CPS investigations have increased 30%; and new children on CPS caseload has increased 43%. These positions will staff a new unit that will provide support to the department to meet client needs and address the increase in caseloads in the investigation and response units.

**Fire**

**Storekeeper (1)**

The Storekeeper position is needed in order to keep up with the demands at logistics and the warehouse. This position will be responsible for receiving, issuing and storing materials, supplies, tools, parts and equipment and maintain stock and inventory records.

**Fire Engineer (3), Fire Fighter I/II (3)**

These positions will be responsible for staffing a Rescue Unit which will be assigned to Fire Station 12 (FS12) located at 3050 South Industrial Road. The additional rescue unit at FS12 will aid in accomplishing the department's goals of providing optimum protection in the north end of the Las Vegas Strip where visitor volume has increased. An additional unit will reduce the number of call runs by other units and, theoretically, reduce response times since there will be more units in the area to respond for other emergency calls.

### **Information Technology**

#### **Senior Business Systems Analyst (2)**

The Senior Business Systems Analyst positions will provide the project leadership within Digital Services for customers, professional and technical staff. These positions will perform requirement analysis, application design, feasibility studies and will support technology functions for customers, in support of the County's digital services. Twenty percent of the cost of these positions will be funded by non-general funds.

#### **Systems Programmer I/II (2)**

The Systems Programmer II positions will be a part of the team that is responsible for the maintenance and monitoring of the Linux systems and overall health of the underlying infrastructure for the systems in use at the County. There are currently two teams of systems programmers that support infrastructure. These positions will reduce the number of servers per staff and increase the capabilities of the team by providing coverage in specialized areas. Twenty percent of the cost of these positions will be funded by non-general funds.

### **Justice Court**

#### **Justice Court Intake Specialists (4)**

Justice Court piloted the initial assessment process in an effort to reduce the jail population and to allow individuals meeting the established criteria the opportunity to maintain employment, housing, and household status. The program has expanded and requires additional support to continue. The additional four (4) Justice Court Intake Specialists will be tasked with conducting defendant interviews, criminal history background reviews, and completing the Nevada Pretrial Risk Assessment Tool for judicial use in making informed release and bail decisions.

### **Outlying Justice Court**

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

Due to the significant increase in traffic citations associated with the opening of Interstate 11 through the Boulder Township and the new Nevada Highway Patrol Substation located in Boulder City, a position is needed to assist with the growing caseloads. The position will assist with duties associated with the increase of citations and caseloads assigned to the court.

### **Parks and Recreation**

#### **Production Specialist (1)**

The Production Specialist will coordinate and operate technical audio/visual functions for outreach programming, consisting of multiple year-round events identified in all Commission districts. Programming will include food truck events, movies in the park, pop up music events, fireworks events, and more.

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

The Recreation/Cultural Administrator position will coordinate and supervise community outreach programming, consisting of multiple year-round events identified in all Commission districts. Programming will include food truck events, movies in the park, pop

up music events, fireworks events, and more. This position will assign and supervise the staff needed to produce these events.

### **Public Administrator**

#### **Office Assistant I/II (1)**

New cases at the Public Administrator's office have increased 65% over the last 8 years. This position will be responsible for providing support as needed to the office due to the increase in caseloads.

### **Public Guardian**

#### **Estate Case Manager Assistant (1)**

Public guardianship cases have increased 28% and phone calls have increased 29% in the last two years. The Estate Case Manager Assistant will be responsible for providing support as needed to the case managers, to include paying bills, and researching and recording financial transitions assets/income. This position will also allow the case managers to focus on the social and medical welfare of the protected persons and effectively manage their case load.

#### **Estate Case Manager I/II (2)**

Public guardianship cases have increased 28% and phone calls have increased 29% in the last two years. These positions will be responsible for caseloads, which will reduce the existing case manager's workload. By lowering the caseload, all the case managers will be able to focus on effectively managing their cases..

### **Real Property Management**

#### **Security Guard (8)**

Security guards will assist in patrolling parks through the afternoon and evening and will be responsible for securing park restrooms each evening. They will also alert Park Police or LVMPD of criminal activity in the parks as well as code enforcement and park maintenance of any needed repairs or graffiti abatement.

### **Recorder**

#### **Recordation Technician I/II (1), Senior Recordation Technician (1)**

Recordings are trending to increase 20% in Fiscal Year 2021, and the department has incurred reoccurring overtime to maintain service delivery. These positions will perform a variety of customer service activities for the operations of the department. The positions provide subject matter expertise in the areas of recordation, records research, assisting staff with standard operating procedure interpretation, appropriate utilization of technology and other tools to accurately and efficiently record and preserve official records, as well as assist customers via telephone and process mail requests as required.

## **Social Service**

### **Social Work Supervisor (1), Social Work Specialist (2), Sr. Eligibility Worker (3)**

In an effort to reduce recidivism and to provide individuals with appropriate level of services, this Social Service team will be located at the Clark County Detention Center to provide case management services to individuals upon and after release. These costs will be offset by property tax revenues and/or Medicaid reimbursement.

### **Social Work Supervisor (1), Social Work Specialist (2), Sr. Eligibility Worker (3)**

This Social Service team will be working 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 property tax revenues and/or Medicaid reimbursement.

### **Social Work Supervisor (1), Social Work Specialist (2), Sr. Eligibility Worker (3)**

This Social Service team will be working in coordination with Park Police 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 property tax revenues and/or Medicaid reimbursement.

### **Management Analyst I/II (1)**

With the increase in demand for services due to the economic impact of the pandemic, the Social Service department has identified the need for alternate programming to meet the unique needs of the current Social Service clients. This position will develop and implement new Social Service programs in coordination with community partners and stakeholders.

### **Assistant Director (1)**

According to the National Low-Income Housing Coalition, Nevada has the fewest affordable available rental homes in the country. In the Las Vegas MSA, there is a 145,000 shortage of affordable and available very low and extremely low-income units. This position will lead the County's efforts in the development of a variety of affordable and transitional housing projects in coordination with County departments, community partners, and community stakeholders.

### **Social Service Director (1)**

This position will provide operation oversight over the Social Service Department in order to provide additional support to the Administrator of Human Services.

## **NON-GENERAL FUND POSITION RECOMMENDATIONS**

### **Building and Fire Prevention**

#### **Deputy Fire Marshal (1)**

Currently, the Department has identified a minimum of 12,000 buildings that require occupancy inspection to determine the hazard classification for each building. This position will be responsible for supervision of Fire Inspectors and Fire Plans Checkers.

The hazard classification is needed to develop an ongoing inspection program to meet the requirements of the Fire Code. Additionally, this position will provide the capabilities to re-organize the inspections group to a more effective model and improve service delivery.

**Fire Inspector (4)**

Currently, the Department has identified a minimum of 12,000 buildings that require occupancy inspection to determine the hazard classification for each building. The Fire Inspectors will be responsible for performing inspections for temporary events, new construction, business license, annual renewal, occupancy and code enforcement inspection to ensure the safety of structures and event spaces. These positions will improve the timeliness of inspections and will improve service delivery.

**Fire Plans Checker (4)**

Fire Prevention generally has between 40 - 50 permit applications in the queue for review at any given time. The Fire Plans Checkers will be responsible for reviewing the plans submitted for fire permits including fire alarm and fire sprinkler systems for new construction and remodel projects, along with operations, hazardous materials, civil and temporary events. These positions will improve the timeliness of plan reviews and will improve service delivery.

**Parks and Recreation**

**Production Specialist (2)**

The Production Specialists will coordinate and operate technical audio/visual functions for outreach programming, consisting of multiple year-round events identified in the new special events area. Programming will include food truck events, movies in the park, pop up music events, fireworks events, and more.

**Real Property Management**

**Manager (Design and Construction) (1)**

This position will be responsible for managing design and construction projects for County facilities. Job duties will include supervision of contract staff, oversight of development, policies and procedures as well the review and monitoring of pre-design, design, permitting, bidding, award, construction, and close-out.

**Right of Way Agent I/II (1)**

This position will assist the property management staff in centralizing the management of Bureau of Land Management (BLM) properties and leases.

**Supervisor (Design and Construction) (1)**

This position will be responsible for the supervision of the Design & Construction Administrators and Construction Project Coordinators for County projects. The position will assist with providing more oversight to the increased number of construction projects.

**Property Coordinator (1)**

With the increased number and aging of county properties, this position will ensure that contract repairs are scheduled timely, pricing is reasonable, and all work complies with the terms and conditions of existing contracts and building codes.

  
YOLANDA T. KING  
County Manager