

Item # 7B

**City of Carson City
Agenda Report**

Date Submitted: 10-23-07

Agenda Date Requested: 11-1-07
Time Requested: 5 minutes

To: Mayor and Supervisors

From: Carson City District Attorney

Subject Title: Action to determine that the Deputy District Attorney position vacated prior to the hiring freeze is a public safety position that is a critical position to the City operations and the public and authorize that the position be filled as soon as practical.

Staff Summary: This is a public safety position which is critical to the operations of the District Attorney's Office.

Type of Action Requested: (check one)
 Resolution Ordinance
 Formal Action/Motion Other (Specify)

Does This Action Require A Business Impact Statement: Yes No

Recommended Board Action: I move to determine that the Deputy District Attorney position vacated prior to the hiring freeze is a public safety position that is a critical position to the City operations and the public and authorize that the position be filled as soon as practical.

Explanation for Recommended Board Action: Carson City is no longer considered a rural county and has the third largest District Attorney's Office in the State of Nevada. The prosecutors in the office have a 33% higher case load than the national average. This Board stated that sheriff's deputies are not subject to the hiring freeze. This office is not asking for more deputy district attorney positions even though it is warranted. This office simply wants to fill a public safety position that was vacated prior to the hiring freeze and which an offer was accepted prior to the hiring freeze.

Supporting Material: Requisition

Prepared By: Neil A. Rombardo, District Attorney

Reviewed By: Jinda P. Keller

(City Manager)

Michael Shremeloh
(Finance Director)

Date: 10/23/07

Date: 10-23-07

Board Action Taken:

Motion: _____

- 1) _____
- 2) _____

Aye/Nay

(Vote Recorded By)

CARSON CITY JOB REQUISITION

Date: October 17, 2007

Number of Openings: 1

Position Title: Deputy District Attorney

Department: District Attorney

Reporting to (Name & Title): Gerald G. Gardner, Assistant District Attorney

New Position Existing Position Replacement for: Ryan High, Law Clerk

Budgeted: Yes No Funding Source: General Fund Budget # 101-0500-413-0101

(Payroll Distribution)

Full Time Part Time Seasonal: from _____ to _____

Please list the 3-5 essential functions performed by this position:

- Criminal Prosecution
- Legal Research & Writing
- Analyze crime reports and evidence
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Please list the minimum qualifications for this position (license, degree, skills, certificate, years of prior experience):

- Graduation from accredited law school;
- State Bar of Nevada membership
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Please list relevant recruitment resources: (i.e., journals, websites)

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Department Director:

Neil A. Rombold 10/17/07
 Signature Date

Human Resource Director: _____

Signature Date

Finance Director: _____

Signature Date

City Manager: _____

Signature Date