City of Carson City Request for Board Action

Hem# 29D

Date Submitted: 4/28/09 Agenda Date Requested: 5/07/09

Time Requested: 15 minutes

To: Mayor and Supervisors

From: Nick Providenti, Director of Finance

Lawrence A Werner P.E., P.L.S., City Manager

Subject Title: Presentation and possible action to approve a Supplemental Request to the FY 2010 General Fund Base Budget - increasing the ranges of the Juvenile Probation and Juvenile Detention departments.

Staff Summary: Carson City Juvenile Probation and Detention salaries were overlooked in 2006 when the First Judicial District Court and the Justice and Municipal Courts consolidated administration and agreed to share staff resources. At that time, Human Resources performed a comprehensive salary study of all positions working for the courts. By inadvertence, Juvenile Probation and Detention positions were omitted from the salary study. Juvenile Probation and Detention salaries have not been formally reviewed for several years. Court staff has prepared a comparison chart of positions and salaries and are requesting increases in the ranges for the Juvenile Probation and Juvenile Detention salaries. This will increase the FY 2010 budget by approximately \$ 36,775 and a "top to top" analysis indicates the total cost of increasing the ranges will be approximately \$ 225,146.

Type of Action Requested: (check one)	
() Resolution	() Ordinance
(XX) Formal Action/Motion	() Other (Specify)
Does this action require a Business Impact	Statement: () Yes (X) No
Recommended Board Action: I move to app	prove a Supplemental Request to the FY 2010
General Fund Base Budget - increasing the rar	ages of the Juvenile Probation and Juvenile

Explanation for Recommended Board Action: N/A

Applicable Statute, Code, Policy Rule or Regulation: N/A

Fiscal Impact: \$ <u>36,775</u>.

Detention departments.

Explanation of Impact: This amount will increase the budgeted amount that will need to be transferred in from the Stabilization Fund in order to maintain a General Fund ending fund balance of 8.3% of budgeted expenditures.

Funding Source: Additional transfer from the Stabilization Fund

Alternatives: I	Don't approve, or approve a differe	nt amoun	t.	
Prepared By: Reviewed By:	Nick Providenti (Department Head) (City Manager) (District Attornay) (Finance Director)		4/28/09 4-28-09 4-28-09	
Board Action	Taken:			
Motion:		, -		Aye/Nay
(Vote F	Recorded By)			

Supporting Material: Supplemental Request Form.

Supplemental Request Form

- (1) **Description of Supplemental Item**: Juvenile Position Pay Ranges
- (2) Responsible Department/Division: Juvenile Probation and Detention
- (3) Explanation / Justification:

Carson City Juvenile Probation and Detention salaries were overlooked in 2006 when the First Judicial District Court and the Justice and Municipal Courts consolidated administration and agreed to share staff resources. At that time, Human Resources performed a comprehensive salary study of positions working for the courts. By inadvertence, Juvenile Probation and Detention positions were omitted from the salary study. Juvenile Probation and Detention salaries have not been formally reviewed for several years. In addition, it was recently discovered that Peace Officer positions including Juvenile Probation Officers cannot be represented by Carson City Employee Association (CCEA) and therefore are not represented.

Attached is a comparison chart of positions and salaries from Lyon, Douglas and Washoe Counties' Juvenile Department positions that perform the same duties as current employees who work at the Carson City Juvenile Probation and Detention Departments. The chart provides you with an <u>average salary</u> from these counties including Carson City for comparison. The proposed salary increases provide broader ranges for employees to attain and are reasonable. The ranges also enable Carson City to retain employees without losing them to neighboring counties that compensate appropriately for the same positions. The second chart provides a comparison of the proposed maximum salary for each position in comparison to the current Carson City maximum range.

(4) AMOUNT OF REQUEST:	\$36,775.00		
Prepared by: Maxir Court Administrator Simms, Chief Juver Officer	and John	Date: April 27, 2009	
Department: Juven and Detention	ile Probation	Telephone: 887-2121 Ext. 30249 (Maxine) 887-2033 Ext. 30601 (John)	

COMPARISON OF CURRENT MAXIMUM SALARY RANGES TO PROPOSED MAXIMUM SALARY RANGES

							DIFFERENCE BETWEEN	BUDGETED	TO.	OTAL TOP
POSITION TITLE	CARSON Min	CITY CURRENT Max Gra	ENT Grade	Min	PROPOSED Max	Grade	CURRENT MAX TO PROPOSED MAX	POSITIONS FY 10	ΥŽ	TO TOP" Increase
								•	6	13 570 33
Chief Juvenile Probation Officer	68,375.66	95,727.09	ups 34	77,360.78	108,306.42	ups 39	\$ 12,579.33	1	A	12,579.33
						;		•	e	0 3/0 14
Deputy Chief Probation	57,536.63	80,529.82	ups 27	63,493.13	88,891.96	ups 31	\$ 8,362.14	I	A	8,362.14
Juvenile Probation Officer II	40,663.58	57,456.46	cps 35	46,006.48	99.900'59	cps 40	\$ 7,550.20	7	S	52,851.40
Juvenile Probation Officer I	37,759.28	53,354.29	cps 32	40,663.58	57,456.46	cps 35	\$ 4,102.17	0	S	
Change Mgt Asst. VI to Office Manager	38,674.48	54,645.76	cer 32	43,805.00	61,329.00	212un	\$ 6,683.24	1	S	6,683.24
(Based upon FLSA)										
Legal Secretary II *	31,742.05	44,850.62	cer 24	35,913.70	50,743.89	cer 29	\$ 5,893.27	0	÷	-
Legal Secretary I *	28,756.42	40,631.76	cer 20	32,535.78	45,971.74	cer 25	\$ 5,339.98	2	S	10,679.96
							TOTAL JUVEN	TOTAL JUVENILE PROBATION \$	جو	91,156.07

							DIFFERENCE BETWEEN	BUDGETED	TOTAL "TOP	TOP
POSITION TITLE	CARSON	CITY CURRENT	ENT		PROPOSED	į	CURRENT MAX TO	POSITIONS FV 10	TO TOP"	1 b
		May	OI MILE		*****		11847	2		
Deputy Chief Detention	57,536.63	80,529.82	ups 27	63,493.13	88,891.96	ups 31	\$ 8,362.14	1	\$ 8,30	8,362.14
Sr. Youth Advisor	39,641.47	56,012.53	cer 33	42,689.92	60,318.96	cer 36	\$ 4,306.43	4	4 \$ 17,2	17,225.72
Youth Advisor II	36,810.80	52,012.69	cer 30	40,631.76	57,412.16	cer 34	\$ 5,399.47	7	7, \$ 37,7	37,796.29
Youth Advisor I	32,535.78	45,971.74	cer 25	36,810.80	52,012.69	cer 30	\$ 6,040.95	3	3 \$ 18,1.	18,122.85
Cook III	30,212.83	42,689.22	cer 22	31,742.05	44,850.62	cer 24	\$ 2,161.40	1	\$ 2,1	2,161.40
							TOTAL JUVENI	TOTAL JUVENILE DETENTION \$		83,668.40

* It should be noted that grade changes for these position titles will also affect other departments.

There are 5.1 and Contention 2 modelings in the DA Dark that are contently a made one 2.6 and 1.1 and

TOTAL SALARIES AND PERS \$ 225,145.76

174,824.47 30,397.35

SALARY INCREASE BOTH DEPTS \$

19,923.93

PERS 21.5%

PERS 37%

There are 5 Legal Secretary 3 positions in the DA Dept. that are currently a grade cer 26 and 1 Legal Secretary 2 that is currently a grade cer 24.

CARSON CITY JUVENILE PROBATION AND DETENTION SALARIES COMPARED TO OTHER COUNTIES

POSITION TITLE	CARSON	CARSON CITY CURRENT Min Max Gra	ENT Grade	DOUGLAS COUNTY Min Ma	UNTTY	LYON COUNTY Max	OUNTY Max	WASHOE COUNTY Min Max	COUNTY	AVERACE Min Min.	W.C.	Min	PROPOSED	Grade
				As of 7/14/2(/2007	As of 7/14/2007	14/2007	As of	of 2009					
Chief Juvenile Probation Officer	68,375.66	95,727.09	ups 34	82,349.00	110,115.00	65,235.00	95,343.00	110,490.00	143,666.00	81,612.42	111,212.77	77,360.78	108,306.42	ups 39
Deputy Chief Probation	57,536.63	80,529.82	ups 27	64,100.00	86,029.00	54,726.00	77,319.00	92,269.00	111,974.00	67,157.91	88,962.96	63,493.13	96.168,88	ups 31
Juvenile Probation Officer II	40,663.58	57,456.46	cps 35	50,062.00	67,205.00	42,658.00	60,281.00	54,662.00	71,011.00	47,011.40	63,988.37	46,006.48	99.900;59	cps 40
Juvenile Probation Officer I	37,759.28	53,354.29	cps 32	50,062.00	67,205.00	42,658.00	60,281.00	46,093.00	59,946.00	44,143.07	60,196.57	40,663.58	57,456.46	cps 35
Management Assistant VI	38,674.48	54,645.76	cer 32	45,526.00	60,882.00	No Comparison	parison	No Comparison	parison	42,100.24	57,763.88	43,805.00	61,329.00	unc15
Above position reclass to Office Manager. FLSA concerns. Office Manager Sr.	38,674.48	54,645.76	cer 32	47,847.00	63,960.00	40,194.00	56.773.00	45.843.00	59,675.00	43.139.62	58.763.44	43.805.00	61.329.00	115
Legal Secretary II	31,742.05	44,850.62	cer 24	37,362.00	49,962.00	36,770.00	51,949.00	43,077.00	55,994.00	37,237.76	50,688.91	35,913.70	50,743.89	cer 29
Legal Secretary I	28,756.42	40,631.76	cer 20	33,860.00	45,261.00	33,596.00	47,460.00	40,581.00	52,728.00	34,198.36	46,520.19	32,535.78	45,971.74	cer 25
POSITION TITLE	CARSON	CARSON CITY CURRENT Min Max Gra	ENT Grade	DOUGLAS COUNTY Min Ma	UNTY Max	LYON COUNTY Min Max	OUNTY Max	WASHOE COUNTY Min Max	COUNTY Max	AVERA Min	CACSE TOTAL	Pi Min	PROPOSED Max	Grade
				As of 7/14/2007	/2007	As of 7/14/2007	14/2007	As of 2009	2009					
Deputy Chief Detention	57,536.63	80,529.82	ups 27	82,349.00	110,115.00	No Detenti	No Detention Facility	92,269.00	119,974.00	77,384.88	103,539.61	63,493.13	88,891.96	ups 31
Sr. Youth Advisor	39,641.47	56,012.53	cer 33	46,666.00	62,400.00	No Detention Facility	on Facility	49,067.00	63,731.00	45,124.82	60,714.51	42,689.92	60,318.96	cer 36
Youth Advisor II	36,810.80	52,012.69	cer 30	42,273.00	56,534.00	No Detenti	No Detention Facility	45,843.00	59,675.00	41,642.27	56,073.90	40,631.76	57,412.16	cer 34
Youth Advisor I	32,535.78	45,971.74	cer 25	37,362.00	49,962.00	No Detention Facility	on Facility	43,077.00	55,994.00	37,658.26	50,642.58	36,810.80	52,012.69	cer 30
Cook III	30,212.83	42,689.22	cer 22	33,031.00	44,158.00	No Detention Facility	on Facility	38,355.00	49,858.00	33,866.28	45,568.41	31,742.05	44,850.62	cer 24