REQUEST FOR PROPOSALS

THIS IS NOT AN ORDER

ADVERTISED RFP #1112-159 RELEASE DATE: August 30, 2012

INTRODUCTION:

Carson City invites qualified firms to submit proposals for consulting services to conduct a Citywide Classification and Compensation Study as described herein and to make recommendations to improvements to the existing system or implementation of a new job evaluation and compensation system Proposals shall be submitted in accordance with the Documents and Requirements as set forth in the formal "Request for Proposals."

Carson City is a consolidated municipality with a Board of Supervisors form of government. The Mayor and Supervisors make policy decisions which the City Manager and his staff implement.

The City is comprised of the following departments and elected offices: Alternative Sentencing, City Administration, Finance Department, Fire Department, Health and Human Services Department, Human Resources Department, Information Technology Department, Library, Parks and Recreation Department (Including: Facilities Maintenance, Cemetery, and Open Space), Public Works Department(Including: Development Services, Planning, Building Safety, Engineering, Water and Wastewater Treatment Plants, Environmental, and Streets) and the Senior Citizen Center, Assessor's Office, Sheriffs Office, Treasurers Office, Clerk/Recorder's Office, District Attorney's Office, District Court (Including: Juvenile Detention, Juvenile Probation and Juvenile Court), Justice Court. Overall, the City has approximately 550 full-time employees. There are 236 job position titles. (Attachment A) The job descriptions can be found on the City's website at: http://agency.governmentjobs.com/carsoncity/default.cfm?action=agencyspecs. The City has six bargaining units: Deputy Sheriff's Association, Sergeant's Supervisory Association, Lieutenants/Captains, Firefighter's Association, Battalion Chief's Association and the Carson City Employee's Association. The majority of the positions are covered under collective bargaining agreements. Management positions are covered by a resolution. The collective bargaining agreements and resolution can be found on the City's website at: http://carson.org/Index.aspx?page=2033. Most of the positions fall under a grade pay plan without steps, but with a range.

PURPOSE AND OBJECTIVES:

The purpose of the Classification and Compensation Study is to address changes in City operations and staffing over the last several years, which may have affected the type, scope and level of work being performed.

The objective is to have a credible Classification and Compensation Plan that recognizes these changes; ensures positions performing similar work with essentially the same level of complexity, responsibility, and knowledge, skills and abilities are classified together; provides salaries commensurate with assigned duties; clearly outlines promotional opportunities and provides recognizable compensation growth; provides justifiable pay differential between

individual classes; and maintains currency with relevant labor markets. In addition, the City seeks recommendations on staff alignments, reporting relationships and organizational structure. The study will not include the sworn positions in Fire Department.

<u>PROPOSALS</u> shall be submitted to the **CARSON CITY FINANCE DEPARTMENT**, 201 N. Carson Street, Suite 3, Carson City, Nevada 89701, by no later than 5:00 p.m. on September 24, 2012.

<u>ADDENDA:</u> All addenda are posted on Carson City's website http://www.carson.org/Index.aspx?page=998. It is each bidder's responsibility to ensure that they have received all addenda prior to submission of their sealed bid.

RECOMMENDATION FOR AWARD will be made by the Human Resources Department based on the evaluation results of the City Review and Selection Committee. The City Review and Selection Committee may narrow the field to three or four consultants for possible oral interviews. Interviews will allow for a 20 minute presentation, 20 minutes for questions and answers and 15 minutes for set-up and tear down. Once the committee has made a recommendation and a contract is negotiated, the results will be posted on www.carson.org and all respondents will be notified by fax of the Recommendation for Award to the successful respondent.

FINAL SELECTION will be made by Carson City, and is tentatively scheduled for Thursday, October 18, 2012. Should it become necessary to reschedule the date set for award, notice will be provided to those finalists selected. In all instances, a decision rendered by Carson City shall be deemed final.

1 **INTRODUCTION** (General Information)

- 1.1 Carson City invites interested parties to submit proposals to provide consulting services to conduct a City-wide Classification and Compensation Study.
- 1.2 A City Review and Selection Committee will evaluate the proposals submitted.
- 1.3 During evaluation, the City Review and Selection Committee reserves the right, where it may serve the City's best interest, to request additional information or clarification from the Consulting Firm, or to allow corrections of errors or omissions. Oral interviews may be conducted by the City Review and Selection Committee for the Consultants who submit a Proposal and were short listed.
- 1.4 Submission of a proposal indicates acceptance by the Consulting Firm of the conditions contained in this Request for Proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the resultant contract between Carson City and the Firm selected.
- 1.5 The use of the term "firm" refers to Consultant Firms with certified personnel, doing business in the United States and duly registered in the state of Nevada with business license paid to the City and County of Carson City after selection of the firm. With this type of project, the City may accept one or more firms teaming

up for joint venture with a Nevada-based firm to prepare the required services, but the City will recognize such a consortium as a single entity only with one juridical personality.

- 1.6 There is no expressed or implied intent or obligation for Carson City to reimburse responding firms for any expenses incurred in preparing proposals as well as travel expenses during interviews in response to this Request for Proposals.
- 1.7 Carson City shall reserve the right to terminate any agreement resultant from this solicitation and subsequent action for cause but not limited to inadequacy of performance.

2 CARSON CITY CONTACT PERSON:

2.1 Until the receipt and opening of proposals, the proposers' principal contact with Carson City will be as listed below. All questions are to be submitted in writing and potential Proposers will receive copies of all questions and answers except for the questions that are considered proprietary. Questions that are considered proprietary by Human Resources will only be answered to the proposer who asked the question. Questions will only be received through 12:00 p.m. on September 20, 2012.

Kim Belt
Carson Finance Department – Purchasing and Contracts
201 N. Carson Street, Suite 3
Carson City, NV 89701
775-283-7137
e-mail: KBelt@carson.org

FAX: 775-887-2107

2.2 All contacts regarding the proposal should be with the above-named individual only. Proposers contacting other City staff or City officials may be disqualified for doing so.

3 SCOPE OF WORK:

3.1 The project shall include, but is not limited to the following activities:

The consultant will review the current job classification descriptions and compensation system and determine the need for a new compensation system, which would assure internal equity and external competitiveness.

Conduct a comprehensive compensation survey of external regional labor market for designated positions in Attachment A and make recommendations for changes to the current classification system or adoption of a newly designed compensation system, which assures internal equity and external competitiveness. The method in which to perform this analysis is to be determined by the consultant. The data will be used on the wages for the year 2012. The consultant will provide city staff with 15 copies of the final compensation study and proposed salary structure.

Design an implementation strategy for the updated compensation system with the lowest financial impact on City operating process and greatest gain to positions that fall outside of a designated range. The implementation of such a plan may need to be over a period of years. The updated system will include a freeze for those positions that placed at levels above the midpoint. The consultant will provide City staff with 15 copies of the implementation strategy.

Upon implementation of the compensation system, the consultant will be required to provide training on the utilization and maintenance of the system. Additionally, the consultant will provide the necessary documentation and other materials so the City will be able to maintain the system independently of the consultant following the implementation of the job evaluation/compensation plan. The consultant will provide City staff with 15 copies of training materials and policies and procedures for maintenance of the system.

A. Classification Plan

- 1. Consultant to meet with staff to discuss study and agree on methodology and Position Description Questionnaire (PDQ) to be used.
- 2. Consultant to meet with Department Heads and mid-management staff to explain study and process to be used.
- 3. Consultant to meet with employees in at least three work locations to explain the study, methodology and PDQ.
- Employees to complete PDQs; supervisors, managers and/or directors review and comment (not change). Copies of the complete PDQs will be returned to employees following supervisor, manager and/or director review and comment.
- 5. Consultant to conduct interviews and/or job audits as appropriate. Interviews and/or job audits may be conducted individually or in groups based upon classification.
- 6. Consultant to compare PDQ, interview and job audit results to existing job descriptions.
- 7. Consultant to update and/or create class specifications as needed to uniformly reflect distinguishing characteristics, essential job functions, minimum qualifications, working conditions, license requirements, regulatory requirements, standby/call-out responsibilities, etc., for all classifications.
- 8. Consultant to identify management, supervisory, professional, technical, and general employees, including FLSA status (exempt/non-exempt).
- Consultant to draft and submit proposed class specifications for review by City.
 Consultant will recommend, if appropriate, classification series and levels within
 the series (i.e. I/II, Senior/Lead, etc.). In addition, Consultant to review
 reporting/organizational structure and make suggestions.
- 10. Consultant to present proposed class specifications to employees and supervisors for review, and receive and incorporate input prior to classification determination.
- 11. Consultant to finalize class specifications and recommend appropriate classification for each employee, including correction of identified discrepancies between existing and proposed classifications.
- 12. Consultant to identify career ladders/promotional opportunities for each classification.

B. Compensation Survey

- 1. Consultant to meet with staff and determine which cities will be surveyed for the salary study.
- 2. Consultant to conduct salary survey by comparing bi-weekly, monthly or annual minimum and maximum base salary for each existing classification (see Attachment A). Included in the survey will be the benefit structure for the selected agencies.
- 3. Consultant to recommend appropriate salary range for each existing or proposed position based on the Classification Plan and on the compensation survey results, and internal relationships and equity.
- 4. In addition to Number 3 above, Consultant to recommend salary range for each position based on median and mean salary of the comparable cities. In addition, consultant to prepare new salary step plan using existing Carson City salary/plan.

C. Study Conclusion

- Consultant to prepare written report of recommendations, including discussion of methods, techniques and data used to develop the Classification and Compensation Plan.
- 2. Consultant to provide instructional information to allow city staff to conduct individual salary audits and adjustments consistent with study methods until the next formal study is conducted.
- 3. Consultant to attend meetings, if requested, throughout the process with employees, the City Manager and/or the Board of Supervisors (BOS) to explain methodology, survey results and recommendations. The consultant should budget for two BOS meetings and four meetings with employees, not including the three kick-off meetings with employees.

3.2 Other RFP Requirements:

- To be considered, consultant must be a full-service consulting firm with expertise in the use of automated job evaluation and compensation software. The consultant should be able to demonstrate that its job evaluation and compensation system has been successfully implemented in at least three large-scale operations.
- 3.3 The RFP information will be used to select Independent Contractor and potentially enter into a contractual agreement upon approval of the Carson City Board of Supervisors. It is the responsibility of the firm to ensure that the RFP is submitted in a timely manner.

Completing an RFP is not a confirmation that the Independent Contractor has been selected to enter into a contractual agreement with Carson City. Independent Contractor selection and contract agreement is as follows:

4 RFP REQUIREMENTS:

4.1 Submission of RFP Proposals:

4.1.1 A master copy (so marked) of the Proposal and nine (9) copies to include a title page showing the RFP subject; the firm's name, address, telephone number and fax number of a contact person. The Proposal must be received on or before the date and time set for receipt of proposals.

Proposals shall be clear and straightforward, and not exceed 30 pages in length not including company brochures. Company brochures are provided as attachments to the 30 pages referenced above.

5.1.3 Proposals shall contain the following information:

5.1.3.1 RFP shall include:

A. Agents and Address

List the address, telephone and FAX numbers of the office from which the services are to be provided, and designate the person to serve as project manager. Resumes summarizing the qualifications and experience of the individuals who will be conducting the study must be provided.

B. Statement of Methods and Procedures

Provide a statement describing the Scope of Work as you understand it, and describe the approach, means, methods and procedures to be employed to gather the data, analyze findings and develop recommendations as requested. Provide a sample Position Description Questionnaire (PDQ).

C. Structure and Content of Work Product

Describe the way in which the work product will be structured and presented upon completion. Include computer and software compatibility information.

D. Work Schedule

Provide a timeline indicating tasks required and the start/completion dates for each. It is expected the work will commence as soon as possible after ???, 2012, and be completed on or before June 30, 2012.

E. References

All proposals should include names, addresses, telephone numbers, and contact persons at five (5) other public jurisdictions for which comparable services have recently been rendered.

F. Fee

The fee proposal shall be SEALED in a separate envelope, which will not be opened until after other factors have been considered:

- 1. A total cost estimate and not to exceed amount for the work described under Scope of Work;
- 2. A rate schedule for computing any extra work not specified in the contracted Scope of Work, including hourly rates for all positions plus unit costs for incidental expenses; and
- 3. Amount to be deducted from total cost estimate because consultant is conducting (or has conducted in the past six months) salary surveys of comparable jurisdictions/positions, the data from which can be shared rather than independently gathered.
- 5.1.3.2 Proposers shall send their <u>completed Proposals</u> to the following person at the address indicated. Further, they should indicate the RFP number and Firm Name on the outside of the sealed Proposal Package to:

Kim Belt, Purchasing and Contracts Manager Carson City Finance Department – Purchasing and Contracts 201 N. Carson Street, Suite 3 Carson City, Nevada 89701

5 EVALUATION OF PROPOSALS:

- 5.1 Proposals submitted will be evaluated by the City Review and Selection Committee.
- 5.2 The Committee may call for <u>oral interviews</u>. The City reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether or not said proposal is selected.

5.3 The following categories will be evaluated in the selection process:

- Approach to the performance of the study and satisfaction of City requirements.
- Demonstrated professional skills and credentials of staff to be assigned to the study.
- Proposal quality and references.
- Demonstrated understanding and success at working with employees who may not have participated in this type of process.
- Demonstrated ability to communicate well with a variety of people who may have different educational levels and work experience.
- Ability to perform the work within the stated timeframe.
- Overall cost and fees to be charged.

6 **RIGHT TO REJECT PROPOSALS:**

- 6.1 Submission of proposal indicates acceptance by the Consulting Firm of the conditions contained in this RFP unless clearly and specifically noted in the proposal submitted and confirmed in the subsequent contract between Carson City and the Consulting Firm selected.
- 6.2 Carson City reserves the right to reject any or all proposals. Carson City reserves the right to award to the proposer the City deems most qualified and whose award of the contract will accrue to the best interests of the City.
- 6.3 <u>Late proposals will not be accepted.</u> Prospective proposers are held responsible that their proposals arrive at the Carson City Finance Department Purchasing & Contracts on or before the designated time and date.

7 WITHDRAWAL OF PROPOSALS:

7.1 Requests to withdraw proposals received after the time and date set for opening and acknowledging proposals will <u>not</u> be considered.

8 **CONTRACT TERMINATION**:

- 8.1 Carson City reserves the right to terminate the contract if the Consultant does not perform as required by the terms of the contract. Reasons for termination may include, but are not limited, to the following:
 - 8.1.1 Failure to provide sufficient personnel as identified in the RFP.
 - 8.1.2 Failure to provide the principal Team as submitted.
 - 8.1.3 Substitution of the Team or other identified personnel without prior approval of Carson City.

9 **INSURANCE**

9.1 **General Liability:**

9.1.1 The successful Proposer shall be required to furnish and maintain throughout the term of the proposed Agreement, such general liability and property damage insurance as shall protect him/her and any subconsultants, agents, and employees performing work covered by the proposed Agreement from claims for, but not limited to, bodily injury, sickness, disease, death, or property damage arising or resulting from the proposer's performance, or by any sub-consultant, person, firm, or employee directly or indirectly employed by him/her. The successful Proposer shall furnish the City a certificate of said insurance, with limits no less than One Million Dollars (\$1,000,000) combined single limit per occurrence for bodily injury, personal injury as well as property damage and with the City added as a co-insured.

9.2 Worker's Compensation:

9.2.1 The successful Proposer shall purchase and maintain throughout the term of the contract such Industrial Insurance (SIIS) as will protect him from claims which may arise out of or result from the Consultant's execution of the work on this project, whether such execution be by the Consultant or by any sub-consultant, or by anyone directly or indirectly employed by any of the consultants, or by anyone for whose acts any of them may be liable.

10 **OBJECTION BY UNSUCCESSFUL PROPOSER:**

- 10.1 Any unsuccessful Proposer may file an objection to the City regarding the selection of the City Review and Selection Committee by following the procedure outlined in Paragraph 10.2 below. Information on the results of the Committee's evaluation may be obtained on www.carson.org and will be faxed to each respondent.
- 10.2 Any objection shall be written and submitted to the Finance Department before the recommendation shall be scheduled to be heard by the Board of Supervisors. The objection will be placed on the next available Board of Supervisors meeting agenda.

* * * END OF DOCUMENT * * *

CARSON CITY POSITION CONTROL LISTING BY CONTRACT 8/30/2012

POSITION				NUMBER OF
NUMBER	POSITION TITLE	GR	ADE	AUTHORIZATIONS
235	FIREFIGHTER	228	1	6
445	DRIVER OPERATOR	232	1	9
236	FIREFIGHTER/PARAMEDIC	233	1	27
229	FIRE CAPTAIN	238	1	10
232	FIRE PREVENTION INSPECTOR 2	F36	1	1
796	FIRE PREVENTION CAPTAIN	F40	1	1
	TOTAL FIRE CONTRACT			54
227	FIRE BATTALION CHIEF	502	1	4
	TOTAL BATTALION CHIEF CONTRACT			4
1	ACCOUNTANT 1	CER	30	1
	ACCOUNTING COORDINATOR	CEE	26	1
12	ACCOUNTING TECHNICIAN 2	CEE	26	1
13	ACCOUNTING TECHNICIAN 3	CER	28	1
667	ALTERNATIVE SENTENCING OFFICER	CPS	40	6
668	ALTERNATIVE SENTENCING TECH	CER	28	1
29	ANIMAL REGULATION CARETAKER	CEE	13	1
766	ANIMAL SRVS VOLUNTEER COOR	CER	20	1
37	ASSISTANT ENGINEER	CER	34	1
40	ASSISTANT PLANNER	CER	32	1
761	ASSISTANT PROJECT MANAGER	CER	39	2
57	BUILDING INSPECTOR 4	CER	37	1
59	BUILDING MAINTENANCE WORKER 2	CER	22	4
64	BUSINESS LICENSE CLERK	CER	22	1
718	CEMETERY MAINTENANCE WORKER	CER	22	1
100	CHIEF PROPERTY APPRAISER	CER	36	1
116	CIVIL ENGINEERING DESIGNER 2	CEE	39	2
120	COLLECTIONS COORDINATOR	CEE	24	1
683	COMMUNITY EDUCATION COORDINATO	CER	35	1
139	COOK 1	CER	14	1
142	COOK SUPERVISOR	CEE	26	1
666	COURT INTERPRETER	CER	28	1
154	DEBT RECOVERY TECHNICIAN	CER	26	2
747	DUI CASE MANAGER	CER	28	1
647	ELECTRICAL/SIGNAL SUPERVISOR	CER	40	1
198	ELECTRICAL/SIGNAL TECH. 2	CER	32	2
199	ELECTRICAL/SIGNAL TECH. 3	CER	36	3
773	ENFORCE/ANIMAL SRVS OFFICER 1	CER	24	2
775	ENFORCE/ANIMAL SRVS SUPERVISOR	CER	28	1
205	ENGINEERING TECHNICIAN 2	CER	28	1
210	ENVIRONMENTAL CONTROL OFF. 3	CER	32	2
753	ENVIRONMENTAL CONTROL SUPRVSR	CER	40	1
212	ENVIRONMENTAL HEALTH SPEC. 1	CER	37	1

POSITION		ī	NUMBER OF
NUMBER	POSITION TITLE	GRADE	AUTHORIZATIONS
213	ENVIRONMENTAL HEALTH SPEC. 2	CEE 41	1
222	EVIDENCE CUSTODIAN	CER 23	1
764	FISCAL GRANT ANALYST	CER 41	1
239	FLEET SERVICES SUPERVISOR	CEE 36	1
252	GIS SYSTEMS ANALYST 2	CER 34	1
769	GRANTS PROGRAM COORDINATOR	CER 41	1
260	HEAD LIFEGUARD	CEE 12	1
741	HELP DESK TECHNICIAN 2	CEE 26	1
679	HIV SERVICES COORDINATOR	CEE 28	1
675	HUMAN SERVICES CASE MANAGER	CER 28	1
279	INMATE WELFARE COORDINATOR	CER 22	1
698	JUDICIAL CLERK 1	CER 22	5
652	JUDICIAL CLERK 2	CER 28	3
669	JUDICIAL CLERK 3	CER 31	5
188	JUDICIAL CLERK 4	CER 32	1
729	JUVENILE COOK 3	CER 24	1
	JUVENILE JUDICIAL ASSISTANT	CEE 30	1
	JUVENILE PROBATION OFFICER 2	CPS 40	6
	JUVENILE S.A. TRAINING COORD.	CER 26	1
	JUVENILE SECRETARY 1	CEE 25	2
	JUVENILE SERVICES TECHNICIAN	CER 32	1
	LABORATORY SUPERVISOR	CER 38	1
	LANDFILL GATE ATTENDANT 1	CER 14	2
	LANDFILL GATE ATTENDANT 2	CEE 18	1
	LANDFILL SUPERVISOR	CEE 32	1
	LANDFILL WORKER 2	CER 22	2
	LANDFILL WORKER 3	CEE 26	3
	LEAD BUILDING MAINT WORKER	CEE 28	1
	LEAD SUPPORT SPECIALIST	CER 28	2
	LEGAL SECRETARY 1	CER 20	1
	LEGAL SECRETARY 2	CER 24	1
	LEGAL SECRETARY 3	CER 26	3
	LIBRARY ASSISTANT 2	CER 16	2
	LIBRARY ASSISTANT 3	CER 22	2
	LIBRARY ASSISTANT 4	CER 26	1
	LIBRARY MAINT/SHIPPING CLERK 2	CEE 22	1
	MANAGEMENT ASSISTANT 1	CER 20	6
	MANAGEMENT ASSISTANT 1 MANAGEMENT ASSISTANT 2	CER 20	5
	MANAGEMENT ASSISTANT 2 MANAGEMENT ASSISTANT 3	CER 26	7
	MANAGEMENT ASSISTANT 3 MANAGEMENT ASSISTANT 4	CER 28	2
	MANAGEMENT ASSISTANT 5		
		CER 30	2
	MANAGEMENT ASSISTANT 6	CER 32	5
	MECHANIC 3	CER 32	
	NATURAL RESOURCE SPECIALIST	CER 32	1
	OFFICE SUPPORT TECHNICIAN 2	CER 18	4
	P.S. COMMUNICATION OPERATOR	CER 28	13
	P.S. COMMUNICATION SUPERVISOR	CER 32	6
	PARK MAINTENANCE WORKER 1	CER 18	2
	PARK MAINTENANCE WORKER 2	CER 22	3
394	PARK OPERATIONS COORDINATOR	CER 30	3

POSITION			NUMBER OF
NUMBER	POSITION TITLE	GRADE	AUTHORIZATIONS
396	PARK RANGER	CER 24	2
399	PARKING OFFICER TECHNICIAN	CER 24	1
82	PARKS & CEMETERY COORDINATOR	CER 32	1
	PATIENT CARE TECHNICIAN	CER 8	2
	PAYROLL ADMINISTRATOR	CEE 32	1
	PERMIT TECHNICIAN 2	CEE 24	1
	PROPERTY APPRAISER 1	CER 26	2
_	PROPERTY APPRAISER 2	CER 30	2
	PUBLIC HEALTH NURSE	CER 44	3
	PUBLIC HEALTH PROG SPECIALIST	CEE 30	1
	PUBLIC WORKS CONST INSPCTR SR	CER 37	1
	PW SYSTEMS TECHNICIAN	CER 32	1
	RECREATION COORDINATOR 3	CER 30	1
	RECREATION COORDINATOR-THEATRE	CEE 19	1
	SENIOR COMPLIANCE OFFICER	CER 30	1
	SENIOR CRIMINALIST	CEE 38	1
	SENIOR DEPUTY CORONER	CEE 31	1
655	SENIOR JUDICIAL CLERK	CER 40	2
520	SENIOR PERMIT TECHNICIAN	CER 30	1
559	SEWER MAINTENANCE SUPERVISOR	CER 40	1
548	SHERIFF SUPPORT SPECIALIST	CER 24	8
	SHIFT SUPERVISOR	CER 36	4
552	SKILLED TRADES TECH 2	CEE 30	6
555	SPORTS FIELD COORDINATOR	CER 30	1
	STORM/SEWER TECHNICIAN 1	CEE 18	2
	STORM/SEWER TECHNICIAN 2	CEE 22	2
556	STORM/SEWER TECHNICIAN SENIOR	CER 30	1
	STREET SIGN TECHNICIAN	CER 26	1
	STREET SUPERVISOR	CEE 36	1
	STREET TECHNICIAN 1	CER 18	3
	STREET TECHNICIAN 2	CEE 22	2
	STREET TECHNICIAN 3	CER 24	8
	STREET TECHNICIAN SENIOR	CEE 26	5
639	TRANSIT COORDINATOR	CER 30	1
	UTILITIES AND COLLECTIONS CLER	CER 21	1
	VICTIM/WITNESS COORDINATOR	CER 26	2
	WAREHOUSE SUPPLY COORDINATOR	CEE 30	1
	WASTEWATER PLANT MECHANIC 2	CER 28	1
	WASTEWATER PLANT MECHANIC 3	CER 32	1
	WASTEWATER PLANT MECHANIC SUP	CEE 40	1
	WASTEWATER PLANT OP SUPERVISOR	CER 40	1
	WASTEWATER PLANT OPERATOR 1	CER 24	1
	WASTEWATER PLANT OPERATOR 2	CER 28	3
	WATER DISTRIBUTION SUPERVISOR	CEE 40	1
	WATER METER TECHNICIAN 1	CER 18	1
150	WATER METER TECHNICIAN 2	CER 22	1
	WATER METER TECHNICIAN SUPERVI	CEE 34	1
610	WATER PRODUCTION OPR 2	CEE 28	3
611	WATER PRODUCTION OPR 3	CER 32	1
612	WATER PRODUCTION OPR 4	CER 36	1

POSITION				NUMBER OF
NUMBER	POSITION TITLE	GRA	DE	AUTHORIZATIONS
608	WATER PRODUCTION SUPERVISOR	CER	42	1
616	WATER TECHNICIAN 1	CER	18	2
713	WATER TECHNICIAN 3	CER	24	1
534	WATER TECHNICIAN SENIOR	CEE	30	2
681	WIC PROGRAM SPECIALIST	CER	24	3
735	WORKFORCE CASE MANAGER	CEE	25	1
	YOUTH ADVISOR 1		30	3
	YOUTH ADVISOR 2	4	34	5
	TOTAL CCEA CONTRACT			284
177	DEPUTY SHERIFF	SPA	1	70
507	SENIOR FORENSIC SPECIALIST	SPA	1	1
	TOTAL SHERIFF DEPUTY CONTRACT			71
774	CAPTAIN	SSL	1	3
342	LIEUTENANT	SSL	1	1
	TOTAL SHERIFF LIEUTENANT CONTRACT			4
536	 SERGEANT	SSS	1	13
	TOTAL SHERIFF SERGEANT CONTRACT	000	•	13
626	ACCOUNTING MANAGER GENERAL FUN	UNC	23	1
	ACCOUNTING MANAGER PROPRIETARY		23	1
	ADMINISTRATIVE ASSISTANT	UNC	15	2
	ADULT SERV LIBRARIAN/ACT DIR	UNC	17	1
	ADVANCED PRACTICE NURSE	UNC	31	1
23	ALTERNATIVE SENTENCING COORDIN	UNC	15	1
31	ANIMAL SERVICES DIVISION MGR	UNC	19	1
671	ASSISTANT CHIEF ALTERNATIVE SE	UPS	21	1
93	ASSISTANT DISTRICT ATTORNEY	UNC	42	1
38	ASSISTANT FIRE CHIEF	UNC	39	1
42	ASSISTANT TREASURER	UNC	21	1
779	BRIC MANAGER	UNC	17	1
62	BUS. SYSTEMS ANALYST 2	UNC	23	3
67	BUSINESS MANAGER	UNC	25	1
71	CARSON CITY HEALTH DIRECTOR	UNC	40	1
782	CDP & HEALTH DIVISION MGR	UNC	23	1
725	CHIEF ADMINISTRATIVE OFFICER	UNC	19	1
87	CHIEF ALTERNATIVE SENTENCING	UPS	34	1
88	CHIEF BUILDING OFFICIAL	UNC	35	1
92	CHIEF DEPUTY DISTRICT ATTORNEY	UNC	40	1
642	CHIEF DEPUTY RECORDS MANAGEMEN	UNC	15	1
	CHIEF DEPUTY SHERIFF	4	1	2
	CHIEF JUVENILE PROBATION OFFCR		39	1
	CHIEF STORM WATER ENGINEER		35	1
	CIRCULATION MANAGER	UNC	11	1
	CITY ENGINEER		42	1
	CITY MANAGER	BA 1		1
	CIVIL DESIGN & GIS MANAGER		28	1
114	CIVIL DIVISON SUPERVISOR	UNC	15	1

POSITION		Ī	NUMBER OF
NUMBER	POSITION TITLE	GRADE	AUTHORIZATIONS
676	CLINIC DIVISION MANAGER	UNC 24	1
799	CONSTRUCTION MANAGER	UNC 36	1
146	COURT ADMINISTRATOR	UNC 43	1
308	DEPUTY CHIEF DETENTION	UPS 31	1
510	DEPUTY CHIEF PROBATION	UPS 31	1
159	DEPUTY CLERK RECORDER	UNC 15	2
170	DEPUTY DIRECTOR PLANNING/DEV	UNC 24	1
715	DEPUTY DISTRICT ATTORNEY 1	UNC 23	3
167	DEPUTY DISTRICT ATTORNEY 2	UNC 29	2
789	DEPUTY EMERGENCY MANAGER	UNC 22	1
629	DEPUTY FINANCE DIRECTOR	UNC 30	1
696	DEPUTY PUBLIC WORKS DIRECTOR	UNC 41	1
183	DIRECTOR OF OPERATIONS-PARKS	UNC 29	1
680	DISEASE PREV & CONTROL DIV MGR	UNC 24	1
371	EXECUTIVE OFFICE SUPERVISOR	UNC 15	1
533	FACILITIES MAINT SUPERVISOR	UNC 23	1
226	FINANCE DIRECTOR/RISK MANAGER	UNC 40	1
230	FIRE CHIEF	510 1	1
730	FIRE DEPT BUSINESS MANAGER	UNC 19	1
765	FISCAL ANALYST	UNC 23	1
273	HUMAN RESOURCES DIRECTOR	UNC 40	1
756	HUMAN RESOURCES GENERALIST	UNC 19	2
274	HUMAN RESOURCES RECRUITMENT MA	UNC 19	1
693	HUMAN RESOURSES ANALYST	UNC 19	1
15	HUMAN SERVICES DIVISION MGR	UNC 23	1
277	INFORMATION SERVICE DIRECTOR	UNC 40	1
288	INVESTIGATOR DISTRICT ATTORNEY	UNC 31	1
751	IT MANAGER	UNC 29	2
289	IT PROJECT LEADER	UNC 26	1
	JUDICIAL ASSISTANT	UNC 23	3
653	JUDICIAL ASSISTANT 2	UNC 23	2
628	JUSTICE COURT SUPERVISOR	UNC 23	1
	JUVENILE SPECIAL MASTER	UNC 43	1
684	LAW CLERK	UNC 17	3
337	LIBRARY DIRECTOR	UNC 34	1
726	OFFICE MANAGER	UNC 15	1
691	OFFICE MANAGER PARALEGAL	UNC 25	1
	OPERATIONS CHIEF	UNC 37	1
	OPERATIONS MANAGER-STREETS	UNC 27	1
	OPERATIONS MANAGER-WATER	UNC 30	1
	OPERATIONS MGR - ENVIRONMENTAL	UNC 36	1
	P.S. COMM. CENTER MANAGER	UNC 28	1
	PARK & RECREATION DIRECTOR	UNC 43	1
	PARK PLANNER	UNC 27	1
	PARKS MAINTENANCE SUPERVISOR	UNC 23	1
125	PLANNING DIRECTOR	UNC 34	1
	PRINCIPAL PLANNER 2 W/CERT.	UNC 28	1
	PROGRAM/PROJ COORDINATOR	UNC 18	1
	PROGRAMMING OUTREACH	UNC 11	1
431	PROPERTY MANAGER	UNC 27	1

POSITION	POSITION TITLE	CDADE	NUMBER OF
NUMBER	POSITION TITLE	GRADE	AUTHORIZATIONS
677	PUB HEALTH PREPAREDNESS DIV MG	UNC 23	1
433	PUBLIC GUARDIAN	UNC 23	1
716	PUBLIC HEALTH EDUCATOR	UNC 20	1
442	PUBLIC WORKS DIRECTOR	UNC 46	1
768	PURCHASING & CONTRACTS MANAGER	UNC 23	1
453	RECORDING SECRETARY/BOS	UNC 19	1
465	RECREATION OPERATIONS MANAGER	UNC 20	3
466	RECREATION PROGRAM MANAGER	UNC 18	2
646	RISK MGMT COORDINATOR	UNC 20	1
750	SENIOR BUSINESS SYS ANALYST	UNC 25	1
493	SENIOR CENTER DIRECTOR	UNC 38	1
498	SENIOR DEP. DISTRICT ATTORNEY	UNC 35	3
525	SENIOR PROJECT MANAGER	UNC 35	1
719	SENIOR TRANSPORTATION PLANNER	UNC 25	1
492	SOCIAL WORK PROGRAM MGR	UNC 20	1
674	TECHNICAL SERVICES MANAGER	UNC 14	1
795	TECHNOLOGY TRAINER	UNC 14	1
581	TRANSPORTATION MANAGER	UNC 39	1
586	UNDERSHERIFF	810 1	1
770	WATER UTILITY MANAGER	UNC 37	1
625	YOUTH SERVICE LIBRARIAN	UNC 11	1
	TOTAL UNCLASSIFIED CONTRACT		120