

**City of Carson City
Agenda Report**

Date Submitted: November 10, 2014

Agenda Date Requested: November 20, 2014

Time Requested: 10 minutes

To: Carson City Board of Supervisors

From: Health & Human Services (Nicki Aaker)

Subject Title: For Possible Action: Action to approve a full time Management Assistant 2 (MA2) at Carson City Health and Human Services (CCHHS). This full time position will replace a full time Project/Program Coordinator position which is no longer needed and no longer financially supported. *(Nicki Aaker)*

Staff Summary: The MA2 position will have no financial impact to the General Fund. The salary and fringe benefits of the position will be approximately \$50,000. Funding sources for this position will be grants, which currently fund this management assistant position through Marathon Staffing. This position was approved by Internal Financial Committee (IFC) on October 22, 2014.

Type of Action Requested:

(check one)

Resolution

Ordinance

Formal Action/Motion

Other (Specify) Information Only

Does This Action Require A Business Impact Statement: Yes No

Recommended Board Action: I move to approve a full time Management Assistant 2 position at Carson City Health and Human Services (CCHHS). This full time position will replace a full time Project/Program Coordinator position which is no longer needed and no longer financially supported.

Explanation for Recommended Board Action: I would like to eliminate the open full time Project/Program Coordinator position (1 FTE) which is no longer needed nor financially supported and replace the FTE with a full time Management Assistant 2. Currently, a Marathon Staffing employee has been providing administrative support, duties of an MA2, for over a year. The desire is to fill the Management Assistant 2 position with a Carson City employee, instead of a contract employee, since there is a long term need of administrative support to manage four grants under the Public Health Preparedness division.

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

Fiscal Impact: No General Fund Impact

Explanation of Impact: N/A

Funding Source:

The position will be funded by two grants until December 31, 2014:

275-6802-441 – CDC PHP 50%
275-6868-441 – CJS 50%

Effective January 1, 2015, the position will be funded with three grants:

275-6802-441 – CDC PHP 55%
275-6810-441 – ASPR 25%
275-6821-441 – IZ Billing 20%

Alternatives: To not approve the full time Management Assistant 2 position at Carson City Health and Human Services (CCHHS). Not to replace the full time Project/Program Coordinator which is no longer needed and no longer financially supported. Continue to pay for a contract staff employee through Marathon Staffing on a long term basis.

Supporting Material: Job Description for Management Assistant 2

Prepared By: Nicki Aaker, MSN, MPH, RN

Reviewed By:	<u><i>N. Aaker</i></u>	Date:	<u>11/10/14</u>
	(Department Head)		
	<u><i>Nicholas Mariano</i></u>	Date:	<u>11/10/14</u>
	(City Manager)		
	<u><i>[Signature]</i></u>	Date:	<u>11/10/14</u>
	(District Attorney)		
	<u><i>[Signature]</i></u>	Date:	<u>11/10/14</u>
	(Finance Director)		

Board Action Taken:

Motion:	_____	1)	_____	Aye/Nay
		2)	_____	_____

(Vote Recorded By)



Management Assistant 2

Class Code:
00346

Bargaining Unit: CARSON CITY EMPLOYEES ASSOCIATION

CONSOLIDATED MUNICIPALITY OF CARSON CITY
Revision Date: Feb 12, 2010

SALARY RANGE

\$15.77 - \$22.28 Hourly
\$32,804.93 - \$46,352.59 Annually

DESCRIPTION:

Under general supervision, provides routine office support, which may include typing, receptionist duties, record keeping and filing.

EXAMPLE OF DUTIES:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Types correspondence, reports, forms and specialized documents related to the functions of the organizational unit to which assigned from drafts, notes, dictated tapes, or brief instructions; may compose standard correspondence from brief instructions.
- Proofreads and checks materials for accuracy, completeness, compliance with departmental policies, and correct English usage, including grammar, punctuation, and spelling.
- Enters, edits and retrieves data and prepares periodic or special reports, using a computer system and following established formats and menus; may perform production computer information entry.
- Prepares and updates a variety of reports and records which may require the use of arithmetic calculations and consolidating materials from several sources.
- Acts as receptionist and receives and screens visitors and telephone calls and takes messages; provides factual information regarding City or departmental activities and functions which may require the explanation of rules, policies and/or procedures; may receive, receipt and balance monies.
- Maintains records and processes forms, such as work orders, purchase requisitions and others specific to the organizational unit; may make arithmetic or standard statistical calculations.
- Establishes and maintains office files; researches and compiles information from such files; purges files as required.
- Operates standard office equipment, including word processors, computers, facsimile equipment and central telephones and other departmental-specific equipment after training.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Demonstrates courteous and cooperative behavior when interacting with the public and City staff; acts in a manner that promotes a harmonious and effective workplace environment.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Equivalent to a High School Diploma or GED and one (1) year of clerical experience; OR an equivalent combination of education, training and experience as determined by Human Resources.

Required Knowledge and Skills

Knowledge of:

- Policies and procedures of the department to which assigned.
- Use of specified computer applications involving word processing, data entry and/or standard report generation.
- Financial record keeping and bookkeeping practices and techniques.

- Use of specified computer applications involving the design and management of databases or spreadsheet files and the development of special report formats.
- Business arithmetic; applicable regulations, policies and statutes.
- Office administrative practices and procedures.
- Business letter writing and the standard format for typed materials.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Performing technical, specialized, complex, difficult or technical office support work.
- Reviewing financial documents for completeness and accuracy.
- Reviewing, posting, balancing and reconciling financial records.
- Maintaining accurate financial records and preparing accurate and timely reports
- Reading, interpreting and explaining rules, policies and procedures.
- Analyzing and resolving varied office administrative problems.
- Organizing, maintaining and researching office files.
- Composing correspondence independently or from brief instructions.
- Compiling and summarizing information and preparing periodic or special reports.
- Using initiative and independent judgment within established procedural guidelines.
- Organizing own work, setting priorities and meeting critical deadlines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Dealing successfully with city staff at various levels, the public, in person and over the telephone.
- Establishing and maintaining effective work relationships with staff, coworkers, contractors and the public.

SUPERVISION RECEIVED AND EXERCISED:

Under General Supervision - Incumbents at this level are given assignments and objectives that are governed by specifically outlined work methods and a sequence of steps, which are explained in general terms. The responsibility for achieving the work objectives, however, rests with a superior. Incumbents are not required to apply theory or to use their own judgment. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- None

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions and external environment when traveling from one office to another.

SUPPLEMENTAL INFORMATION:**CONDITIONS OF EMPLOYMENT:**

1. *All new employees will serve a probationary period of twelve (12) months. Such employees are not subject to the collective bargaining agreement and may be laid off or discharged during this period for any reason. Probationary periods may be extended three (3) months by mutual agreement.*
2. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
3. *Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*
4. *Employees may be required to complete Incident Command System training as a condition of continuing employment.*

5. *New employees are required to submit to a fingerprint based background investigation which cost the new employee \$53.50 and a drug/alcohol screen which costs \$20.00. Employment is contingent upon passing the background and the drug/alcohol screen.*

6. *Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at www.ucs.gov.*