SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Clerk-Recorder Election**	**DEPARTMENT #(ORG)**	1010216

DESCRIPTION OF REQUESTED ITEM: Postage, Paper & Supplies (1/2 FTE)

Increase in Postage, Supplies & Labor to comply with SOS-NRS DMV Automatic Voter Registration.

JUSTIFICATION OF REQUEST:

Clerks are now required to mail 1st Class Notices to all DMV Registrants, includes Return Envelope for signature. NRS and Attorney General are requiring us to mail to the mailing address and the site address if different. This results in 10% of our mailings requiring both

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)		1010216	500602	Postage, Paper, Envelopes	30,000.00
Other pay*				Return Envelopes	
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 30,000.00
				GRAND TOTAL	$ 30,000.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 36.75% and for Public Safety Employees that is 58.75%

Related One-time / Capital Requests +:

Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Clerk-Recorder Election**	**DEPARTMENT #(ORG)**	1010216

DESCRIPTION OF REQUESTED ITEM:

Election worker compensation currently at $12.50 per hour and must go to $15.85 per hour. This action will result in no change to the net received by the election worker. The increase allows us to use a temporary agency for the payment and tax records.

JUSTIFICATION OF REQUEST:

To move from cash basis to electronic check from Marathon Temporary Staffing Service. 4,351 hours/election

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)		1010216	500102	Hourly/Seasonal	14,576.00
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 14,576.00
				GRAND TOTAL	$ 14,576.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

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^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 36.75% and for Public Safety Employees that is 58.75%

Related One-time / Capital Requests +:

Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Clerk-Recorder Election**	**DEPARTMENT #(ORG)**	1010216

DESCRIPTION OF REQUESTED ITEM:

VREMS Annual License Fee starts July 1, 2025.

JUSTIFICATION OF REQUEST:

This top down voter registration software replaces, Power Profile Poll PAD License. ES&S will still have election equipment licensing fees. SOS mandated per NRS.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)		1010216	500433	Software Maintenance	51,999.00
Other pay*				Current Software	(8,615.00)
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 50,057.00
				GRAND TOTAL	$ 50,057.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 36.75% and for Public Safety Employees that is 58.75%

Related One-time / Capital Requests +:

Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Public Guardian**	**DEPARTMENT #(ORG)**	1010217
DESCRIPTION OF REQUESTED ITEM:	Clerical Part-time Hourly Rate Increase		

This position's hourly rate warrants a periodic review. A $2/hour increase is being requested.

JUSTIFICATION OF REQUEST:

According to City policy part-time employees may be given a 5% increase each year as funding is available. The clerical employee in the Public Guardian's Office has not received an increase in pay since July 2023.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)	2078	1010217	500102		
Other pay*					
Workers' Compensation	73				
Group Insurance					
Medicare (Salary *.0145)	30				
PERS^^					
TOTAL PERSONNEL COSTS	$ 2,181			**TOTAL SERVICES AND SUPPLIES**	$ -
				GRAND TOTAL	$ 2,181

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 36.75% and for Public Safety Employees that is 58.75%

Related One-time / Capital Requests +:	
Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	Carson City Treasurer's Office	DEPARTMENT #(ORG)	1010300

DESCRIPTION OF REQUESTED ITEM:

To provide the part-time hourly Courier with a two dollar ($2) an hour salary increase. Currently, the position earns $18 per hour. This $2 an hour increase will result in a total request of $2,078 as this is a part-time position the total annual hours worked must not exceed 1,039. Based on this, the amount requested in this item consists of the following: 1,039 hours x $2 = $2,078.00. If approved, this will increase the annual salary budgeted for this position from $18,702 to $20,780 per year.

JUSTIFICATION OF REQUEST:

The Courier's responsibilities include the collection and documentation of the daily cash, check, and coin deposits collected from more than 20 Carson City offices per day that process cash transactions from the public. While the total deposit amounts vary each day, it is not unusual to transport significant amounts of cash, check, and coin to Bank of America for deposit into the City's bank account. In addition, this position also assists the CCTO when needed with other duties as assigned, such as checking on properties under the trust of the Treasurer, such as those that have tax deeds issued against them pursuant to NRS 361.585; the posting and removal of "No Trespassing" signs for properties under the trust of the CCTO when applicable; and delivering items to various City and State government offices that are not part of his regular courier route or duties. This position has not had a pay/hourly increase since he started with the City on 10/6/22.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)	$ 2,078.00	101			
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)	$ 30.00				
PERS^^					
TOTAL PERSONNEL COSTS	$ 2,108.00			**TOTAL SERVICES AND SUPPLIES**	$ -
				GRAND TOTAL	$ 2,108.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 33.50% and for Public Safety Employees that is 50%

SUPPLEMENTAL REQUESTS

(Personnel, services and supplies only – DUE MARCH 3, 2025)

FY 2025-2026

DEPARTMENT NAME:	**DEPARTMENT # (ORG):**
Carson City Treasurer's Office	1010300

In this Supplemental Request for FY 2025-2026, the Carson City Treasurer's Office (CCTO) is respectfully requesting ***$1,600.00*** to fund the following services and supplies budget accounts as listed below. As a notation to this submission:

The tentative budget for FY 2026 prepared for the Carson City Treasurer's shows a budgeted amount of $932,655. However, after the CCTO reviewed its tentative budget projections for FY 2026 and made changes to budget categories by moving funds from category line to another to better reflect needs and expenses, the CCTO now shows an amended budgeted amount of $917,585 for FY 2026 (please see the attached budget worksheet). Based on this new tentative budget projection for FY 2026, this now provides the CCTO with an anticipated reduction of $15,070 for its projected 2026 tentative budget ($932,655 - $917,585 = $15,070) from which the City can apply the personnel, services and supplies increases which the CCTO is requesting.

DESCRIPTION OF REQUESTED ITEM:

Postage/Shipping 1010300-500602 $1,100.00

Summary: To increase the Postage/Shipping budget category for the CCTO by $1,100 to cover the increased cost for regular first-class mail through the United States Postal Service (USPS). Currently, the CCTO has $11,500 budgeted for FY 2025 for postage and shipping; however, the CCTO has already exceeded its budgeted amount for postage and shipping this fiscal and anticipates that it will need approximately $12,600 to cover postage and shipping expenses and will savings from another budget category to cover the anticipated $1,100 difference for FY 2025.

Telephone 1010300-500710 $500.00

Summary: To increase the (office) Telephone budget category for the CCTO by $500 to cover the increased cost for telephone service for the staff of the CCTO. Currently, the CCTO has $1,500 budgeted for FY 2025 for Telephone service; however, during the past two fiscal years, the CCTO has exceeded this $1,500 budget category amount and anticipates that it will do so for the current fiscal year as well.

IFC suggested instead of reducing their budget by $15,070, that they only reduce it by $13,470, and re-allocate the funds to the needed line items. Not really a Supplemental Request, as departments are allowed to do budget transfers within their services and supplies where needed.

JUSTIFICATION OF REQUESTS:

1010300-500602 (postage/shipping): request for $1,100. For FY 2025, the CCTO budgeted $11,500 to cover the many items that it must mail to its customers on a regular basis. These items consist of numerous first-class letters which the CCTO must mail each year to include: adjusted real property tax bills, delinquent property tax notices, delinquent water notices, delinquent parking citation notices (required under CCMC 10.24.385 and 10.24.390), rejected payment/check letters, responses to requests for tax penalty waivers, and other required correspondence. At the time that the CCTO prepared and submitted its annual budget for FY 2025 in March of 2024, the standard rate for a regular first-class letter through the USPS was $0.68 as the USPS had enacted this change on Saturday, 1/21/24. However, the USPS increased the standard rate of a regular first-class letter by five cents from $0.68 to $0.73 on Sunday, 7/14/24. As of the date of this Supplemental Request, the CCTO has currently spent $12,001.65 for FY 2025 for postage and shipping--meaning that the CCTO is currently $501.65 over its budgeted amount of $11,500--and the CCTO anticipates that it will need to spend an approximate total of $12,600 for postage and shipping by Monday, 6/30/25. Currently, the USPS does not list any information on its website regarding any anticipated postage increases in 2025.

1010300-500710 (telephone): request for $500. For FY 2023 and FY 2024, the CCTO spent $2,057.02 and $1,977.68 respectively for office telephone service, and for FY 2025, the CCTO anticipates that it will also exceed its budgeted amount of $1,500 for office telephone services for the year. As of the date of submission for this request, the CCTO has currently spent $1,146.95 for office telephone service, and anticipates that it will exceed its budgeted amount of $1,500 for office telephone service with almost four full months left for the remainder of FY 2025.

(1)PERSONNEL SERVICES:		**(2)SERVICES AND SUPPLIES**:**	
	Increase Amount	**Acct# / Description**	**Increase Amount**
Salary	$0.00	1010300-500602: Postage/Shipping	$1,100.00
	$0.00	1010300-500710: (office) Telephone	$500.00
Other Pay*	$0.00		$0.00
Worker's Compensation	$0.00		$0.00
Group Insurance	$0.00		$0.00
Medicare	$0.00		$0.00
Pers	$0.00		$0.00
Total Personnel Costs (1)	$0.00	**Total Services and Supplies (2)**	$1,600.00
	$0.00	**GRAND TOTAL:**	**$1,600.00**

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary to bring a new position before the board.

** Services and supplies should include new equipment necessary such as laptops and supplies, so the full costs are included in the request.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**ASSESSOR**	**DEPARTMENT #(ORG)**	1010400

DESCRIPTION OF REQUESTED ITEM:

Reclassification of Office Specialist (CCEA 00856) position to Senior Office Specialist (CCEA 00863) position. (Grade/Step- A302)

JUSTIFICATION OF REQUEST:

Reclassification due to increased duties and workload to the current Office Specialist position. The Assessor's Office recently shifted duties from the Chief Deputy Assessor position to include but not limited to the processing of all Sales/Transfers to Real Property. This process includes the printing of the recorded documents via the Recorder's Office website weekly that affect ownership, easements, parcel boundaries and right-of-way abandonments/dedications to name a few. Current ownership is then verified, notarization confirmed, legal descriptions verified and then the input process can begin. Residential properties that have had a change in ownership will then have a Property Tax Cap Claim form mailed to them. Personal exemptions are removed when properties are sold if applicable. Sales/Transfers can range from 70 – 150 documents per week depending on the number of recordings and can take 2-3 days for completion.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)	$ 5,005.00				
Other pay*					
Workers' Compensation	$ -				
Group Insurance	$ -				
Medicare (Salary *.0145)	$ 73.00				
PERS^^	$ 1,840.00				
TOTAL PERSONNEL COSTS	$ 6,918.00			**TOTAL SERVICES AND SUPPLIES**	$ -
				GRAND TOTAL	$ 6,918.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 33.50% and for Public Safety Employees that is 50%

Related One-time / Capital Requests +:	
Description of Item	Amount
N/A	
Total	$ -

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

Consolidated Municipality of Carson City

Senior Office Specialist

CLASS CODE	00863	**SALARY**	$22.45 - $31.43 Hourly $3,891.63 - $5,448.28 Monthly $46,699.54 - $65,379.39 Annually
ESTABLISHED DATE	July 01, 2015	**REVISION DATE**	March 08, 2018

Description

Under general supervision, provides difficult, complex, technical, programmatic or specialized office support to various City or local government offices; may perform lead duties over other administrative or operational staff.

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.

- Performs complex technical, programmatic, and/or specialized office support work, which requires the exercise of independent judgment, the application of technical skills and a knowledge of detailed or specialized activities related to the department to which assigned.
- Provides lead direction, training and work review to other administrative and/or operational staff; organizes and assigns work, sets priorities, and follows-up to ensure coordination and completion of assigned work.
- Uses a computer to develop and manage databases and/or spreadsheet files and to develop special report formats.
- Researches and assembles information from a variety of sources for the completion of forms or the preparation of reports; makes arithmetic or statistical calculations.
- Conducts specific projects related to the department or office to which assigned; may obtain and/or provide information from other organizations, summarize such information and prepare recommendations.
- Provides information to the public or to City staff that requires the use of judgment and the interpretation of policies, rules or procedures.
- Arranges meetings by notifying attendees, reserving rooms and making lodging and/or meal arrangements.
- Organizes, maintains and purges various departmental files.
- Prepares and types correspondence, reports, forms, contracts and specialized documents from drafts, notes, dictated tapes, or brief instructions; may provide secretarial support on a relief basis.
- Proofreads and checks typed and other materials for accuracy, completeness, and compliance with departmental policies and regulations.

makes corrections as required

- Operates standard office equipment.
- Trains others in work procedures or direct the work of others on a project or relief basis.
- 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.
- Acts as receptionist and receives and screens visitors and telephone calls and directs the caller to the proper person or personally handles the call; provides information which requires the use of judgment and interpretation of policies, rules and procedures.
- May perform technical support work related to the department to which assigned.
- Maintains accurate records and files; assists in the maintenance of official City records; compiles information and prepares special and periodic reports related to the work performed.
- Uses standard office equipment, including a computer, in the course of the work.
- 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 three (3) years of clerical experience; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- None

Required Knowledge and Skills

Knowledge of:

- Policies and procedures of the department to which assigned.
- Basic supervisory principles and practices.
- Use of specified computer applications involving word processing, data entry and/or standard report generation.
- 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 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, or difficult technical office support work.

work procedures; performing technical, specialized, complex or difficult office support work.

- 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 commissioners, 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. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

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.

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.

employee $56.25 and a drug screen which costs $36.50. Employment is contingent upon passing the background and the drug 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.ucis.gov .

7. Carson City is an Equal Opportunity Employer.

Other Class Spec Title 2

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**District Attorney's Office**	**DEPARTMENT #(ORG)**	1010500

DESCRIPTION OF REQUESTED ITEM:

We intend to reclassify our Juvenile Supervising Deputy District Attorney position to a Chief Juvenile Deputy District Attorney. We hope to cover the promotion increase by using savings that occurred from two positions changes. Our previous Business Manager's salary was $108,960.15. the new position was hired at $88,349.20 which allows for a $20,610.95 savings. Additionally, we intend to use the difference in longevity pay between the prior DA's and current new DA to cover the rest of the adjustment which amounts to $25,979. The total of these two savings amounts to $46,589.95. The current Juvenile Supervising Deputy District Attorney is within the salary range for the Chief promotion however, with increased responsibilities we wish to increase the Chief Juvenile's pay by 24.5%. This would increase the pay from $129,649.07 to $161,468.68 which is a $31,819.61 difference.

JUSTIFICATION OF REQUEST:

See attached justification.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase	Account #			Increase
	Amount	Org.	Obj.	Description	Amount
Salary^ (hire rate *2080)	$ 31,820.00				
Other pay*	$ -				
Workers' Compensation	$ -				
Group Insurance	$ -				
Medicare (Salary *.0145)	$ 461.00				
PERS^^	$ 11,694.00				
TOTAL PERSONNEL COSTS	$ 43,975.00			**TOTAL SERVICES AND SUPPLIES**	$ -
				GRAND TOTAL	$ 43,975.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 36.75% and for Public Safety Employees that is 58.75%

Related One-time / Capital Requests +:

Description of Item	Amount
N/A	
Total	$ -

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

Justification for Supplemental Request:

Juvenile cases and adult criminal cases are vastly different legally and procedurally. Both Courts function with different rules, timelines, and distinct legal standards. Cases in Juvenile Courts necessitate hours of additional work coordinating with child welfare agencies, parents, treatment providers, school personnel, and juvenile probation, as well as other stakeholders. Additionally, juvenile cases require significantly more documentation and typically have a much longer case life than similar charges in adult criminal case. For example, an adult criminal case involving threats of terrorism will typically resolve after 7 hearings. The complete file of that adult case will have around 44 pages of discovery and pleadings/motions. A similar charge on a juvenile case involving school threats will require around 13 hearings with 197 pages of discover and pleadings/motions. Additionally, due to the nature of Juvenile proceedings, they operate at a faster pace than their adult counterparts. This means that when more complex cases come in, staff must work around the clock to meet the faster set hearings and court expectations. This accounts for the very different pace of Juvenile cases that must be considered when assigning them, staffing courts, and supervising Juvenile prosecutors which takes a different skill set as opposed to their adult criminal counterparts.

Juvenile court processes are also governed by different NRS provisions than adult criminal cases. Legally it is a different specialty in a similar way that civil litigation is different from criminal litigation. While both fields involve court appearances and the use of criminal statutes, the rules, constitutional provisions, and burdens of proof are very different. Additionally, juvenile prosecutors represent the interests of the public in child welfare proceedings when children have been removed from their caregivers due to abuse or neglect. These cases are lengthy and require very specialized knowledge regarding the federal and state laws that govern them. A Chief Juvenile Deputy District Attorney is necessary to ensure management of staff, up-to-date knowledge of an increasingly complex field, and continued quality representation at proceedings with steadily growing caseloads. It will also make sure that staff possess a supervisor with the authority and expertise to make critical judgement calls and develop sound policy that is in line with legal requirements and best practices.

As the Supervising Deputy District Attorney in the Juvenile Division, Kelly Brandon, has already been performing the job duties of a division Chief in addition to those of a Supervising Deputy District Attorney. She currently oversees planning, directing, coordinating, and reviewing the work of the other Juvenile Deputy District Attorneys. She has been responsible for changes in policy within the jurisdiction and across the State. Ms. Brandon is responsible for training new Juvenile DDAs, case assignments, case reviews, trial practice and settlement. Additionally, she monitors case flow and provides guidance as needed. She provides legal strategy in cases regarding issues in specified areas of expertise and counsels colleagues on legal strategies and legal issues. She similarly oversees the responsibilities of the investigator and victim advocate(s) when it comes to any and all juvenile cases. Ms. Brandon is also the first call on juvenile critical incidents, for the Sheriff's Department, Juvenile Probation, and the Department of Child and Family Services. She also handles the vast majority of high profile and complex cases that are the responsibility of the Juvenile Division including 14 certifications of juveniles who were tried as adults due to the serious nature of their crimes. This far exceeds the number of certifications that any other juvenile prosecutors have done in our office's history. She regularly confers with and advises Juvenile Probation, the School District, Department of Children and Family Services, the Sheriff's Office and other community stakeholders. She has also represented this office in legislative proceedings regarding our position on potential changes to juvenile law. Finally, she serves as representation of the

DA's office on the Juvenile Court Improvement Committee, the Statewide Court Improvement Project Meeting, Chronic Absenteeism Task Force, School Attendance Review Board, Child Abuse and Neglect Multidisciplinary Team, and the Child Death Review Team. In light of all of the additional responsibilities and the required differences due to the nature of juvenile legal practice, we respectfully request to reclassify this position.

JOB DESCRIPTION

JOB TITLE:	Chief Deputy District Attorney,		
		FLSA:	Exempt
DEPARTMENT:	District Attorney	**GRADE:**	L301
REPORTS TO:	District Attorney	**DATE:**	March 19, 2025 ~~July 1, 2013~~

SUMMARY OF JOB PURPOSE:

Under general direction, provide a wide variety of highly complex and specialized professional legal services, including handling the most complex civil cases, criminal cases, juvenile delinquency cases, and/or dependency cases. Serves as Team Chief for the Civil, Criminal~~,~~ or Juvenile Division by providing supervision of a unit of attorneys and other legal support staff in the District Attorney's Office.

ESSENTIAL FUNCTIONS:

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.

- Serves as the legal and procedural subject matter expert for their Division. Participates in all levels of legal proceedings in their fields of practice including, but not limited to: 1) interpreting or applying laws to the facts and circumstances of a case or situation; 2) completing legal research; 3) writing briefs, motions, memorandums, and other pleadings; 4) appearing in court for hearings and/or in other public forums; 3) negotiating settlement and/or plea agreements with opposing counsel or unrepresented individuals; 5) completing bench and/or jury trials; and 6) representing the District Attorney's Office in appellate proceedings.
- Plans, directs, coordinates, and reviews work of subordinate staff in the preparation of cases, memorandums, and other legal work product. Ensures staff are prepared to provide quality professional legal services on behalf of the public or to their clients, at public meetings, in hearings, and/or trial. ~~for hearings and/or trial; assures appropriate handling of cases and the provision of quality professional legal services.~~
- Supervises new attorneys assigned to their Division; provides for appropriate training of attorneys; distributes case or workload assignments; reviews work product; ~~assigns cases; reviews cases and settlement offers;~~ and evaluates staff performance. Oversees legal work product including, but not limited to, the preparation and presentation of evidence in litigation and counsels subordinate attorneys regarding legal strategies and evaluation of cases. Reviews settlement offers and cases in preparation of trial.
- Provides assistance and advice to other attorneys with regard to issues in specified areas of expertise and ethics questions that relate to the performance of job duties.
- Assumes responsibility for the output of the Division and ensures high-quality legal representation. Organizes attorneys and support staff to ensure the best use of

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public resources when creating policies and procedures that govern case or workload management. Works with the Supervising Legal Assistant and/or Victim Witness Administrator as necessary to ensure that policies are being complied with and are meeting the needs of the District Attorney's Office.

- ~~Oversees cases and attorneys assigned to a team or unit; supervises and reviews the preparation and presentation of evidence in criminal and civil actions; counsels colleagues on legal strategies and legal issues; conducts preliminary evaluation of the case; reviews offer settlements.~~
- ~~Oversees the responsibilities of the investigator and victim advocate(s) assigned to the team or unit.~~
- ~~Personally directs and/or handles the investigation and prosecution of certain major criminal, key civil, or other high profile cases, to include legal arguments regarding merit; argues on behalf of the City against writs of habeas corpus, petitions for post-conviction relief and motions to suppress evidence.~~
- ~~Appears on behalf of the City in probation, revocation hearings and sanity hearings; prepares and supervises the preparation of legal briefs filed on behalf of the City.~~
- ~~Presents plea negotiations with opposing attorneys.~~
- ~~Interviews and advises complainants and witnesses in regard to prospective criminal or civil action.~~
- ~~Confers with and advises City officials, employees, and representatives on legal questions; drafts ordinances, resolutions and other legislative measures; represents the City in cases initiated by or against the City; confers with investigators regarding the collection of facts and evidence.~~
- ~~Interprets and applies laws, court decisions and legal points and authorities for use in the preparation of cases, opinions and briefs for the prosecution or the defense.~~

JOB DESCRIPTION **Chief Deputy District Attorney**

- Oversees the duties and assignments of the investigator(s) assigned to their Division and ensures that the work product of the investigator meets the needs of the caseload and is legally compliant.
- Personally manages the legal work of all major criminal, civil, and/or juvenile legal actions. These matters may include high-profile cases or novel or complex legal issues, and matters of public importance. The legal work may require participation at all levels of a proceeding including preparation, public meetings, trial, and appeal.
- Confers with and advises City officials, employees, and representatives regarding legal questions related to the supervised division. ~~May confer with investigators regarding the collection of facts or evidence related to a legal question or prosecution.~~
- If assigned to the Criminal or Juvenile Division, serves as the on-call legal counsel during critical law enforcement incidents, including, but not limited to Officer Involved Shootings, Murder or Sexual Assault investigations. If assigned to the Civil Division, serves as on call legal counsel during critical City incidents, including but not limited to public emergencies.
- At the direction of the District Attorney, drafts ordinances, resolutions and other legislative measures on behalf of the City or on behalf of the Office.
- Communicates with the District Attorney regarding the needs of their Division, policy recommendations, and staffing.
- May drive a personal or City vehicle in the course of the work to off-site locations in order to attend meetings and conduct other legal business.

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- ~~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 team.~~

- Serves as the leader of a team and is responsible for its efficiency and effectiveness by providing ethical, positive leadership, working to address staff needs, and participating as an engaged team member.
- Maintains accurate records and files; prepares a variety of records and reports as assigned.
- Uses standard office equipment, including a computer in the performance of the work.
- Demonstrates courteous and cooperative behavior when interacting with clients, public, and 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:

Juris Doctorate from an accredited law school; AND six (6) years of experience as a practicing attorney, two (2) years of which were in a supervisory role; OR an equivalent combination of education, training and experience as determined by ~~Human Resources.~~ the Human Resources Department and the District Attorney's Office.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid Driver's License.
- Certificate of admission to the Bar of the State of Nevada and eligibility to practice law before the courts of the State of Nevada.

Required Knowledge and Skills

Knowledge of:

- Principles and practices of supervision and evaluation of staff.
- Application of legal principles to individual cases or problems.
- Judicial procedure and rules of evidence; applicable laws, codes and regulations.
- Computer applications, particularly as related to the performance of legal research.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.
- Correct business English, including spelling, grammar and punctuation.

Skill in:

- Supervising, d~~D~~irecting and manage work of subordinate staff.
- Presenting facts, evidence and precedents concerned in complex and/or specialized cases clearly in the form of briefs, opinions, oral arguments, orders or decisions.
- Understands ~~and interpret~~ constitutional provisions, statutes, administrative regulations and precedents.
- Researching, interpreting, applying, and explaining applicable laws, codes, regulations and court decisions.

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- Using initiative and independent judgment within established procedural guidelines.
- Maintaining accurate records of work performed.

- Compiling and summarizing information and preparing periodic or special reports related to the work of the court or department to which assigned.
- Creating effective policies and procedures that increase the quality and quantity of work performed.
- Organizing own work, setting priorities and meeting critical deadlines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

SUPERVISION RECEIVED AND EXERCISED:

Under General Direction - Incumbents at this level have considerable latitude in the application of departmental policy, and they follow general guidelines or professional and administrative standards in accomplishing assignments. They are responsible for planning and organizing their own workload, but ordinarily cannot change methods of their assigned work unit, established operations, or departmental policy without supervisor approval. Supervision is minimal, indirect, and usually limited to technical oversight.

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.

CONDITIONS OF EMPLOYMENT:

1. *Unclassified employees are "At Will" and as such, may be terminated at any time for any reason, or no reason.*

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 $48.25 and a drug screen which costs $36.50. Employment is contingent upon passing the background and the drug 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.uscis.gov.*

7. *Carson City is an Equal Opportunity Employer.*

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

"Carson City is an Equal Opportunity Employer"

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**District Attorney's Office**	**DEPARTMENT #(ORG)**	1010500

DESCRIPTION OF REQUESTED ITEM: Axon Software Interface Contract

A $25,673.76 increase in account 1010500-500433 for 10 years commencing with the first installment in July 2025 with the final installment ending in July 2034 as approved by the Board of Supervisors on 2/20/25.

JUSTIFICATION OF REQUEST:

This contract facilitates a reliable method for the seamless transfer of digital data from the Carson City Sheriff's Office to the District Attorney's Office for storage and use as evidence in the prosecution of crimes. After a comprehensive review and evaluation of various systems and software options, it was determined that Axon offers the best method of data integration through an interface of the two separate data storage systems used by the Carson City Sheriff's Office and the District Attorney's Office without operational issues that can arise from the transfer of digital information.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)		1010500	500433	Software Maintenance	25,673.76
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 25,673.76
				GRAND TOTAL	$ 25,673.76

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 33.50% and for Public Safety Employees that is 50%

Related One-time / Capital Requests +:

Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** February 20, 2025

Staff Contact: Carol Akers, Purchasing & Contracts Administrator and Garrit Pruyt, District Attorney

Agenda Title: For Possible Action: Discussion and possible action regarding purchase authority and a proposed contract with Axon Enterprise Inc. ("Axon") for the transfer and storage of digital data through a software interface with the existing case management system utilized by the District Attorney's Office ("DAO"), in an amount not to exceed $256,737.60, payable in annual installments of $25,673.76 for 10 years commencing with the first installment in July 2025 and ending with the final installment in July 2034 ("Contract"). (Garrit Pruyt, gpruyt@carson.org)

Staff Summary: If approved, the Contract would facilitate a reliable method for the seamless transfer of digital data from the Carson City Sheriff's Office ("CCSO") to the DAO for storage and use as evidence in the prosecution of crimes. After a comprehensive review and evaluation of various system and software options, it was determined that Axon offers the best method of data integration through an interface of the two separate data storage systems used by the CCSO and DAO without operational issues that can arise from the transfer of digital information.

Agenda Action: Formal Action / Motion **Time Requested:** Consent

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Proposed Motion
I move to authorize the purchase and approve the Contract, as presented.

Board's Strategic Goal
Efficient Government

Previous Action

Background/Issues & Analysis
Evidence obtained by the CCSO through the course of criminal investigations, including body camera video footage, surveillance video footage and photographs, are stored digitally by the CCSO using Axon software under an existing agreement for the storage of such digital data. Through an Axon pilot program, the CCSO was able to transfer the digital evidence to the DAO and that evidence could then be stored in the DAO's existing case management system which is not owned or operated by Axon. That pilot program has now expired. To continue the seamless transfer of digital data between the two different software applications is critical to proper case management and the timely prosecution of criminal cases.

The DAO has explored and evaluated several different methods to facilitate the transfer and storage of digital evidence but it has been determined that Axon offers the best system interface without encountering significant operational issues that can occur with the transfer of digital data. Although DAO staff explored, in conjunction with the CCSO, the possibility of augmenting the CCSO's agreement with Axon to facilitate the transfer and storage of digital evidence for DAO purposes, it was also determined that this approach would cause numerous accessibility and discovery complications that could be detrimental to both prosecution and the CCSO's ongoing management of digital files.

The DAO has spent the last fourteen months negotiating an agreement with Axon while maintaining current service levels with no additional cost to the City. However, the current process is unsustainable. With a 10-year term and a total aggregate cost not to exceed $256,737.60, the proposed Contract, if approved, will ensure consistent rates for unlimited digital evidence storage which would in turn support the proper and timely prosecution of criminal cases and insulate the City from costly annual increases that may result from an agreement with a shorter term.

Applicable Statute, Code, Policy, Rule or Regulation
NRS 332.115

Financial Information
Is there a fiscal impact? Yes

If yes, account name/number: General Fund, District Attorney Department, Software Maintenance Account 1010500-500433

Is it currently budgeted? No

Explanation of Fiscal Impact: If approved, account 1010500-500433 will be increased by $25,673.76 per year for 10 consecutive years beginning in July 2025. This amount will need to be added to the software maintenance budget beginning in FY 2026.

Alternatives
Do not authorize the purchase and do not approve the Contract and/or provide alternative direction to staff.

Attachment(s):
Axon Contract for DA Office.pdf

Motion: Approved

1) Gloria
2) White

5/0/0

Aye/Nay

Wilfred Hoo
(Vote Recorded By)

Axon Enterprise, Inc.
17800 N 85th St.
Scottsdale, Arizona 85255
United States
VAT: 86-0741227
Domestic: (800) 978-2737
International: +1.800.978.2737

Q-658256-45691.681KD

Issued: 02/03/2025

Quote Expiration: 02/28/2025

Estimated Contract Start Date: 07/01/2025

Account Number: 558247

Payment Terms: N30

Delivery Method:

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SHIP TO	BILL TO
Carson City (NV) District Attorney 885 E Musser St Carson City, NV 89701-3795 USA	Carson City (NV) District Attorney 885 E Musser St Carson City NV 89701-3795 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Kai Dingman Phone: Email: kdingman@axon.com Fax:	Garrit Pruyt Phone: 7758872070 Email: gpruyt@carson.org Fax:

Quote Summary

Program Length	120 Months
TOTAL COST	$256,737.60
ESTIMATED TOTAL W/ TAX	$256,737.60

Discount Summary

Average Savings Per Year	$22,760.96
TOTAL SAVINGS	**$227,609.60**

Payment Summary

Date	Subtotal	Tax	Total
Jul 2025	$25,673.76	$0.00	$25,673.76
Jul 2026	$25,673.76	$0.00	$25,673.76
Jul 2027	$25,673.76	$0.00	$25,673.76
Jul 2028	$25,673.76	$0.00	$25,673.76
Jul 2029	$25,673.76	$0.00	$25,673.76
Jul 2030	$25,673.76	$0.00	$25,673.76
Jul 2031	$25,673.76	$0.00	$25,673.76
Jul 2032	$25,673.76	$0.00	$25,673.76
Jul 2033	$25,673.76	$0.00	$25,673.76
Jul 2034	$25,673.76	$0.00	$25,673.76
Total	**$256,737.60**	**$0.00**	**$256,737.60**

Quote Unbundled Price:	**$484,347.20**
Quote List Price:	**$261,737.60**
Quote Subtotal:	**$256,737.60**

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
Program									
AttorneyPrem	Justice Premier	18	120	$221.92	$118.86	$118.86	$256,737.60	$0.00	$256,737.60
A la Carte Services									
100490	AXON JUSTICE - PSO - BASIC DEPLOYMENT	1			$5,000.00	$0.00	$0.00	$0.00	$0.00
Total							**$256,737.60**	**$0.00**	**$256,737.60**

Delivery Schedule

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
Justice Premier	100165	AXON EVIDENCE - STORAGE - THIRD PARTY UNLIMITED	18	07/01/2025	06/30/2035
Justice Premier	73478	AXON EVIDENCE - REDACTION ASSISTANT USER LICENSE	18	07/01/2025	06/30/2035
Justice Premier	73618	AXON COMMUNITY REQUEST	18	07/01/2025	06/30/2035
Justice Premier	73686	AXON EVIDENCE - STORAGE - UNLIMITED (AXON DEVICE)	18	07/01/2025	06/30/2035
Justice Premier	73838	AXON EVIDENCE - ECOM LICENSE - PRO FOR PROSECUTOR	18	07/01/2025	06/30/2035
Justice Premier	85762	AXON AUTO-TRANSCRIBE - JUSTICE ACCESS	18	07/01/2025	06/30/2035
Justice Premier	85767	AXON EVIDENCE - DISCOVERY MODULE ACCESS	18	07/01/2025	06/30/2035

Services

Bundle	Item	Description	QTY
Justice Premier	101184	AXON INVESTIGATE - TRAINING - OPERATOR AND EXAMINER	1
Justice Premier	11642	AXON INVESTIGATE - THIRD PARTY VIDEO SUPPORT	18
A la Carte	100490	AXON JUSTICE - PSO - BASIC DEPLOYMENT	1

Shipping Locations

Location Number	Street	City	State	Zip	Country
1	885 E Musser St	Carson City	NV	89701-3795	USA

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Payment Details

Jul 2025

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 1	100490	AXON JUSTICE - PSO - BASIC DEPLOYMENT	1	$0.00	$0.00	$0.00
Year 1	AttorneyPrem	Justice Premier	18	$25,673.76	$0.00	$25,673.76
Total				**$25,673.76**	**$0.00**	**$25,673.76**

Jul 2026

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 2	100490	AXON JUSTICE - PSO - BASIC DEPLOYMENT	1	$0.00	$0.00	$0.00
Year 2	AttorneyPrem	Justice Premier	18	$25,673.76	$0.00	$25,673.76
Total				**$25,673.76**	**$0.00**	**$25,673.76**

Jul 2027

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	100490	AXON JUSTICE - PSO - BASIC DEPLOYMENT	1	$0.00	$0.00	$0.00
Year 3	AttorneyPrem	Justice Premier	18	$25,673.76	$0.00	$25,673.76
Total				**$25,673.76**	**$0.00**	**$25,673.76**

Jul 2028

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	100490	AXON JUSTICE - PSO - BASIC DEPLOYMENT	1	$0.00	$0.00	$0.00
Year 4	AttorneyPrem	Justice Premier	18	$25,673.76	$0.00	$25,673.76
Total				**$25,673.76**	**$0.00**	**$25,673.76**

Jul 2029

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 5	100490	AXON JUSTICE - PSO - BASIC DEPLOYMENT	1	$0.00	$0.00	$0.00
Year 5	AttorneyPrem	Justice Premier	18	$25,673.76	$0.00	$25,673.76
Total				**$25,673.76**	**$0.00**	**$25,673.76**

Jul 2030

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 6	100490	AXON JUSTICE - PSO - BASIC DEPLOYMENT	1	$0.00	$0.00	$0.00
Year 6	AttorneyPrem	Justice Premier	18	$25,673.76	$0.00	$25,673.76
Total				**$25,673.76**	**$0.00**	**$25,673.76**

Jul 2031

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 7	100490	AXON JUSTICE - PSO - BASIC DEPLOYMENT	1	$0.00	$0.00	$0.00
Year 7	AttorneyPrem	Justice Premier	18	$25,673.76	$0.00	$25,673.76
Total				**$25,673.76**	**$0.00**	**$25,673.76**

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Jul 2032

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 8	100490	AXON JUSTICE - PSO - BASIC DEPLOYMENT	1	$0.00	$0.00	$0.00
Year 8	AttorneyPrem	Justice Premier	18	$25,673.76	$0.00	$25,673.76
Total				**$25,673.76**	**$0.00**	**$25,673.76**

Jul 2033

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 9	100490	AXON JUSTICE - PSO - BASIC DEPLOYMENT	1	$0.00	$0.00	$0.00
Year 9	AttorneyPrem	Justice Premier	18	$25,673.76	$0.00	$25,673.76
Total				**$25,673.76**	**$0.00**	**$25,673.76**

Jul 2034

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 10	100490	AXON JUSTICE - PSO - BASIC DEPLOYMENT	1	$0.00	$0.00	$0.00
Year 10	AttorneyPrem	Justice Premier	18	$25,673.76	$0.00	$25,673.76
Total				**$25,673.76**	**$0.00**	**$25,673.76**

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Contract Sourcewell #101223-AXN is incorporated by reference into the terms and conditions of this Agreement.

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at https://www.axon.com/sales-terms-and-conditions), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/sales-terms-and-conditions), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Lori Braswell

Signature

2/20/25

Date Signed

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2/3/2025

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**City Manager**	**DEPARTMENT #(ORG)**	**1010600**

DESCRIPTION OF REQUESTED ITEM:

Reclassify Community Relations Coordinator (P601 - $63,844.40 to $102,151.04) to Community Relations Manager (P203 - $70,228.74 to $112,365.98).

JUSTIFICATION OF REQUEST:

The Community Relations Coordinator position was created primarily to develop, maintain, and monitor the City's website and social media strategy/content, as well as consult with City departments to develop a variety of print and media materials to inform the public and support departmental activities and functions. Since this time, the Community Relations Coordinator has unofficially become the City's primary Public Information Officer and regularly works with City departments on press releases and responds to all press inquiries (unless related to the legislature which are handled by the Government Affairs Liaison/PIO). The Community Relations Coordinator fosters good public/media relations with the press and provides staff with guidelines and strategies relating to the presentation of messages and information. Therefore, the duties more closely align to a Community Relations Manager.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)	$7,973.00				
Other pay*	0				
Workers' Compensation	0				
Group Insurance	0				
Medicare (Salary *.0145)	$116.00				
PERS^^	$2,930.00				
TOTAL PERSONNEL COSTS	$ 11,019.00			**TOTAL SERVICES AND SUPPLIES**	$ -
				GRAND TOTAL	$ 11,019.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 36.75% and for Public Safety Employees that is 58.75%

Related One-time / Capital Requests +:	
Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

JOB DESCRIPTION

JOB TITLE: Community Relations ~~Coordinator~~Manager **FLSA:** Exempt

DEPARTMENT: Executive Office **GRADE:** P203~~601~~

REPORTS TO: ~~Gov't Affairs Liaison/Public Info. Officer~~Deputy City Manager

PCN: ~~883~~TBD

DATE: ~~4/19/2018~~2/27/2025

~~REVISED:~~ ~~March 2020, May 2021, Sept. 2021~~

SUMMARY OF JOB PURPOSE:

Under general supervision, responsible for developing, planning, implementing, and coordinating the City's Community Relations Program; provides information to residents, businesses, and visitors through a variety of proactive communication methods and community resources that promote Carson City in a positive and community-oriented manner.

ESSENTIAL FUNCTIONS:

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.

- Serves as the City's Public Information Officer and ~~D~~develops communication strategies and techniques including the City's Communication Plan.
- ~~a community relations strategic plan, news releases, advisories and bulletins, proclamations, brochures, newsletters, videos, and presentations for newspapers, magazines, websites, and social media designed to inform the public of the roles, resources, and activities of the City; gains public input and support for programs and activities; communicates City vision, mission, strategies, plans, and expectations.~~Creates material to promote and publicize internal and/or community relations, by creating and distributing newsletters, brochures, fact sheets, special feature stories, video recordings for media representatives; develops exhibits, displays and materials for promoting programs at community events and fairs to maintain public awareness of program issues and concerns; communicates City vision, mission, strategies, plans, and expectations.
-
- Provides photographic, video, and other services as required.
- Consults with in-house clients to determine client requirements for the development of varied print and media materials to inform the public and support departmental activities and functions.
- ~~Serves as the City's Public Information Officer.~~Arranges press conferences and authorizes appearances or press statements from staff members; provides staff with guidelines and strategies relating to the presentation of messages and information.

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- Fosters good public/media relations by notifying the media of newsworthy events, providing pertinent information in a timely manner and discussing potential articles on radio and/or television.
- Develops a variety of educational materials, including publications, posters, newspaper articles, survey, awards, video and audio public service announcements, displays, correspondence, forms, and brochures; plans and coordinates lectures and public forum programs.
- Edits news releases, public service announcements, and other documents that will be released to the public from assigned staff by proofreading and rewriting the work of staff to ensure accuracy, completeness, and readability; performs layout and design and/or meets with graphic artists and printers to arrange for and coordinate their services.
- Oversees system and trains departments on utilization of Carson City Connect.

- Develops and maintains media contacts; represents the City in appearances with various media, and coordinates media response in emergency situations; develops strategies to inform the public on programs, services, and events.
- Develops, maintains, and monitors City website and social media strategy/content; responds to community feedback/questions regarding information posted on the City website and social media sites; plans and coordinates events such as open houses, exhibits, tours, dedications, awards, etc.; arranges and assists in-house clients with press coverage of newsworthy events and critical incidents.
- Consults with and provides assistance to Board of Supervisors and management on community relations strategies and efficient management of public communications; acts as a resource to ensure messaging is clear and concise.
- Trains staff regarding publicity, media relations, and communication techniques in dealing with the public and the media.
- ~~Supervises, trains, and provides oversight of assigned staff; organizes work, performs evaluations, sets priorities and follows up to ensure proper procedures are followed.~~
- Represents the City with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

~~**Essential Functions (continued):**~~

- Maintains absolute confidentiality of work-related issues, records, and City information.
- Will be required to work outside normal business hours and work extended hours to accomplish requirements of the position.

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:

A bachelor's degree from an accredited college or university with major course work in communications, public administration, marketing, journalism, or a closely related field AND ~~two~~ three (3~~2~~) years of professional public information experience; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid driver's license.
- May be required to obtain FEMA or State Public Information Officer training within one year of employment.

Required Knowledge and Skills

Knowledge of:

- ~~Basic supervisory principles and practices.~~
- Principles and practices of social media.
- Principles and practices of emergency management.
- Principles, practices, materials and techniques of public information and education.
- Graphic design and printing techniques and materials, including slides and video production.
- Techniques and procedures for dealing with print and broadcast media.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar, and punctuation.
- Principles and techniques for preparing effective written informational or educational materials.

Skill in:

- Developing comprehensive public relations and public information programs; evaluating information/situations, formulating promotional or public relations strategies, and making recommendations for media access and appropriate messag~~e~~ing.
- Developing engaging content to reach the community through social media platforms, and other public outreach mediums.
- Monitoring social media platforms and providing support to Departments/Offices in social media communications.
- Planning and coordinating all components of public information, education, and promotional activities.
- Developing and implementing program and project goals, objectives, procedures, and work standards.
- Producing effective written and graphic materials for a variety of informational and educational uses.

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- Planning and implementing public relations programs and special projects.
- ~~Effectively utilizing social media.~~
- Using computer-aided desktop publishing hardware and software.

~~Skill in (continued):~~

- Maintaining accurate records of work performed.
- Preparing clear and effective press releases, annual reports, newsletters, speeches, brochures, reports, correspondence, and other written materials.
- Organizing own work, setting priorities, and meeting critical deadlines.
- Using initiative and independent judgment within established procedural guidelines.
- Responding to emergency situations in an effective manner.
- Contributing effectively to the accomplishment of team or work unit goals, objectives, and activities.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Exercising sound independent judgment within general procedural guidelines.
- Planning, directing, and reviewing the work of others.

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. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

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; work is subject to exposure to weather conditions, fumes, dust, and hazardous chemicals.

CONDITIONS OF EMPLOYMENT:

1. *This classification is considered Unclassified. Unclassified employees are "At Will" and as such, may be terminated at any time for any reason, or no reason.*

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 $48.25 and a drug screen which costs $36.50. Employment is contingent upon passing the background and the drug 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.ucis.gov.*

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

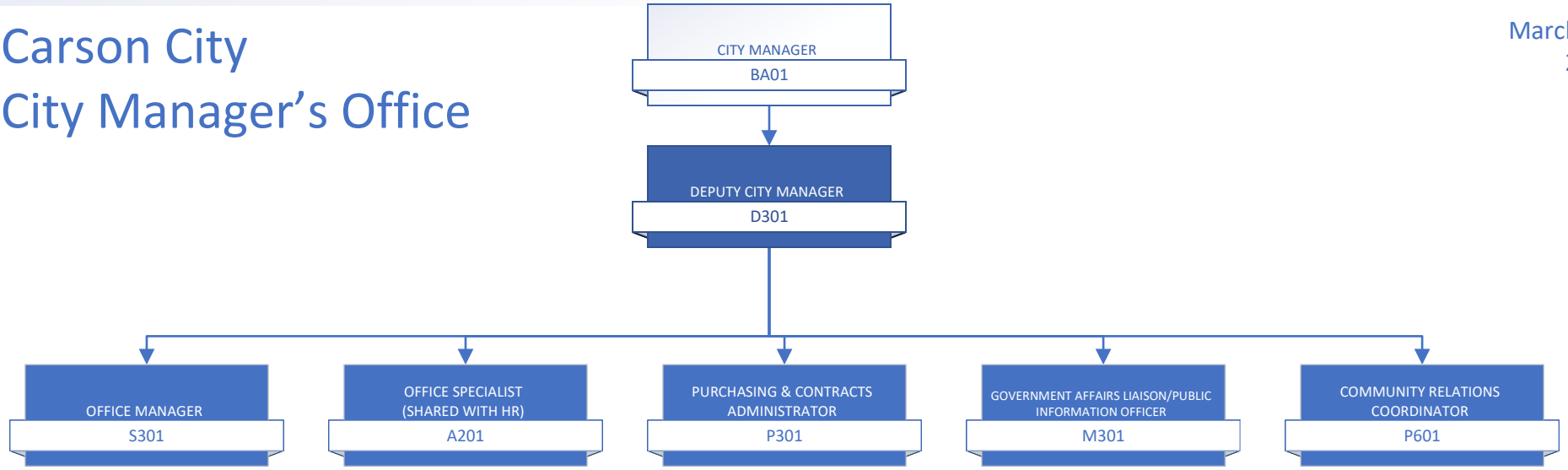
PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

"Carson City is an Equal Opportunity Employer"

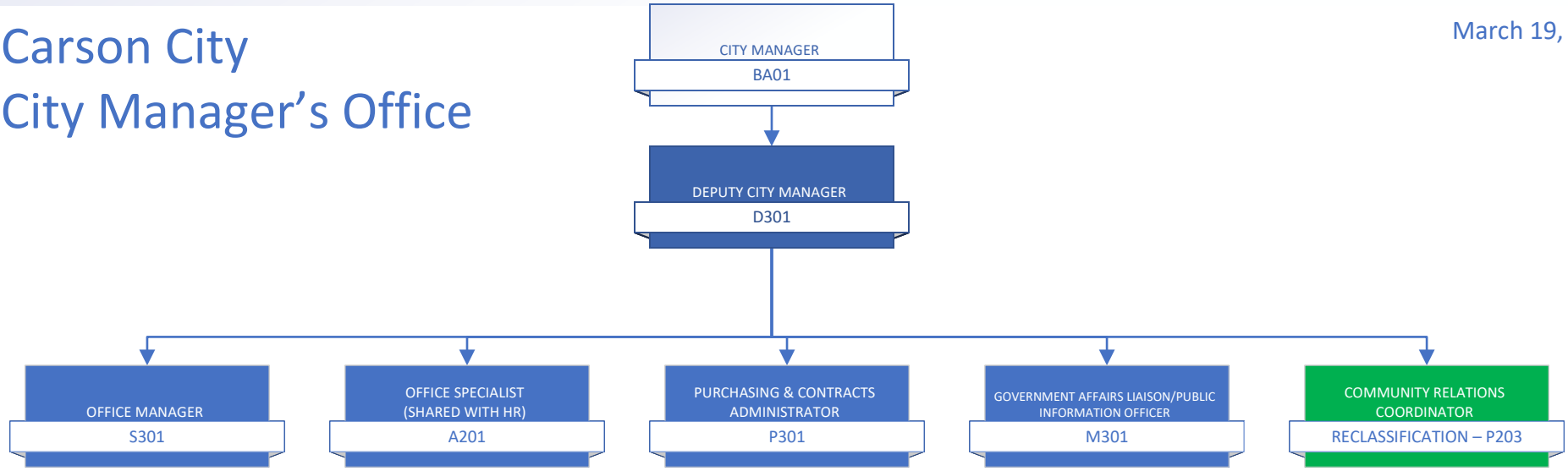
Carson City
City Manager's Office

March 19, 2025



Carson City
City Manager's Office

March 19, 2025



Proposed Change: One Reclassification

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Public Defender**	**DEPARTMENT #(ORG)**	1010610

DESCRIPTION OF REQUESTED ITEM:

Reclassification of Office Manager position to Department Business Manager (S301) with a 10% increase.

JUSTIFICATION OF REQUEST:

This position has grown since the office was established in 2023. The current functions of the Office Manager position are more closely aligned with the Department Business Manager job description, as the position has evolved to manage the business aspects of the Carson City Public Defender's Office rather than supervising staff. With the Public Defender attending to administrative duties and out of the office for Court, this position is now more focused on budgets, purchasing, timesheets, and other related business managerial duties. Further, this request is being made to achieve parity with the District Attorney's Office, which currently has a Department Business Manager and not an Office Manager. This position is reimbursable pursuant to NRS 180.006

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)	$ 6,885.00				
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)	$ 100.00				
PERS^^	$ 2,530.00				
TOTAL PERSONNEL COSTS	$ 9,515.00			**TOTAL SERVICES AND SUPPLIES**	$ -
				GRAND TOTAL	$ 9,515.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 36.75% and for Public Safety Employees that is 58.75%

Related One-time / Capital Requests +:

Description of Item		Amount
Existing Employee; no equipment necessary		
	Total	$ -

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

JOB DESCRIPTION

JOB TITLE:	Department Business Manager	**FLSA:**	Exempt
DEPARTMENT:	Various	**GRADE:**	M301
REPORTS TO:	Department Director	**DATE:**	July 2, 2014

SUMMARY OF JOB PURPOSE:

Under direction, plans, organizes and supervises a variety of administrative, finance business, analytical and liaison functions for the designated City department; analytical and interdepartmental coordination activities; oversees specified operational functions directly or through assigned staff.

ESSENTIAL FUNCTIONS:

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.

- Coordinates and assists in the development and implementation of goals, objectives, policies, procedures and work standards for the department.
- Coordinates the preparation of the department's capital, operational and supplemental budgets.
- Plans, organizes, administers, reviews and evaluates the activities of professional, technical and office support staff.
- Recommends selection of staff; trains staff and provides for their professional development; administers discipline as required.
- Contributes to the overall quality of the department's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.
- Directs and participates in personnel management activities of the department; interprets City policies and procedures to employees and ensures that departmental activities are in compliance with codes, regulations, codes and procedures.
- Coordinates and participates in departmental purchasing activities, including the preparation and distribution of requests for proposals for professional services; analyzes proposals and negotiates and administers resulting contracts.
- Directs the planning, acquisition and maintenance of all physical space and equipment required by staff.
- May oversee and direct specific operational staff and activities related to the functions of the department to which assigned.
- Directs and participates in various committees and task forces; organizes activities and provides for staff support; prepares or reviews a variety of narrative and/or statistical reports, correspondence, agenda items, policy papers, presentations and other written materials.
- Oversees specified long- and short-term projects; represents the City and the department in meetings with other departments and agencies.

- Uses standard office equipment, including a computer, in the course of the work; drives a personal or City motor vehicle to attend meetings and visit off-site City locations.
- Demonstrates courteous and cooperative behavior when interacting with elected officials, public, contractors, and staff; acts in a manner that promotes a harmonious and effective workplace environment
- Maintains absolute confidentiality of work-related issues, records and City information.
- At times may be required to work outside normal business hours and work extended hours to accomplish requirements of the position.

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:

Bachelor's Degree in Accounting, Finance, or related field; AND four (4) years of professional level experience in a combination of accounting, budgetary and financial analysis and reporting; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid Driver's License.

Required Knowledge and Skills

Knowledge of:

- Principles and practices of public administration.
- Principles and practices of project planning, development and evaluation.
- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Principles and practices of budget development and administration, basic accounting and public finance.
- Applicable laws, codes and regulations.
- Computer applications related to the work.
- Correct business English, including spelling, grammar and punctuation.
- Principles and practices of contract negotiation and administration.
- Principles and techniques of making effective oral presentations.
- Business mathematics, including statistics and financial analysis techniques.
- Records management principles and practices.
- Techniques for dealing with a variety of individuals, at all levels of responsibility, in person and over the telephone, often where relations may be confrontational or strained.
- Communicating effectively in oral and written forms.

Required Knowledge and Skills

Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Assisting in developing and implementing goals, objectives, policies, procedures and work standards.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Interpreting, applying and explaining complex federal, state and local laws and regulations.
- Preparing clear and concise reports, policies, procedures, correspondence and other written materials. Using initiative and independent judgment within general policy guidelines.
- Dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone.

SUPERVISION RECEIVED AND EXERCISED:

Under Direction - Assignments and objectives are presented to incumbents at this level and established work processes are to be followed. Incumbents have some flexibility in the selection of work methods, the timing of work processes, and the methods of completing tasks. Supervision is periodic and is usually initiated by employee and/or when important problems, significant changes from past procedures, and policy implications are involved.

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.

CONDITIONS OF EMPLOYMENT:

1. *Unclassified employees are "At Will" and as such, may be terminated at any time for any reason, or no reason.*

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 $48.25 and a drug screen which costs $36.50. Employment is contingent upon passing the background and the drug 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.uscis.gov.*

7. *Carson City is an Equal Opportunity Employer.*

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

"Carson City is an Equal Opportunity Employer"

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Public Defender**	**DEPARTMENT #(ORG)**	1010610

DESCRIPTION OF REQUESTED ITEM:

Reclassification of current Senior Legal Assistant position to Supervising Legal Assistant (T202) with 10% increase.

JUSTIFICATION OF REQUEST:

Job duties of current Senior Legal Assistant are better defined by the Supervising Legal Assistant position, especially in regard to training and supervising duties over two current Legal Assistants and one Office Specialist in the Carson City Public Defender's Office. This position would also directly supervise the Juvenile Legal Assistant position that this office is also requesting for FY26. This reclassification helps the office achieve parity with the District Attorney's Office, whose current hierarchy includes Supervising Legal Assistants. This position is reimbursable by the Department of Indigent Defense Services pursuant to NRS 180.006.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)	$ 6,168.00				
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)	$ 89.00				
PERS^^	$ 2,267.00				
TOTAL PERSONNEL COSTS	$ 8,524.00			**TOTAL SERVICES AND SUPPLIES**	$ -
				GRAND TOTAL	$ 8,524.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 36.75% and for Public Safety Employees that is 58.75%

Related One-time / Capital Requests +:		
Description of Item		Amount
Existing Employee; no equipment necessary		
	Total	$ -

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

JOB DESCRIPTION

JOB TITLE: Supervising Legal Assistant – Public Defender		**FLSA:**	Non-Exempt
DEPARTMENT: Public Defender		**GRADE:**	S101/S102
REPORTS TO: Office Manager or Dept. Business Manager		**DATE:**	7/1/23

SUMMARY OF JOB PURPOSE:

Under general supervision, provides supervisory, training, and complex, difficult, technical specialized and/or confidential legal office support to the Carson City Public Defender's Office.

DISTINGUISHING CHARACTERISTICS:

This is the supervisory level in the Legal Assistant series. Incumbents are expected to perform a full range of criminal, delinquecy, dependency, and civil legal support duties in the Carson City Public Defender's Office. Supervising Legal Assistants are expected to demonstrate mastery in the management of all aspects of cases files, compiling and dissmeinating discovery as directed, reviweing pleadings and correspondece, and accurate calendaring. Additionally, the Supervising Legal Assistant exercises immediate supervision over and training of Senior Legal Assistants, Legal Assistants, Office Specialists, and other relevant legal support staff.

ESSENTIAL FUNCTIONS:

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.

- Performs confidential legal office support work, which requires the exercise of independent judgment, the application of technical skills, and a knowledge of detailed or specialized activities related to the Public Defender's Office.
- Receives and screen visitors and telephone calls to the Office, providing information regarding the area of assignment, which requires the use of judgment and interpretation of policies and procedures.
- Communicates with staff from other agencies, businesses, law firms, and/or experts at attorney direction.
- Uses a computer for word processing and to input or retrieve data and prepare reports.
- Reviews, organizes, and processes with accuracy a wide variety of legal documents to include memoranda, complaints, orders, reports, media files, discovery, etc., following established policies and procedures.
- Drafts pleadings, petitions, statements, subpoenas, briefs, correspondence, memoranda, and other legal documents.
- Reviews finished pleadings and memoranda for completeness, accuracy, format, and compliance with applicable court rules.
- Ensures timely and proper filing of pleadings, exhibits, and other legal materials with the appropriate court.
- Organizes and maintains legal files as directed.

- Relieves attorneys of certain administrative matters by following-up on projects, transmitting information, keeping informed of pertinent activities, and scheduling and arranging for meetings.
- Calendars and schedules court dates and legal due dates with accuracy.
- Maintains and updates case notes and files.
- Performs daily court run duties on rotating assignment.
- Notarizes legal documents for attorneys relevant to cases.
- Responds to inquiries regarding cases in person and over the phone.
- Prepares presentation materials, exhibits and binders for trial or other contested hearings.
- Performs closing and auditing of case files.
- Provides direct supervision, training, assistance and guidance to other legal assistants and support staff.

JOB DESCRIPTION **Supervising Legal Assistant**

- Demonstrates courteous and cooperative behavior when interacting with the public and City staff; acts in a manner that promotes a harmonious, productive, effective , and professional workplace environment. Supervises subordinate legal support staff by providing comprehensive training, periodic auditing of work, coaching and counseling to legal assistants in support of office support functions.

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 bachelor's degree in Criminal Justice or a field related to the work; AND four (4) years of administrative experience in a legal or court office; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- A valid driver's license
- Current Nevada Notary Commission

Required Knowledge and Skills

- Knowledge of and ability to use a variety of computer programs including case management, court calendaring, word processing, data entry and/or standard report generation.
- Knowledge of and ability to use the Microsoft Office suite.
- Ability to use basic arithmetic to calculate briefing deadlines.
- Knowledge of and ability to use correct business English, including spelling, grammar, and punctuation.
- Knowledge of and ability to use legal office terminology, processes, procedures.
- Knowledge, skill and ability to format legal documents.
- Skill and ability to effectively communicate with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone.
- Ability to independently organize daily tasks and prioritize rapidly changing deadlines, and medium and long-term assignments.

- Skill and ability to ensure completeness and accuracy of case files and communicate effectively and consistently with assigned attorneys and investigators.
- Skill and ability to establish, maintain, and update case files and compose correspondence independently.

- Ability to prepare clear and concise reports, correspondence, and other written materials.
- Ability to use initiative within established procedural guidelines.
- Ability to organize, prioritize, and coordinate work activities and meet critical deadlines.
- Strong working knowledge of the case management database and other programs relevant to office support functions.
- Ability to effectively coach and mentor staff.
- Ability to effectively allocate support staff resources in the criminal, juvenile, and civil divisions to ensure coverage of all essential functions.
- Knowledge, skill, and ability in drafting and maintaining procedural manuals and training materials.
- Ability to contribute effectively to the accomplishment of team or work unit goals, objectives, and activities.
- Skilled in dealing successfully with the public, in person and over the telephone, often where relations may be confrontational or strained.

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 office procedures. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with work methods. Incumbent will exercise supervision over other legal assistants and support staff to ensure compliance with work methods. Incumbent will employ corrective action and retraining as necessary to ensure that division assignments and directives are met.

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.

This position must work at the Carson City Public Defender's physical office, subject to change at the supervisor or Public Defender's discretion. This position requires mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; ability to drive within Carson City limits to the courthouses, post office, and/or Attorney General's office; mobility and tolerance to weather sufficient to travel to off-site locations; mobility to walk several hundred yards during the course of the Court Run to file and disseminate legal paperwork and mail; 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.

CONDITIONS OF EMPLOYMENT:

1. *This is a non-exempt position. 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.*

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 $56.25 and a drug screen which costs $36.50. Employment is contingent upon passing the background and the drug 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.uscis.gov.*

7. *Carson City is an Equal Opportunity Employer.*

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

"Carson City is an Equal Opportunity Employer"

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Public Defender**	**DEPARTMENT #(ORG)**	1010610

DESCRIPTION OF REQUESTED ITEM: Budget increase for Travel

The Public Defender's Office is requesting to increase its training budget from $5,000.00 to $7,000.00 for FY26 and going forward.

JUSTIFICATION OF REQUEST:

The mission of the Public Defender's office is to provide zealous advocacy to indigent clients in Carson City and Storey County, and to assist clients in achieving the best possible outcome for their cases by utilizing sound legal strategies and providing access to relevant social services and treatment processes -- all while maintaining fiscal responsibility to those counties that fund the office. Achieving the office's mission requires attorneys and professional staff to remain on the cutting edge of legal developments, legal theories, ethics, professional responsibilities, diversity, and the evolution of criminal defense practices by attending regular trainings to continue their legal education. Specific training topics frequently include (but are not limited to) capital case defense, substance abuse and mitigation, juvenile justice, trial preparation, defense expert witnesses, investigation trends and tools, and other themes directly related to criminal defense in Carson City and Storey County. Several training conferences are held annually across the nation. It is the goal of the office to send the attorneys and professional staff to at least one major training conference per year, which, in years past, has included the 2-week Deryl Dantzler Trial Practice Institute in Washington D.C., the 4-day California Public Defenders Association's Capital Case Defense Seminar, or 3-day National Conference on Juvenile Justice held by the National Counsil of Juvenile and Family Court Judges. The office also intends to send the attorneys and professional staff to the State of Nevada Department of Indigent Defense Services (DIDS) conference, held annually in Las Vegas or Reno. These valuable training opportunities allow attorneys and professional staff to maintain their competency across many important facets of criminal defense, which then translates to better advocacy and representation of defendants to hopefully reduce recidivism and foster a safer community. The office's training budget is currently utilized to pay conference-related costs such as registration, course materials when necessary, and membership of the organizations holding the training conferences. The office intends to send several attorneys and professional staff to the Capital Defense Seminar in February 2026 in San Diego, CA. The cost of registration for the event in 2025 was $495. At the 2025 rate, the office can afford to send 10 employees to the conference with the current $5,000.00 budget but will not have any leftover funds for other training opportunities. The office respectfully requests a $2,000.00 increase to the training budget to allow other office staff to attend additional training conferences related to juvenile justice, leadership, and trial preparation. Pursuant to NRS 180.060, the training expenditures over and above the City's maximum contribution are reimbursable to the City from the State, so while the City may be covering the office's training expenses up front, much of the budget me be recoverable.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)		1010610	500330	TRAINING	$ 2,000
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 2,000
				GRAND TOTAL	$ 2,000

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Public Defender**	**DEPARTMENT #(ORG)**	1010610

DESCRIPTION OF REQUESTED ITEM: Budget increase for Travel

The Public Defender's Office is requesting to increase its travel budget from $10,000.00 to $20,000.00 for FY26 and going forward.

JUSTIFICATION OF REQUEST:

The mission of the Public Defender's office is to provide zealous advocacy to indigent clients in Carson City and Storey County, and to assist clients in achieving the best possible outcome for their cases by utilizing sound legal strategies and providing access to relevant social services and treatment processes -- all while maintaining fiscal responsibility to those counties that fund the office. Achieving the office's mission requires attorneys and professional staff to remain on the cutting edge of legal developments, legal theories, ethics, professional responsibilities, diversity, and the evolution of criminal defense practices by attending regular trainings to continue their legal education. Specific training topics frequently include (but are not limited to) capital case defense, substance abuse and mitigation, juvenile justice, trial preparation, defense expert witnesses, investigation trends and tools, and other themes directly related to criminal defense in Carson City and Storey County. Several training conferences are held annually across the nation. It is the goal of the office to send the attorneys and professional staff to at least one major training conference per year, which, in years past, has included the 2-week Deryl Dantzler Trial Practice Institute in Washington D.C., the 4-day California Public Defenders Association's Capital Case Defense Seminar, or 3-day National Conference on Juvenile Justice held by the National Counsil of Juvenile and Family Court Judges. The office also intends to send the attorneys and professional staff to the State of Nevada Department of Indigent Defense Services (DIDS) conference, held annually in Las Vegas or Reno. These valuable training opportunities allow attorneys and professional staff to maintain their competency in many important facets of criminal defense, which then translates to better advocacy and representation of defendants to hopefully reduce recidivism and foster a safer community. The office's current travel budget is $10,000.00; however, the office has been afforded an additional $10,000.00 for travel through the IFC for training opportunities thus far in FY25. In FY26, the office intends to send one deputy public defender to the Deryl Dantzler Trial Practice Institute at an estimated cost of $8,000.00 (based on past travel cost and claims to the same conference). Should the office's request for a budget increase be granted, the remaining $12,000.00 would be used to send several employees to the Capital Case Defense Seminar in San Diego, CA (at an estimated cost of $1,700 per person per current GSA and airfare rates), and to send the attorneys and professional staff to the DIDS conference in Las Vegas (at approximately $500 per employee based on current GSA and airfare rates). Per NRS 186.006, the travel expenditures over and above the City's maximum contribution are reimbursable to the City by the State. Therefore, while the City may be fronting the costs of the office's travel expenses, much of the budget will be recovered by the City.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)		1010610	500580	TRAVEL	$ 10,000
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 10,000
				GRAND TOTAL	$ 10,000

Org.	Object	Account Description	2023 Actuals	2024 Actuals	2025 Revised Budget	2025 Actuals	2025 RE-ESTIMATE	2026 BUDGET
1010615	501401	BOARD DESIGNATED	-	-	96,786.00	-	117,067.00	205,305.00
1010615	501402	T R P A / T T D	-	25,026.00	25,026.00	12,512.00	25,026.00	25,026.00
1010615	501403	ORMSBY ASSOC OF CC	-	-	-	-	-	-
1010615	501404	CAMPAGNI INCENTIVE	-	-	-	-	-	-
1010615	501405	UNITED LATINO COMMUNITY	-	-	-	-	-	-
1010615	501406	NV ASSN. OF COUNTIES	25,483.00	25,538.00	45,819.00	45,819.00	25,538.00	25,538.00
1010615	501407	NV LEAGUE OF CITIES	20,268.97	20,399.97	20,400.00	20,000.00	20,400.00	20,400.00
1010615	501408	NO. NV. DEV. AUTHORITY	25,000.00	25,000.00	25,000.00	-	25,000.00	25,000.00
1010615	501419	ST VINCENT DE PAUL	30,000.00	15,000.00	-	-	-	-
1010615	501421	VOL ATTORNEY FOR RURAL NV	22,925.91	13,577.88	-	-	-	-
1010615	501424	O A R C	-	-	-	-	-	-
1010615	501426	R.S.V.P. PROGRAM	15,000.00	15,000.00	15,000.00	5,642.19	15,000.00	15,000.00
1010615	501427	SENIOR CITIZENS CTR, INC.	24,000.00	24,000.00	24,000.00	24,000.00	24,000.00	24,000.00
1010615	501430	TRAINING	-	-	-	-	-	-
1010615	501434	ADVOCATES TO END D.V.	14,995.36	15,000.00	15,000.00	-	15,000.00	15,000.00
1010615	501435	COMMUNITY COUNCIL CENTER	20,000.00	20,000.00	20,000.00	8,709.36	20,000.00	20,000.00
1010615	501437	Western NV Community College	8,200.00	10,000.00	20,000.00	20,000.00	20,000.00	-
1010615	501438	CARSON TAHOE REGIONAL MEDICAL	14,048.61	-	-	-	-	-
1010615	501440	TAHOE TRANSPORATION DISTRICT	-	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
1010615	501442	MOTOR UNIT	-	-	-	-	-	-
1010615	501449	NIGHTS OF THE STREET	-	11,820.00	25,000.00	4,000.00	25,000.00	-
1010615	501450	SENIOR SERVICES NETWORK	-	6,003.12	-	-	-	-
1010615	501467	CASA	35,000.00	35,000.00	35,000.00	18,916.19	35,000.00	35,000.00
1010615	501479	ESL IN HOME LOAN PROGRAM NNV	-	-	-	-	-	-
1010615	501482	RON WOOD FAMILY RESOURCE	54,118.29	54,119.70	54,120.00	23,201.78	54,120.00	54,120.00
1010615	501483	CAPITAL CITY CIRCLES	5,660.00	18,730.94	-	-	-	-
1010615	501484	PARTNERSHIP CARSON CITY	10,384.00	-	-	-	-	-
1010615	501486	FISH	7,500.00	3,716.00	7,500.00	1,450.00	7,500.00	-
1010615	501487	NV HEALTH CENTERS	-	40,977.69	-	-	-	-
1010615	501488	FOOD FOR THOUGHT	-	-	-	-	-	-
1010615	501489	SALVATION ARMY -EMER HOUS	-	-	-	-	-	-
1010615	501490	N NV DREAM CENTER - DC HIRE	-	-	-	-	-	-
1010615	504600	FISCAL CHARGES	-	-	-	-	-	-
			$332,584.14	**$383,909.30**	**$433,651.00**	**$189,250.52**	**$433,651.00**	**$469,389.00**
1010615 Total			**$332,584.14**	**$383,909.30**	**$433,651.00**	**$189,250.52**	**$433,651.00**	**$469,389.00**

CSSG Program = .004 * FY2024 Total GF Expenes

$92,106,202.00 Audited

$368,424.81 Amount allocated to CSSG

368,425.00

368,425.00 Proposal to move CSSG Program to Supplemental Indigent Fund.

If approved: City would move TRPA, NACO, Leage Of Cities, NNDA, and TTD to Central Services Department, and this department would cease to exist.

Organizati	Object	Project	Account Description	2023 Actuals	2024 Actuals	2025 Revised Budget	4/10/2025 - 2025 Actuals	2025 RE-ESTIMATE	2026 BUDGET	2027 Projection	2028 Projection	2029 Projection	2030 Projection
2080083	411100	T	SECURED TAX ROLL: CURRENT	($1,530,919.47)	($1,641,367.06)	($1,668,975.00)	($1,770,781.27)	($1,775,000.00)	($1,895,878.00)	1,995,921.80)	(2,100,969.00)	(2,201,267.00)	(2,317,081.00)
2080083	411109	T	ACCIDENT INDIGENT 428.185	($229,637.31)	($246,206.82)	($219,376.00)	($265,616.35)	($265,616.00)	($287,361.00)	(300,829.00)	(316,545.00)	(333,048.00)	(350,375.00)
2080083	411120	T	SECURED TAX ROLL: DELINQUENT	($6,537.84)	($8,694.81)	$0.00	($4,908.34)	($4,908.00)	$0.00				
2080083	411129	T	ACCIDENT INDIGENT 428.185	($993.79)	($1,304.30)	$0.00	($736.30)	($736.00)	$0.00				
2080083	411200	T	PERSONAL PROPERTY TAX	($84,200.83)	($100,140.21)	($60,000.00)	($98,481.21)	($98,481.00)	($80,000.00)	($80,000.00)	($80,000.00)	($90,000.00)	($90,000.00)
2080083	411209	T	ACCIDENT INDIGENT 428.185	($12,629.65)	($15,021.04)	($8,500.00)	($14,772.07)	($14,772.00)	($8,500.00)	($10,000.00)	($10,000.00)	($10,000.00)	($10,000.00)
2080083	411220	T	PERSONAL PROPERTY TAX: DELINQU	($2,568.34)	($6,965.61)	$0.00	($1,651.07)	($1,651.00)	$0.00				
2080083	411229	T	ACCIDENT INDIGENT 428.185	($364.02)	($1,051.96)	$0.00	($247.59)	($148.00)	$0.00				
2080083	412200	T	CENTRALLY ASSESSED- STATE	($89,739.09)	($49,561.99)	($25,000.00)	($25,557.62)	($25,558.00)	($25,000.00)	($25,000.00)	($25,000.00)	($25,000.00)	($25,000.00)
2080083	412209	T	ACCIDENT INDIGENT 428.185	($13,460.88)	($7,434.29)	($3,500.00)	($3,833.64)	($3,834.00)	($3,500.00)	($3,500.00)	($3,500.00)	($3,500.00)	($3,500.00)
		T Total		**($1,971,051.22)**	**($2,077,748.09)**	**($1,985,351.00)**	**($2,186,585.46)**	**($2,190,704.00)**	**($2,300,239.00)**	**(2,415,251.00)**	**(2,536,014.00)**	**(2,662,815.00)**	**(2,795,956.00)**
2086581	434010	ITGOV	STATE GRANTS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00				
		ITGOV Total		**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**				
2080088	461010	INT	INTEREST INCOME	($42,096.05)	($114,110.05)	($15,000.00)	($75,010.67)	($50,000.00)	($15,000.00)	($25,000.00)	($25,000.00)	($25,000.00)	($25,000.00)
2080088	462020	INT	NET INC IN FAIR VALUE INV	$5,827.25	($41,774.94)	$0.00	$0.00	$0.00	$0.00				
		INT Total		**($36,268.80)**	**($155,884.99)**	**($15,000.00)**	**($75,010.67)**	**($50,000.00)**	**($15,000.00)**	**($25,000.00)**	**($25,000.00)**	**($25,000.00)**	**($25,000.00)**
2085081	466050	MISC	REFUNDS/REIMBURSEMENTS	($367,421.88)	($712,325.44)	$0.00	($532,128.00)	($1,064,255.00)	($714,667.00)	($728,960.00)	($743,539.00)	($758,410.00)	($773,578.00)
		MISC Total		**($367,421.88)**	**($712,325.44)**	**$0.00**	**($532,128.00)**	**($1,064,255.00)**	**($714,667.00)**	**($728,960.00)**	**($743,539.00)**	**($758,410.00)**	**($773,578.00)**
2080099	495000	BFB	BEGINNING FUND BALANCE	$0.00	$0.00	($2,477,859.00)	$0.00	($2,477,859.00)	($407,866.00)	($413,112.00)	($318,427.00)	($219,006.00)	($114,612.00)
		BFB Total		**$0.00**	**$0.00**	**($2,477,859.00)**	**$0.00**	**($2,477,859.00)**	**($407,866.00)**	**($413,112.00)**	**($318,427.00)**	**($219,006.00)**	**($114,612.00)**
				($2,374,741.90)	**($2,945,958.52)**	**($4,478,210.00)**	**($2,793,724.13)**	**($5,782,818.00)**	**($3,437,772.00)**	**($3,582,323.00)**	**($3,622,980.00)**	**($3,665,231.00)**	**($3,709,146.00)**

Advanced Practive RN-JAIL	0.87	$ 115,012.00	$ 120,763.00	$ 124,386.00	$ 126,874.00	$ 129,411.00
Human Services Social Worker	1.00	96,433.00	101,255.00	106,318.00	111,634.00	117,216.00
Mental Health Counselor	1.00	86,937.00	91,284.00	95,848.00	100,640.00	105,672.00
Community Health Worker	1.00	58,771.00	61,710.00	64,796.00	68,036.00	71,438.00
Park Ranger	0.30	19,726.00	20,712.00	21,748.00	22,835.00	23,977.00
		$ 376,879	$ 395,724	$ 413,096	$ 430,019	$ 447,714

2086550	500101	S	SALARIES	$222,623.74	$240,359.16	$339,917.00	$213,223.26	$325,578.00	$376,879.00	395,724.00	413,096.00	430,019.00	447,714.00
2086550	500102	S	HOURLY/SEASONAL	$58,371.98	$74,470.79	$90,000.00	$43,514.89	$60,000.00	$60,000.00	90,000.00	94,500.00	99,225.00	104,186.00
2086550	500106	S	MANAGEMENT LEAVE PAY	$3,782.50	$3,929.22	$0.00	$0.00	$0.00	$0.00				
2086550	500111	S	OVERTIME	$0.00	$577.16	$6,500.00	$930.62	$6,500.00	$6,500.00	1,000.00	1,000.00	1,000.00	1,000.00
2086550	500114	S	F L S A	$0.00	$15.49	$0.00	$0.00	$0.00	$0.00				
2086550	500116	S	HOLIDAY PAY	$0.00	$299.49	$0.00	$133.44	$0.00	$0.00				
2086550	500125	S	TEMPORARY STAFFING	$2,109.82	$0.00	$0.00	$0.00	$0.00	$0.00				
		S Total		**$286,888.04**	**$319,651.31**	**$436,417.00**	**$257,802.21**	**$392,078.00**	**$443,379.00**	**$486,724.00**	**$508,596.00**	**$530,244.00**	**$552,900.00**
2086550	500225	B	MEDICARE	$4,135.16	$4,646.85	$5,921.00	$3,749.99	$6,047.00	$6,351.00	7,043.00	7,360.00	7,674.00	8,003.00
2086550	500230	B	RETIREMENT	$57,290.17	$68,699.63	$87,260.00	$60,033.15	$87,173.00	$107,436.00	112,781.00	117,732.00	122,555.00	127,598.00
2086550	500240	B	GROUP INSURANCE	$16,643.40	$17,793.65	$31,775.00	$13,118.19	$32,142.00	$44,840.00	$47,082.00	$49,436.00	$51,908.00	$54,503.00
2086550	500241	B	CITY HSA CONTRIBUTION	$4,296.13	$4,605.41	$2,390.00	$4,157.17	$5,418.00	$5,200.00	$5,460.00	$5,733.00	$6,020.00	$6,321.00
2086550	500250	B	WORKERS' COMPENSATION	$3,230.81	$4,339.67	$5,971.00	$4,214.75	$7,216.00	$7,464.00	$8,210.00	$9,031.00	$9,934.00	$10,927.00
2086550	500266	B	FOUL WEATHER ALLOWANCE	$0.00	$45.00	$0.00	$45.00	$45.00	$45.00	$45.00	$45.00	$45.00	$45.00
2086550	500271	B	PHONE ALLOWANCE	$1,840.20	$2,096.70	$2,083.00	$1,562.40	$2,083.00	$2,083.00	$2,083.00	$2,083.00	$2,083.00	$2,083.00
		B Total		**$87,435.87**	**$102,226.91**	**$135,400.00**	**$86,880.65**	**$140,124.00**	**$173,419.00**	**$182,704.00**	**$191,420.00**	**$200,219.00**	**$209,480.00**
2086550	500625	S&S	OPERATING SUPPLIES	$0.00	$0.00	$750.00	$0.00	$750.00	$750.00	$0.00	$0.00	$0.00	$0.00
			Outreach Program - Karma Box						30,650.00	33,714.00	35,400.00	37,170.00	39,029.00
			CC Shares - Specialty Courts						24,999.00	25,000.00	25,000.00	25,000.00	25,000.00
			Emergency Sheltering 10 Rooms						69,510.00	69,510.00	69,510.00	69,510.00	69,510.00

Organizati	Object	Project	Account Description	2023 Actuals	2024 Actuals	2025 Revised Budget	4/10/2025 - 2025 Actuals	2025 RE-ESTIMATE	2026 BUDGET	2027 Projection	2028 Projection	2029 Projection	2030 Projection
			MOST Training						4,999.00	5,000.00	5,000.00	5,000.00	5,000.00
			Meals on Wheels						129,794.00	129,794.00	130,000.00	130,000.00	130,000.00
			Start-up Essentials - 5/Annually						2,049.00	2,050.00	2,050.00	2,050.00	2,050.00
2086550	501005	S&S	GENERAL ASSISTANCE	$360.88	$1,466.37	$2,895.00	$1,325.11	$2,895.00	$2,895.00	$2,000.00	$2,000.00	$2,000.00	$2,000.00
2086550	501025	S&S	INMATE MEDICAL CARE	$25,000.00	$15,344.53	$0.00	$0.00	$25,000.00	$25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
2086550	501036	S&S	REST HOME (.08 Cent Cap)	$1,368,328.31	$1,254,923.66	$1,403,180.00	$1,403,180.00	$1,524,478.00	$1,600,702.00	$1,680,737.00	$1,764,775.00	$1,853,014.00	$1,945,665.00
2086550	501230	S&S	IAF REFUND 2018	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2086550	501280	S&S	STATE INDIGENT REIM EXP	$56,351.48	$172,124.24	$2,019,794.00	$127,899.84	$2,745,961.00	$17,065.00	$97,242.00	$94,581.00	$93,237.00	$91,429.00
2086550	502450	S&S	CASH SHORT/OVER	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2086550	502508	S&S	INDIGENT MEDICAL 428.285 (.01 Cent)	$171,396.56	$180,673.00	$175,398.00	$87,699.00	$190,560.00	$200,088.00	$210,092.00	$220,597.00	$231,627.00	$243,208.00
2086550	502509	S&S	ACCIDENT INDIGENT 428.185 (100%)	$257,085.65	$271,018.41	$231,376.00	$207,944.58	$285,106.00	$299,361.00	$314,329.00	$330,045.00	$346,548.00	$363,875.00
		S&S Total		**$1,878,522.88**	**$1,895,550.21**	**$3,833,393.00**	**$1,828,048.53**	**$4,774,750.00**	**$2,407,862.00**	**$2,594,468.00**	**$2,703,958.00**	**$2,820,156.00**	**$2,941,766.00**
2086550	507705	CAP	VEHICLE REPLACEMENT PROGRAM	$0.00	$57,388.05	$68,000.00	$16,788.85	$68,000.00	$0.00	$0.00	$0.00	$0.00	$0.00
		CAP Total		**$0.00**	**$57,388.05**	**$68,000.00**	**$16,788.85**	**$68,000.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
2080200	593000	Z-EFB	UNRESERVED FUND BALANCE	$0.00	$0.00	$5,000.00	$0.00	$407,866.00	$413,112.00	$318,427.00	$219,006.00	$114,612.00	$5,000.00
		Z-EFB Total		**$0.00**	**$0.00**	**$5,000.00**	**$0.00**	**$407,866.00**	**$413,112.00**	**$318,427.00**	**$219,006.00**	**$114,612.00**	**$5,000.00**
2086550 Total				**$2,252,846.79**	**$2,374,816.48**	**$4,478,210.00**	**$2,189,520.24**	**$5,782,818.00**	**$3,437,772.00**	**$3,582,323.00**	**$3,622,980.00**	**$3,665,231.00**	**$3,709,146.00**
FUND 208 TOTAL				**$2,252,846.79**	**$2,374,816.48**	**$4,478,210.00**	**$2,189,520.24**	**$5,782,818.00**	**$3,437,772.00**	**$3,582,323.00**	**$3,622,980.00**	**$3,665,231.00**	**$3,709,146.00**
				($121,895.11)	**($571,142.04)**	**$0.00**	**($604,203.89)**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**

53,404.47	Meals on Wheels (Senior Center)
4,673.98	Karma Box (outreach)
8,450.00	CC Shares - Courts Collaboration
4,362.48	Phone, Gas small services
57,008.91	Emergency Sheltering
127,899.84	Break-out of IAF Spending

Total Taxes - Supplemental Indigent	($2,190,704.00)	($2,300,239.00)	($2,415,251.00)	($2,536,014.00)	($2,662,815.00)	($2,795,956.00)
Total State Payments	$2,000,144.00	$2,100,151.00	$2,205,158.00	$2,315,417.00	$2,431,189.00	$2,552,748.00
	($190,560.00)	($200,088.00)	($210,093.00)	($220,597.00)	($231,626.00)	($243,208.00)
RN - Jail Nurse - Salary		115,012.00	120,763.00	124,386.00	126,874.00	129,411.00
-Benefits		46,555.00	48,883.00	51,327.00	53,893.00	56,588.00
Inmate Medical		$25,000.00	$25,000.00	$25,000.00	$25,000.00	$25,000.00
General Assistance and Operating Supplies		$3,645.00	$2,000.00	$2,000.00	$2,000.00	$2,000.00
(Undesignated) /overspent available		($9,876.00)	($13,447.00)	($17,884.00)	($23,859.00)	($30,209.00)
IAF Revenues		($714,667.00)	($728,960.00)	($743,539.00)	($758,410.00)	($773,578.00)
Other positions - IAF Salaries		261,867.00	274,961.00	288,710.00	303,145.00	318,303.00
- IAF Benefits		126,864.00	133,821.00	140,093.00	146,326.00	152,892.00
Part time ond OT		$66,500.00	$91,000.00	$95,500.00	$100,225.00	$105,186.00
Other Expenses		262,001.00	265,068.00	266,960.00	268,730.00	270,589.00
Capital		$0.00	-	-	-	-
(Undesignated) /overspent available		$2,565.00	$35,890.00	$47,724.00	$60,016.00	$73,392.00
Interest		($15,000.00)	($25,000.00)	($25,000.00)	($25,000.00)	($25,000.00)
(Undesignated) Use of Undesignated Year over Year		($22,311.00)	($2,557.00)	$4,840.00	$11,157.00	$18,183.00

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	Finance	DEPARTMENT #(ORG)	1010701

DESCRIPTION OF REQUESTED ITEM:

Reclassify the Payroll Administrator A401 to Payroll Coordinator P601

JUSTIFICATION OF REQUEST:

The Payroll position ensures the 900+ City Full and Part Time employees get paid correctly, and is familiar with the 9 City Bargaining Units, Courts Executive Orders, Resolutions and Contracts. The payroll position frequently solves employee questions or issues on her own, and trains department Business Managers and other personnel on the proper coding when requested. She completes the PERS reporting monthly, quarterly reporting and W-2's, with minimal oversight. This position is extremely valuable as they also work with auditors in pulling data and explaining variances in the payroll process. This position is far from administrative, as the knowledge necessary goes beyond basic skills and data entry. Having this be a higher level position, helps free up the management teams time to work on Budget Projections and Financial Report preparation. The P601, makes this position unclassified and is comparable with an Carson City Human Resources Generalists paid at the same range. The Payroll position works closely with HR regarding payroll and benefit issues, and should be considered comparable to that position.

The A401 range is $60,705.58 - $84,988.02 and the P601 range is $63,844.40 - $102,151.04. The Payroll Administrator's salary already falls within the range requested; however, as this would be a position reclassification, we are requesting the normal 10% increase as of 7/1/2025, which will bring the person in the position currently to just below the top of the bottom 1/3rd of the salary range.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)	6,839.00				
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)	99.00				
PERS^^	2,513.00				
TOTAL PERSONNEL COSTS	$ 9,451.00			**TOTAL SERVICES AND SUPPLIES**	$ -
				GRAND TOTAL	$ 9,451.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 36.75% and for Public Safety Employees that is 58.75%

Related One-time / Capital Requests +:		
Description of Item		Amount
	Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

JOB DESCRIPTION

JOB TITLE: Payroll ~~Administrator~~Coordinator **FLSA:** ~~Non~~ Exempt

DEPARTMENT: Finance **GRADE:** ~~A401/A402~~P601

REPORTS TO: Deputy Finance Director **DATE:** ~~July 1, 2015~~April 8, 2025

SUMMARY OF JOB PURPOSE:

Under general direction, performs professional-level duties in relation to the administration of the City's~~processes City~~ payroll program in compliance with Federal and State regulations; ~~compiles, verifies, processes, reconciles, corrects and distributes payroll and attendance data, and~~including preparinges ~~s~~ 941 Quarterly Reports, PERS Reports and W-2's~~.~~

ESSENTIAL FUNCTIONS:

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.

- Receives, reviews, verifies, corrects and processes payroll accounting transactions, and prepares payrolls for submittal and payment.
- ~~Processes~~ Final preparation of payroll, benefits, and technical transactions, in compliance with all applicable Federal, state and local rules, regulations, and procedures; enters payroll data into computer systems, and maintains databases; enters data, processes transactions, validates data, and compiles documentation.
- Reviews timesheets and source documents for compliance with rules and regulations; determines proper handling of payroll and technical transactions within designated limits.
- Coordinates correction of timesheet errors with City Departments; tracks previous unapproved and late time entries; enters and corrects work hours; processes off-cycle checks; tracks late time entries and checks issued; processes ACH return replacement checks; corrects bank information; processes and replaces lost checks; processes W2 requests.
- Checks documents for validity and accuracy of information; performs mathematical calculations; records, files and distributes related paperwork and documents; reports discrepancies.
- Updates employee information for taxes and benefit deductions, wage assignments, garnishments, retirement, and other payments; audits and analyzes payroll transactions and resolves discrepancies.
- Conducts special research and analysis projects; summarizes data and generates reports.
- Maintains additional accounting and technical transaction databases as directed.

- Provides customer services; responds to requests for information, and attempts to resolve them by researching files and records within the scope of authority; updates, retrieves and releases information according to procedures; refers matters requiring policy interpretation to supervisor for resolution.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

JOB DESCRIPTION Payroll Coordinator

~~JOB DESCRIPTION Payroll Administrator~~

~~ESSENTIAL FUNCTIONS:~~

- Ensures that federal and state payroll regulations are enforced. Assist payroll staff in interpreting, and applying payroll and benefit laws, rules, regulations, policies and procedures; answer inquiries from internal and external clients, resolves problems and recommends solutions; refers employees to other appropriate resources as necessary.
- Assist in high level monitoring and auditing of hourly time to detect delays or system issues that may compromise the ability to process payroll.
- Reconcile and balance payroll and benefit data for monthly payroll general ledger closing.
- Review and analyze salary and benefits for accuracy. Calculate and verifies retroactive salary data. Work with internal auditor when necessary, and ~~P~~perform random audits and data analysis testing on payroll time entries.
- Prepare, reconcile and submit all quarterly and annual tax reports including 941's and W-2's. Files all quarterly and annual tax reports and ensures timely and accurate dispersal of payments, including federal and state withholding files. Assist in coordinating year end balancing.
- Collaborate with Finance team to analyze payroll processes and systems to identify inefficiencies and research alternatives to resolve critical payroll issues.
- Collect payroll data and information for statistical analysis. Responsible for ongoing analysis of payroll data for budgeting. Create ad hoc reports as requested for research data projects.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering ~~suggestions and~~suggestions and directing or participating as an active member of a work team, and training Business Manager and other timesheet data entry personnel as needed.
- Prepares reports, correspondence and a variety of written materials; prepares and maintains accurate records and documentation of activities.
- Uses standard office equipment, including a computer, in the course of the work.
- 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.
- Maintains absolute confidentiality of work-related issues, records and City information.

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 education or GED; AND two (2) years of payroll processing and accounting experience; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- None

~~JOB DESCRIPTION Payroll Administrator~~

Required Knowledge and Skills

Knowledge of:

- Applicable state and Federal statutes, rules, codes, and regulations governing payroll and benefits.
- Accounting and budgeting principles and methods for public sector payroll accounting.
- Payroll and benefits accounting rules and regulations, including union contracts.
- Specialized payroll software applications.
- Principles of record keeping and records management.
- Personal computers utilizing standard and specialized software applications.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Communicating effectively in oral and written forms.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Interpreting and applying City policies, collective bargaining agreements and Federal, state and local laws governing payroll.
- Maintaining payroll documentation, verifying, and reconciling payroll information and reports.
- Meeting deadlines and strict time frames for payroll processing.
- Correcting and updating financial information systems and generating reports.
- Maintaining accurate accounting records, and identifying and reconciling errors.
- Performing mathematical calculations with skill and accuracy.
- Entering numerical data into a computer system with speed and accuracy.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide services in the most cost effective and efficient manner.
- Establishing and maintaining effective work relationships with staff, coworkers, contractors and the public.

SUPERVISION RECEIVED AND EXERCISED:

Under ***General*** ~~***General Supervision***~~***Direction*** ~~–~~ Assignments and objectives are presented to Incumbents at this level and established work processes are to be followed~~are given assignments and objectives that are governed by specifically outlined work methods and a sequence of steps, which are explained in general terms~~. Incumbents have ~~some~~ flexibility in the selection of work methods, the timing of work processes (around holidays and vacations) and the methods of completing tasks. Supervision is ~~periodic and is usually initiated by the employee and/or when important problems, significant changes from past procedures, and policy implications are involved. The responsibility for achieving the work objectives, however, rests with a superior. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.~~ minimal, indirect, and usually limited to technical oversight.

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Commented [SR1]: This is not necessarily true. We are here if there is a question, but for the most part Amanda works very independently. There is a review prior to processing payroll, but very high level. Like I review all the Accounting Managers work. Overall, she is responsible for payroll. I think this paragraph is the killer, her responsibilities above indicate what she actually does, and a far different story.

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.

JOB DESCRIPTION **Payroll Coordinator**

~~**JOB DESCRIPTION** **Payroll Administrator**~~

CONDITIONS OF EMPLOYMENT:

1. *The classification is considered Unclassified under the provision of Section 2.330 (4) of the Carson City Charter. Unclassified employees are "At Will" and as such, may be terminated at any time for any reason, or no reason.* ~~*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, or no reason.*~~

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 pay for and submit to a fingerprint based background investigation* ~~*which cost the new employee $56.25 and a drug screen which costs $36.50*~~*and a drug/alcohol screen. 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.ucis.gov .*

7. *Carson City is an Equal Opportunity Employer.*

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

"Carson City is an Equal Opportunity Employer"

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	Finance	DEPARTMENT #(ORG)	1010701

DESCRIPTION OF REQUESTED ITEM:

Reclassify the Accounting Technician (A302) to a Senior Accounting Technician (A401).

JUSTIFICATION OF REQUEST:

The Accounting Technician in finance ensures all the Vendors are paid whether it be by Check, P-Card or Wire. The position reviews all the City Departments data entry and is required to catch keying errors, split errors, when something requires a PO or Contract, and frequently goes above and beyond and catches when an account doesn't look right, and should be Capital or Prepaid. Throughout the year this position monitors new Vendors, ensures all new vendors have a W-9, and follows controls to ensure payments are made to only legitimate vendors. At year end this position files the 1099's with the Internal Revenue Service. This job has a massive amount of data to go through weekly, and often trains Business Managers and other department staff on how to complete the invoice or P-Card entry. She sends reminders Citywide when something needs to be approved, so she can get invoices paid and P-Cards reconciled. This position is also the back-up of the front desk position, and trains and helps as necessary.

The A302 range is $46,699.64 - $65,379.34 and the A401 Range is $60,705.58 - $84,988.02. The current salary of this position does not fall within the current range, as currently, the person in this position is paid $50,909.56. This position has been a revolving door, as there is a lot of responsibility, for the amount of pay, and my hope is to keep the person in this position to create some longevity. We are requesting that she be brought the bottom of the new range as of 7/1/2025, which is a 19.2% increase.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)	9,796.00				
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)	142.00				
PERS^^	3,600.00				
TOTAL PERSONNEL COSTS	$ 13,538.00			**TOTAL SERVICES AND SUPPLIES**	$ -
				GRAND TOTAL	$ 13,538.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 36.75% and for Public Safety Employees that is 58.75%

JOB DESCRIPTION

JOB TITLE:	**Senior** Accounting Technician	**FLSA:**	Non-Exempt
DEPARTMENT:	Various	**GRADE:**	~~A302~~A402/~~A301~~A401
REPORTS TO:	Department Head	**PCN:**	12
DATE:	~~July 1, 2015~~ July 1, 2025		

SUMMARY OF JOB PURPOSE:

Under general direction, performs technical accounting activities involving the reconciling of total accounts payable and procurement card transactions; ~~and~~ maintenance of general ledger and accounts payable accounts. Provides technical assistance and training to Department and City staff. Prepares 1099's at calendar year end in accordance with IRS regulations.

ESSENTIAL FUNCTIONS:

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.

- ~~Directs the~~Reviews all payments and performs final processing of accounts payable and other disbursements; maintains various ledgers, registers and journals.
- ~~Enters~~ Reviews data entered ~~data~~ into computerized accounting program; inputs and retrieves information from multiple subsystems and databases.
- Researches and resolves issues brought forth in regard to status of accounts, coding of transactions and related issues.
- Compiles and prepares statistics, memorandums and reports from multiple financial systems and databases.
- Participates in the analysis and preparation of various financial statements, accounts, fiscal reports and special reports relating to the progress or problems of assigned area of responsibility.
- Provides customer services; responds to requests for information, and attempts to resolve them by researching files and records within the scope of authority; updates, retrieves and releases information according to procedures; refers matters requiring policy interpretation to supervisor for resolution.
- Provides technical information, training and instruction to departments as needed in regard to applicable procedures and methods.
- Prepare, reconcile and submit the Federal 1099 forms and ensures timely and accurate submission of data.
- 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.

- Prepares reports, correspondence and a variety of written materials; prepares and maintains accurate records and documentation of activities.
- Uses standard office equipment, including a computer, in the course of the work.

- 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.
- Maintains absolute confidentiality of work-related issues, records and City information.

~~JOB DESCRIPTION Accounting Technician~~

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 education or GED; AND two (2) years of accounting experience; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- None

Required Knowledge and Skills

Knowledge of:

- Accounting and budgeting principles and methods, including grant fund and special fund procedures.
- Applicable policies, procedures and regulations covering specific areas of assignment.
- Specialized City accounting software applications.
- Principles of record keeping and records management.
- Personal computers utilizing standard and specialized software applications.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Communicating effectively in oral and written forms.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Interpreting and applying accounting standards and procedures, applicable rules and regulations, and City policies and procedures.
- Preparing cost accounting statements and statistical reports.
- Reviewing and verifying the accuracy of accounting and transaction data and reports.
- Maintaining accurate accounting records, and identifying and reconciling errors.
- Correcting and updating financial information systems and generating reports.
- Performing mathematical calculations with skill and accuracy.

- Entering numerical data into a computer system with speed and accuracy.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide services in the most cost effective and efficient manner.
- Establishing and maintaining effective work relationships with staff, coworkers, contractors and the public.

JOB DESCRIPTION Accounting Technician

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. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

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.

~~JOB DESCRIPTION Accounting Technician~~

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.*

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 pay for and submit to a fingerprint based background investigation and a drug/alcohol screen.~~which cost the new employee $48.25 and a drug screen which costs $36.50.~~ 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.uscis.gov.*

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I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

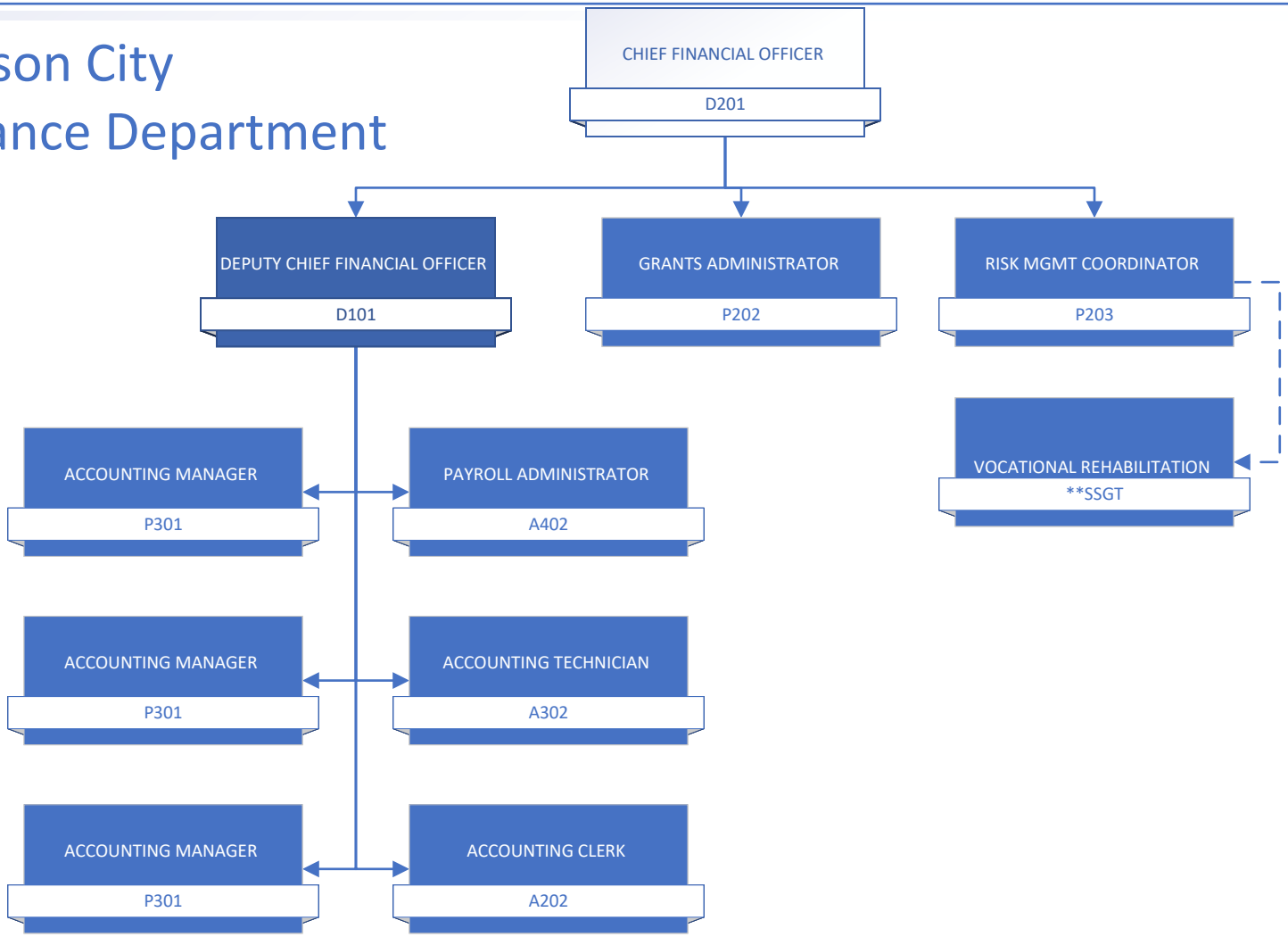
PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

"Carson City is an Equal Opportunity Employer"

Carson City
Finance Department

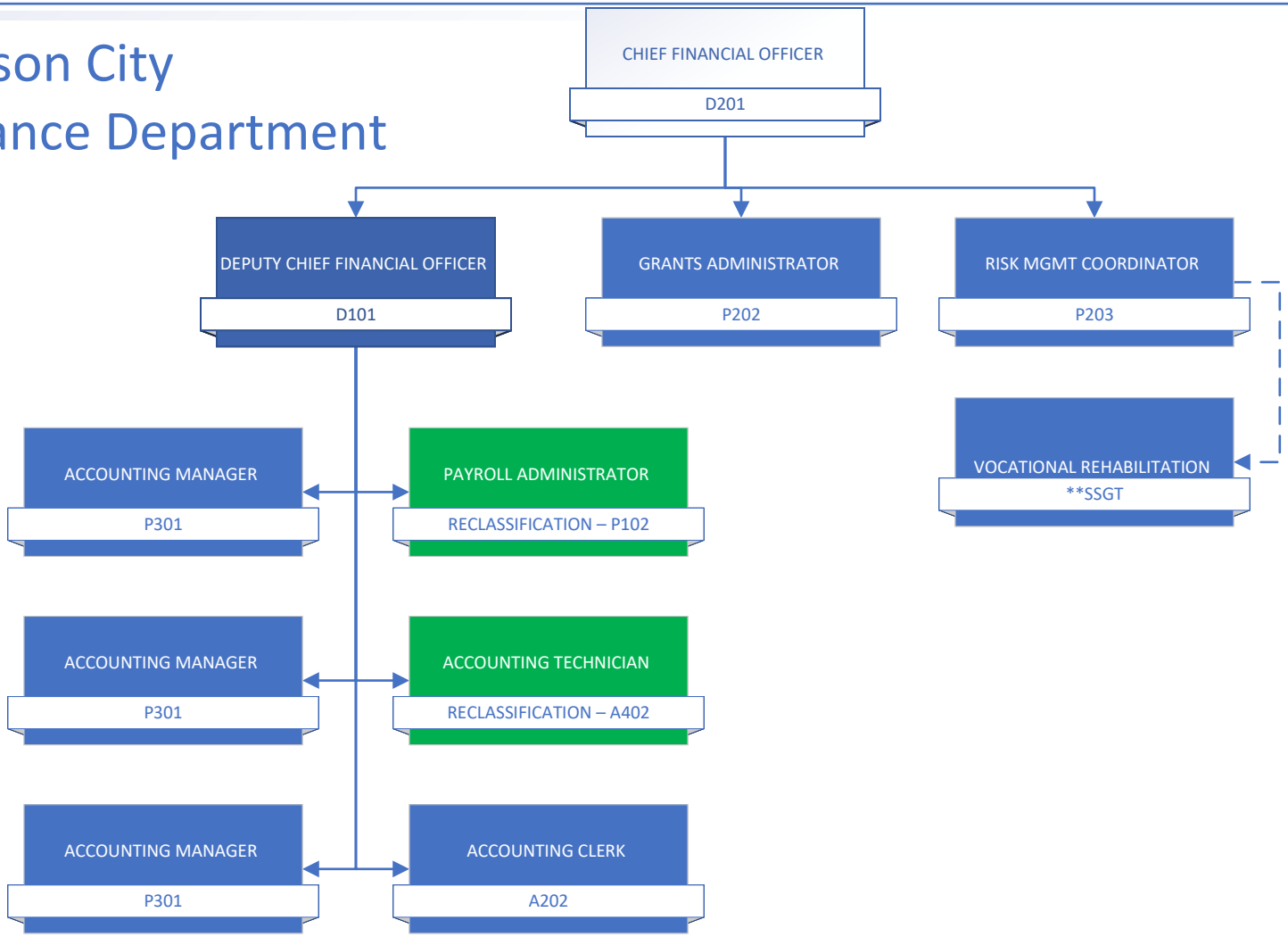
March 19, 2025



**Position currently assigned under Risk Management

Carson City
Finance Department

March 19, 2025



Proposed Changes: Two Reclassifications

**Position currently assigned under Risk Management

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Information Technology**	**DEPARTMENT #(ORG)**	1010710

DESCRIPTION OF REQUESTED ITEM:

Increase annual software maintenance budget for 1010710-500433.

JUSTIFICATION OF REQUEST:

Carson City Information Technology is submitting a supplemental budget request to increase the software maintenance budget for future fiscal years. The additional core infrastructure required at the Emergency Operation Center/Fire Station 55 has increased the annual minatenance cost for maintaining network equipment and firewalls. This infrastructure is a requirement for the operation of the facility and its employees. The current budget allocation is insufficient to cover the required the additional annual maintenance and licensing costs. The software maintenance budget is used to support various City business operations that leverage technology applications and equipment. These applications and equipment support critical areas of operation such as network security, system integrations, data management, control systems operations and public safety operations. Carson City Information Technology is requesting an increase for the software maintenance budget. This supplemental funding will enable IT to continue supporting City initiatives by leveraging support and the licensed operation of technology applications and equipment. This contributes to the security and reliability of systems as well as service delivery to the community.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)		1010710	500433	Software Maintenance Cost	$ 85,836.00
Other pay*				Sheriff's Software	(28,000.00)
Workers' Compensation				Juvenile Software	(27,622.00)
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 30,214.00
				GRAND TOTAL	$ 30,214.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 33.50% and for Public Safety Employees that is 50%

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Information Technology**	**DEPARTMENT #(ORG)**	1010710

DESCRIPTION OF REQUESTED ITEM:

10% budget increase for hourly/seasonal budget.

JUSTIFICATION OF REQUEST:

With recent global events and a rise in the cost of living over the past several years, CCIT Leadership wanted to ensure current staff members are being compensated fairly. During FY25, CCIT Leadership performed a compensation study with Human Resources to ensure current wages are competitive and appropriate. In this review, it was determined that an increase of 10% for the hourly/seasonal budget will allow CCIT to maintain a competitive wage for our part-time employees. Both part-time employees are key members of the team and continue to make firm contributions to the success of CCIT. CCIT's part-time employees have been able to support various City operations such as accounts payable tasks as well as support for various board and committee meetings at the Community Center. CCIT is committed to retaining the best employees it can and would like to continue to provide appropriate compensation for our part-time employees well into the future.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)		1010710	500102	Hourly/Seasonal	$ 3,975.00
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 3,975.00
				GRAND TOTAL	$ 3,975.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

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SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	Information Technology	DEPARTMENT #(ORG)	1010710

DESCRIPTION OF REQUESTED ITEM:

$105,000.00 budget increase for Telephone/hardware budget.

JUSTIFICATION OF REQUEST:

Carson City Information Technology is submitting a supplemental budget request to permanently increase the telephone budget for future fiscal years. This budget is crucial as it covers the city's telephone expenses, ISP connections, and direct fiber connections between critical locations, including Public Works, the landfill, Dispatch, City Hall, Fire Stations 53 and 54, the cemetery, Fuji Park, Public Defender, and the new EOC and Fire Station 55 location. Ensuring reliable communication and connectivity across these sites is essential for maintaining our city's operations and providing effective public services.

In the past year and a half, many of these locations have been newly added to our network and have begun incurring billing. This expansion was necessary to support the growing connectivity needs of our city infrastructure. Recently, Carson City also transitioned from Allstream to Spectrum as our phone carrier. While this switch has provided us with enhanced service capabilities, it has also led to additional costs. These increased expenses are necessary to sustain the improved quality of service and ensure robust, uninterrupted communication infrastructure. The enhanced connectivity provided by Spectrum supports our public safety, emergency response, and day-to-day operations, which are vital for the well-being and safety of our community.

In light of these changes, Carson City Information Technology is requesting an increase of $105,000.00 to the telephone budget. This adjustment will not only cover the additional costs incurred from the carrier switch but also accommodate the new billing from the recently added locations. Approving this supplemental budget request is a strategic investment in maintaining the operational integrity and service quality of our municipal communications infrastructure. Your support in this matter will enable us to continue providing reliable and efficient services to all city departments and locations and most importantly, the Citizens of Carson City.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)		1010710	500710	TELEPHONE/HARDWARE	$ 105,000.00
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 105,000.00
				GRAND TOTAL	$ 105,000.00

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SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Information Technology**	**DEPARTMENT #(ORG)**	1010710

DESCRIPTION OF REQUESTED ITEM:

Request Increase G/L account 500309.

JUSTIFICATION OF REQUEST:

Carson City Information Technology is submitting a supplemental budget request to increase the professional services budget for future fiscal years. The demand for specialized IT professional services has significantly grown due to the increased complexity of our IT infrastructure and the expansion of essential city services. Our current budget allocation is insufficient to cover the required support and expertise needed to maintain and enhance our systems effectively.

The professional services budget is vital for engaging external experts who provide specialized knowledge and skills that are not available in-house. These services include critical areas such as network security, system integrations, data management, and ongoing support for new technology implementations. With the ever-evolving nature of technology and the rising threats to cybersecurity, it is imperative that we have access to the highest level of expertise to ensure the security and efficiency of our IT infrastructure.

In light of these needs, Carson City Information Technology is requesting an increase in the professional services budget. This supplemental funding will enable us to engage the necessary external resources to support City initiatives, ensure the security and reliability of systems, and ultimately enhance our service delivery to the community. Approval of this request is crucial to maintaining the operational integrity and technological advancement of Carson City's IT infrastructure.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2040)		1010710	500309	Professional Services	$ 30,000.00
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 30,000.00
				GRAND TOTAL	$ 30,000.00

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SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	Community Development	DEPARTMENT #(ORG)	1011425

DESCRIPTION OF REQUESTED ITEM:

Other Operating Supplies

JUSTIFICATION OF REQUEST:

Printing and Advertising: $5000 - Requesting to increase the amount currently budgeted to cover both the current and anticipated cost increases for Notice of Public Hearing publications in the Nevada Appeal as required by NRS. These publications are used to notify the public of board meetings such as Planning Commission and various Administrative Hearings.

Operating Supplies: $1200 - Requesting to increase the amount currently budgeted. The Community Development Department has purchased two mobile phones for the Compliance Officer positions. The cost is a recurring monthly service fee. This allows the contact phone number to remain consistent and transferable in the event of an employee change. The mobile phones are a requirement for use in the field for performing investigations, taking case photos and for safety concerns.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)		1011425	500542	Printing/Advertising	5000
Other pay*		1011425	500625	Operating Supplies	1200
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 6,200.00
				GRAND TOTAL	$ 6,200.00

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Related One-time / Capital Requests +:	
Description of Item	Amount

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Community Development**	**DEPARTMENT #(ORG)**	75% 1011425 25% 6027505

DESCRIPTION OF REQUESTED ITEM:

Promotion from Office Specialist to Senior Office Specialist

JUSTIFICATION OF REQUEST:

As part of its reorganization of assignments and duties for staff, the Community Development Department is respectfully requesting the promotion of office specialist to senior office specialist. The current office specialist holds an extremely heavy administrative work load inlcuding:

-Requirements for Planning Commission, Historic Resources Commission, Redevelopment Authority Citizens Committee, Administrative Permit Review and Liquor Hearing Agenda(s) and ensures the agenda(s) are posted in accordance with State timelines.

-Updates and maintains the monthly Building report and presentation for the Planning Commission meeting

-Updates and maintains the Residential Development report

-Clerical Support to the Code Enforcement Department

-Ensuring files are maintained and organized In addition to these tasks, the senior office specialist will be responsible for:

-Accepting and processing applications for the Carson Street Banner program, including determining if the banner will meet City policy. -

Will coordinate with the Mayor and local businesses on the sales of Christmas ornaments.

-Research and prepare the due process requirements for the Neighborhood improvement Districts.

This request will not result in an additional FTE. 75% is charged to 1011425 and 25% is charged to 6027505.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)	$ 6,438.00				
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)	$ 93.00				
PERS^^	$ 2,366.00				
TOTAL PERSONNEL COSTS	$ 8,897.00			**TOTAL SERVICES AND SUPPLIES**	$ -
				GRAND TOTAL	$ 8,897.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

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^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 36.75% and for Public Safety Employees that is 58.75%

JOB DESCRIPTION

JOB TITLE:	Senior Office Specialist	**FLSA:**	Non-Exempt
DEPARTMENT:	Community Development	**GRADE:**	A301/A302
REPORTS TO:	Department Business Manager	**DATE:**	July 1, 2025

SUMMARY OF JOB PURPOSE:

Under general supervision, provides difficult, complex, technical, programatic or specialized office support to various City or local government offices; may perform lead duties over other administrative or operational staff.

ESSENTIAL FUNCTIONS:

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.

- Performs complex technical, programmatic, and/or specialized office support work, which requires the exercise of independent judgment, the application of technical skills and a knowledge of detailed or specialized activities related to the department to which assigned.
- Provides lead direction, training and work review to other administrative and/or operational staff; organizes and assigns work, sets priorities, and follows-up to ensure coordination and completion of assigned work.
- Prepares and distributes meeting packets, prepare post-meeting documents, and maintain all files.
- Adheres to due process requirements for public meetings and public hearings.
- Researches and assembles information from a variety of sources for the completion of forms or the preparation of reports; makes arithmetic or statistical calculations.
- Conducts specific projects related to the department or office to which assigned; may obtain and/or provide information from other organizations, summarize such information and prepare recommendations.
- Uses a computer to develop and manage databases and/or spreadsheet files and to develop special report formats.
- Provides information to the public or to City staff that requires the use of judgment and the interpretation of policies, rules or procedures.
- Arranges meetings by notifying attendees, reserving rooms and making lodging and/or meal arrangements.
- Organizes, maintains and purges various departmental files.
- Prepares and types correspondence, reports, forms, contracts and specialized documents from drafts, notes, dictated tapes, or brief instructions; may provide secretarial support on a relief basis.
- Proofreads and checks typed and other materials for accuracy, completeness, and compliance with departmental policies and regulations.
- Enters and retrieves data and prepares reports using a computer; reviews such reports for accuracy and makes corrections as required

ESSENTIAL FUNCTIONS:

- Operates standard office equipment.
- Trains others in work procedures or direct the work of others on a project or relief basis.
- 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.
- Acts as receptionist and receives and screens visitors and telephone calls and directs the caller to the proper person or personally handles the call; provides information which requires the use of judgment and interpretation of policies, rules and procedures.
- Coordinates with the Mayor and local businesses on the sales of Christmas ornaments.
- Accept and process applications for the Carson Street Banner program, including determining if the banner will meet City policy.
- May perform technical support work related to the department to which assigned.
- Maintains accurate records and files; assists in the maintenance of official City records; compiles information and prepares special and periodic reports related to the work performed.
- Uses standard office equipment, including a computer, in the course of the work.
- 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 three (3) years of clerical experience; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- None

Required Knowledge and Skills

Knowledge of:

- Policies and procedures of the department to which assigned.
- Basic supervisory principles and practices.
- Use of specified computer applications involving word processing, data entry and/or standard report generation.
- 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.

Required Knowledge and Skills

- 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 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, or difficult technical office support work.
- Planning, directing and reviewing the work of others on a project or day-to-day basis; instructing others in work procedures; performing technical, specialized, complex or difficult office support work.
- 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 commissioners, 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. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

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.

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, or no reason.*

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 shall 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 $52.25 and a drug/alcohol screen which costs $36.50. 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.ucis.gov.*

7. *Carson City is an Equal Opportunity Employer.*

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

"Carson City is an Equal Opportunity Employer"

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	Sheriff's Office - Charter	DEPARTMENT #(ORG)	2004

DESCRIPTION OF REQUESTED ITEM:

Hourly Background Investigatior

JUSTIFICATION OF REQUEST:

The Sheriff's Office is in need of an hourly employee that can quickly and accuratly process backgrounds. Currently, the department is missing out on excellent candidates due to the length of time that it takes to fully process an individual. Between the time applicants apply and are offerd a job with CCSO, they very often have moved on to another agency that was able to make an offer quickly.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2040)		1012004	500102	Hourly	25,975.00
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 25,975.00
				GRAND TOTAL	$ 25,975.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

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Related One-time / Capital Requests +:		
Description of Item		Amount
	Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Sheriff's Office - Admin**	**DEPARTMENT #(ORG)**	2005

DESCRIPTION OF REQUESTED ITEM:

Hourly Employee Raise

JUSTIFICATION OF REQUEST:

Hourly employees at the Sheriff's Office rarely receive raises as our budget doesn't currently have room for additional costs. We're requesting a 10% increase to our PT employee budget to bring hourly employees in line with recent CCEA raises. The calculations below also include amounts for employees that are funded through indigent accounts.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account #		Description	Increase Amount
		Org.	Obj.		
Salary^ (hire rate *2040)		1012004	500102	Hourly	9,900.00
Other pay*		1012013	500102	Hourly	5,000.00
Workers' Compensation		1012017	500102	Hourly	6,500.00
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 21,400.00
				GRAND TOTAL	$ 21,400.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

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Related One-time / Capital Requests +:

Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Sheriff's Office - Administration**	**DEPARTMENT #(ORG)**	2005

DESCRIPTION OF REQUESTED ITEM:

Increase to the SO Admin Operating Supplies budget.

JUSTIFICATION OF REQUEST:

The Admin operating budget for the Sheriff's Office hasn't been increased since FY2018. Inflation during that time has been very high and it is no longer possible to run the department on the current budget. In order to keep the department operating and fully supplied, the SO is requesting a $20,000 increase.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)		1012005	500625	Operating Supplies	20,000.00
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 20,000.00
				GRAND TOTAL	$ 20,000.00

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^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 33.50% and for Public Safety Employees that is 50%

Related One-time / Capital Requests +:

Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**SO ADMIN - Software Maintenance**	**DEPARTMENT #(ORG)**	2005

DESCRIPTION OF REQUESTED ITEM:

AT&T Absolute Software

JUSTIFICATION OF REQUEST:

IT has historically paid for the Sheriff's Office AT&T Absolute Software subscription. IT is no longer paying annual subscriptions on behalf of departments. Requesting a $13,000 increase to cover the cost of the annual subscription going forward. This should be a net zero cost to the city as the budget for this subscription is currently in IT's budget.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)		1012005	500533	Software Maintenance	13,000.00
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 13,000.00
				GRAND TOTAL	$ 13,000.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

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^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 33.50% and for Public Safety Employees that is 50%

Related One-time / Capital Requests +:		
Description of Item		Amount
	Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**SO ADMIN - Software Maintenance Cost**	**DEPARTMENT #(ORG)**	2005

DESCRIPTION OF REQUESTED ITEM:

Tableau subscription

JUSTIFICATION OF REQUEST:

The Sheriff's Office is looking to upgrade it's administrative analytical capabilities. Tableau will allow the department to easily visualize and analyze large amounts of data from various sources and thereby make more accurate and informed decisions. Tableau will also reduce the amount of time that it takes to gather and analyze data.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)		1012005	500433	Software Maintenance	6,000.00
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 6,000.00
				GRAND TOTAL	$ 6,000.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

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^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 33.50% and for Public Safety Employees that is 50%

Related One-time / Capital Requests +:

Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**SO ADMIN - Software Maintenance Cost**	**DEPARTMENT #(ORG)**	2005

DESCRIPTION OF REQUESTED ITEM:

Veripic Annual Subscription

JUSTIFICATION OF REQUEST:

The Veripic subscription has historically been paid by IT; however, going forward IT wishes departments to pay for their own subscription. The Sheriff's Office is requesting an increase to the admin software maintenance budget to continue service.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)		1012005	500433	Software Maintenance	15,000.00
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 15,000.00
				GRAND TOTAL	$ 15,000.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

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Related One-time / Capital Requests +:

Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	Sheriff's Office	DEPARTMENT #(ORG)	2005

DESCRIPTION OF REQUESTED ITEM:

Central Square Annual Fee Increase

JUSTIFICATION OF REQUEST:

Central Square provides public safety software, including CCSO's Computer Aided Dispatch System, Records Management System, and Jail Management System. The cost of this software is split between the Sheriff's Office General Fund and the 911 Dispatch fund. The annual fee for this software is increasing from $263,000 in FY25 to $276,151.56 in FY26. The Sheriff's Office is requesting an additional $7,000 to cover the General Fund portion of the increase.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2040)		1012005	500433	Software Maintenance	7,000.00
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -	**TOTAL SERVICES AND SUPPLIES**			$ 7,000.00
				GRAND TOTAL	$ 7,000.00

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Related One-time / Capital Requests +:	
Description of Item	Amount

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Sheriff's Office - Administration**	**DEPARTMENT #(ORG)**	2005

DESCRIPTION OF REQUESTED ITEM:

Department wide mobile phone request

JUSTIFICATION OF REQUEST:

Industry standards, best practices and legal doctrine are requiring that law enforcement employees be issued personal communication devices ("mobile phones", "cell phones", "mobile devices"), in many cases to individuals or when practical issued to a job tasks.

1) With the replacement of Tiburon and moving to Tyler Technology the modern systems allow autonomy for deputies in the field to directly and seamless perform tasks on mobile devices to include: report writing (dictation), ticket writing, pre booking of inmate, pre booking of property, bar code reading, training, records checks, and photography.
2) Address "dead spots" through single company.
3) Instant access to updates and alerts
4) Preemted/priority communication during the emergencies.
5) Real-time coordination.
6) Body camera integration
7) Access to employer controlled applications that can be updated efficiently by a device management system
8) Allows tracking and dedicated communication with employer control over mobile device use
9) Prevents co-mingling of personal and work information on one mobile device avoiding court order seizure of employee personal property
10) Mitigates privacy, malware, and data breach concerns through policy, controlled access, and a secured network.
11) Accountability and transparency: communication and records are maintained in accordance with government retention laws
12) Official and dedicated method for community engagement

Note, with the issuance of mobile devices, cost would be mitigated by current payments of phone stipends.

Total number of mobile devces requested: 125

Currently 20 phone stipends are paid annually, for a total reduction of $18,540, if approved.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2040)		1012005	500710	Telephone	61,875.00
Other pay*				Phone Stipends	(18,540.00)
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 43,335.00
				GRAND TOTAL	$ 43,335.00

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Related One-time / Capital Requests +:

Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Sheriff's Office - Administration**	**DEPARTMENT #(ORG)**	2005

DESCRIPTION OF REQUESTED ITEM:

Increase the SO Telephone budget.

JUSTIFICATION OF REQUEST:

The cost to maintain phone lines, MDCs, fax lines, etc. was $300,000 in FY24. The Sheriff's Office is requesting a $50,000 increase to maintain and keep these necessary tools.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)		1012005	500710	Operating Supplies	50,000.00
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 50,000.00
				GRAND TOTAL	$ 50,000.00

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Related One-time / Capital Requests +:

Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**SO ADMIN - Employee Physicals**	**DEPARTMENT #(ORG)**	2005

DESCRIPTION OF REQUESTED ITEM:

ARC Health and Wellness contract increase
The Ridge fee for service increase

JUSTIFICATION OF REQUEST:

ARC provides NRS required physical fitness exams for SO employees. Earlier this year the ARC contract was renewed and included a 20% increase in fees for services. It was determined that, even with the increased cost, ARC was still the cheapest and most reliable vendor.

The Ridge provides NRS required mental health visits for all first line responders. The cost for service increased in FY25 by 25%.

An additional $40,000 is required to maintain the budget for these services.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)		1012005	500356	Employee Physicals	40,000.00
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 40,000.00
				GRAND TOTAL	$ 40,000.00

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Related One-time / Capital Requests +:	
Description of Item	Amount
Total	0

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SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Investigations**	**DEPARTMENT #(ORG)**	2011

DESCRIPTION OF REQUESTED ITEM:

Increase to the investigative fund to support the increase of child forensice interviews/exams and to provide funding for the Special Enforcement Team to help facilitate intelligence gathering and narcotics investigations.

JUSTIFICATION OF REQUEST:

In 2023, an effort was started to create a Child Advocacy Center (CAC) in Carson City. Prior to this effort our child victims of sexual and physical abuse had to travel to the Washoe County CAC after waiting 3 to 4 weeks for an appointment. The traveling and the time it took to get an appointment prevented many of our child victim families from completing the essential Child Forensic Interview and exam, which decreased the likelihood the case could be prosecuted. The Carson City Rural Child Advocacy Center (CCRCAC) is nearly complete with two centers preparing to open. In the interim the non-profit funding the effort is paying a Child Forensic Interviewer to conduct child forensic interviews at the Carson City Sheriff's Office. As a result of not having to send victims to Washoe County for the interviews, we have seen a tremendous increase in the amount of Child Forensic Interviews (CFI) conducted for the Carson City Sheriff's Office. In 2022 we completed 40 Child Forensic Interviews at the Washoe County Child Advocacy Center. In a 3 month period in 2024 we completed 40 child forensic interviews. The Serving Our Communities foundation is currently paying the cost of the interviews, but plans to follow the Washoe County Child Advocacy Center fee schedule of $500.00/interview and exam once their centers are open. In preparation for the increase in interviews and associated costs I am requesting funding for an additional 40 child forensic interviews/exams at $500.00/exam. Additionally, $5,000.00 is being requested to facilitate intelligence gathering and narcotic investigations.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)					
Other pay*		1012011	500522	40 CFI/Intel Inv. Funds	25,000.00
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 25,000.00
				GRAND TOTAL	$ 25,000.00

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Related One-time / Capital Requests +:	
Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Investigations**	**DEPARTMENT #(ORG)**	2011

DESCRIPTION OF REQUESTED ITEM:

Increase to the maintenance service contracts fund to cover increases in costs and subscription maintenance of exisiting invesitgative resources. This fund will also cover the recurring annual subscription cost of the Flock Automated Licesne Plate Reader network.

JUSTIFICATION OF REQUEST:

Offender Watch is a database that keeps track of registered sex offenders in our community. For years Offender Watch was paid for by the Nevada Attorney General's Office via a grant. The grant no longer pays for Offender Watch which now has to be paid by the Sheriff's Office. Offender Watch costs $4,410/year. First 2 is an open source investigative tool that is essential to the Real Time Information Center and will also be used by patrol. First 2 costs $7,200/year. Cellhawk and Trax are subscription based software that are used to analyze mobile device data to assist with apprehensions, investigations and court exhibit preparation. Cellhawk/Trax costs increased $2400/year. Our Flock Safety Automated License Plate Reader (ALPR) network recurring annual fee is due July 1, 2025. The FLOCK ALPR agreement was approved by the Board Of Supervisor's unanimously on July 6, 2023 (Agenda item 13.l). The recurring annual fee per the FLOCK agreement is currently $122,500.00/year. I am recommending adding 10% over the current annual cost to cover potential year over year increases to the Flock annual fee.

		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)					
Other pay*		1012011	500432		148,760
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 148,760.00
				GRAND TOTAL	$ 148,760.00

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Related One-time / Capital Requests +:	
Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Sheriff's Office - Investigations**	**DEPARTMENT #(ORG)**	2011

DESCRIPTION OF REQUESTED ITEM:

Washoe County Forensic Services

JUSTIFICATION OF REQUEST:

Washoe County has increased the cost of their forensic services by $52,000 between FY23-FY25. CCSO is requesting a $30,000 budget increase to keep pace with that increased cost. Washoe County confirmed that the total cost of services in FY26 will be $179,730.00

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)		1012011	500349	Contractual Services	30,000.00
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 30,000.00
				GRAND TOTAL	$ 30,000.00

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Related One-time / Capital Requests +:

Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Sheriff's Office**	**DEPARTMENT #(ORG)**	2012

DESCRIPTION OF REQUESTED ITEM:

K9 Training

JUSTIFICATION OF REQUEST:

Requesting an increase to the Patrol training budget to provide necessary training for K9 legal defensibility. This is a 9 week course given annually.

(1) PERSONNEL SERVICES: (2) SERVICES AND SUPPLIES**:

	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
		1012012	500330	Training	18,000.00
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 18,000.00
				GRAND TOTAL	$ 18,000.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

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Related One-time / Capital Requests +:

Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Sheriff's Office - Patrol**	**DEPARTMENT #(ORG)**	2012

DESCRIPTION OF REQUESTED ITEM:

School Resource Officer Stand-By Pay

JUSTIFICATION OF REQUEST:

School Resource Officers will begin to be oncall on a more frequent basis beginning in fiscal year 2026. The Sheriff's Office is requesting a $10,000 budget increase to allow officers to be more readily available to cover shift vacancies.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)		1012012	500113	Stand-By Pay	10,000.00
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 10,000.00
				GRAND TOTAL	$ 10,000.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

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Related One-time / Capital Requests +:

Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Sheriff's Office - Patrol**	**DEPARTMENT #(ORG)**	2012

DESCRIPTION OF REQUESTED ITEM:

Vehicle Repair & Maintenance

JUSTIFICATION OF REQUEST:

Vehicles seem to be breaking down at a more frequent rate over the last couple of years. In FY22 CCSO spent $101,000 on vehicle repair, FY23 expenses were $120,000, and FY24 was $90,697. The Sherifff's Office is requesting a $20,000 increase to bring the budget up to that three year average.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)		1012012	500435	Vehicle Repair & Maint.	20,000.00
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 20,000.00
				GRAND TOTAL	$ 20,000.00

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Related One-time / Capital Requests +:

Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	Sheriff's Office	DEPARTMENT #(ORG)	2005

DESCRIPTION OF REQUESTED ITEM:

VEU Increase for volunteer vehicle use

JUSTIFICATION OF REQUEST:

The Sheriff's Office (SO) would like to retain a vehicle that is currently on the FY26 replacement list for use by the SO volunteers. This additional unit would bring the VIPS vehicle total to four. The current limitations of three vehciles has meant that volunteers have often been unable to complete tasks, so the addition of a dedicated vehicle will also allow volunteers to more effectivly respond to and help with traffic control at accident scenes, community events, alarm notices, or other situations.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2040)		1012012	500950	ISC: Fleet Management	4,950.00
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 4,950.00
				GRAND TOTAL	$ 4,950.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

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^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 33.50% and for Public Safety Employees that is 50%

Related One-time / Capital Requests +:

Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Sheriff's Office**	**DEPARTMENT #(ORG)**	1012013

DESCRIPTION OF REQUESTED ITEM: Part Time Employee - Civil Division

The Civil Division is requesting funding for an additional hourly employee beginning 7/1/2025. The additional employee will be self funded through additional revenue collected through the Civil department. This position is necessary for the processing of garnishment documents, concealed weapons permits, and records requests at the Carson City Sheriff's Office.

JUSTIFICATION OF REQUEST:

This Civil Division collects revenue from a variety of sources. The largest contributor are the fees associated with garnishments. However, the Civil Division also collects fees for records requests, work cards, solicitor permits, concealed weapons permits, fingerprinting, and civil document service. Since 2022, the Civil Division has sent an additional $9,000 in revenue each month on average.

- FY 2022 Total Revenue: $245,100 (2,515 new garnishments and 15,369 total checks processed)
- FY 2023 Total Revenue: $327,400 (2,979 new garnishments and 15,693 total checks processed)
- FY 2024 Total Revenue: $390,000 (5,313 new garnishments and 26,056 total checks processed)

Garnishments is one function of the Civil and Records Division. Other workload indicators have also increased over the last few years.

In the beginning of FY2025, the Civil Division added an additional position. This new Sheriff Support Specialist cost the city approximately $80,800 including salary and benefits. In FY2024, the Civil Division sent an additional $144,900 to the Treasurer's Office when compared to FY2022. This trend is anticipated to continue. This additional revenue can support the creation of an additional hourly Sheriff Support Specialist in FY2026 with remaining revenues.

Workload Indicators	FY2024	FY2023	FY2022
Sex Offender Registrations	618	603	564
CCW Permit Processed	751	615	594
Fingerprints (total people)	4,207	4,265	3,071
Evictions	859	879	875
Police Reports Processed	12,559	13,796	14,690
TPO/EPOs	459	478	581

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2040)		1012013	500102	Hourly	20,780.00
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 20,780.00
				GRAND TOTAL	$ 20,780.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 36.75% and for Public Safety Employees that is 58.75%

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Sheriff's Office**	**DEPARTMENT #(ORG)**	1012013
DESCRIPTION OF REQUESTED ITEM:	FOIA Request Portal - Civil Division		

The Civil Division is requesting the addition of a portal for FOIA requests.

JUSTIFICATION OF REQUEST:

The Civil Division is requesting the addition of a portal for Freedom Of Information Act (FOIA) requests. Previously, FOIA requests were processed by the District Attorney's Office. However, since the appointment of the new DA, this responsibility is being shifted back to the Sheriff's Office.

FOIA requests in Nevada require standardized responses. Not later than the fifth day after receipt of the request, the agency must respond to the requester. These responses include an acknowledgment letter and a fulfillment or denial letter. The new system will allow for better organization and tracking of requests. Additionally, the system is able to redact documents, a tool CCSO does not currently have. Currently, all redactions are done by hand, which takes additional time, prolonging the records request. This system will allow for electronic delivery, which is a convenience to the requester. The requester can also track the progress of their request via the portal.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2040)		1012013	500432	NextRequest Standard	12,288.00
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 12,288.00
				GRAND TOTAL	$ 12,288.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

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^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 33.50% and for Public Safety Employees that is 50%

Related One-time / Capital Requests +:	
Description of Item	Amount
Total	-

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**SO Detention - Professional Services**	**DEPARTMENT #(ORG)**	2014

DESCRIPTION OF REQUESTED ITEM:

Joseph McEllistrem mental health consultant

JUSTIFICATION OF REQUEST:

On 6/15/23 the BOS approved an increased rate adjustment for Dr. Joseph McEllistrem services. In FY26 the approved rate will be $100,369.35. The difference between that rate and the budgeted amount is $19,297.35.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)		1012014	500309	Professional Services	19,297.35
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 19,297.35
				GRAND TOTAL	$ 19,297.35

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

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Related One-time / Capital Requests +:	
Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Sheriff's Office - Detention**	**DEPARTMENT #(ORG)**	2014

DESCRIPTION OF REQUESTED ITEM:

Jail Contracted EMS

JUSTIFICATION OF REQUEST:

A contracted Emergency Medical Services (EMS) provider within the jail will offer several advantages for staff and inmates. Promoting both inmate welfare and institutional efficiency. The Jail often houses individuals with complex medical and mental health needs, including substance withdrawal, chronic illnesses, and acute injuries. A contracted EMS provider brings specialized expertise and equipment tailored to this population, and will be able to clear inmates immediately upon intake. Also, EMS personnel ensure immediate medical intervention during emergencies, minimizing response times and potentially saving lives. This is especially crucial in a confined environment where rapid escalation of medical issues can occur. Lastly, providing qualified medical professionals, the Sheriff's Office will mitigate the risk of medical negligence claims and potential lawsuits stemming from inadequate care.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)		1012014	500309	Professional Services	1,100,000.00
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 1,100,000.00
				GRAND TOTAL	$ 1,100,000.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

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Related One-time / Capital Requests +:		
Description of Item		Amount
	Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Carson City Sheriff's Office**	**DEPARTMENT #(ORG)**	Detention

DESCRIPTION OF REQUESTED ITEM:

4 Sight Labs Yearly Fee

JUSTIFICATION OF REQUEST:

This product was recently purchased for the detention facility to help with medical oversight of the detention inmates. The OverWatch platform closely reports on aggregated stress of a detainee's or inmate's activity level over time and informs facility personnel of any negative changes. To continue this products service, the yearly fee will be $15,000.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)					
Other pay*		1012014	500432		16,500.00
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 16,500.00
				GRAND TOTAL	$ 16,500.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

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Related One-time / Capital Requests +:

Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME: Sheriff's Office | **DEPARTMENT #(ORG) Dispatch - 2017**

DESCRIPTION OF REQUESTED ITEM:

Dispatch Division Training Budget Increase

JUSTIFICATION OF REQUEST:

The dispatch center was below 50% staffing in 2024 resulting in fast attrition rates. To offset this we have hired twelve new dispatchers in this calendar year and each one of those trainees requires a $465 Emergency Medical Dispatcher training course. That cost is just for the certificate. That doesn't include any travel or per diem as these classes are not held locally. We have tried online options which extends a training phase from 3 days to get an in person certification to two weeks online. This certification is mandatory and re-done every two years for the dispatcher's entire career. Additionally, due to the large turnover in dispatch in the last few years the resulting effect has been five new supervisor promotions, three new training officers, and many brand new dispatchers who require many new certifications and training hours. The new supervisors and training officers need developmental leadership training to be successful in their new roles. All dispatchers have job-mandated certifications. With inflation many travel or training associated costs have increased. An increase to the dispatch divisional training budget would greatly benefit the new team working in the 911 dispatch center. It would also prevent budgetary line item overage when mandatory training is continuously required.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2040)		1012017	500330	Training	$5,000
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$5,000
				GRAND TOTAL	$5,000

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

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Related One-time / Capital Requests +:

Description of Item	Amount
Total	105 0

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Carson City Fire Department**	**DEPARTMENT #(ORG)**	1012505

DESCRIPTION OF REQUESTED ITEM:

Increase 1012505-500433 (Software Maintenance Costs) object by $765.00
Increase 1012505-500660 (Vehicle Fuel/Oil) object by $1,475.00

JUSTIFICATION OF REQUEST:

The CCFD utilizes Telestaff software and the cost was previously paid by the IT Department. CCFD was advised the charges for the software are to be paid by the agency effective FY25. This was not budgeted for FY25 but will need to be included in the FY26 budget. The Admin portion of the software is 4%.

Due to continued increase in fuel prices, CCFD Admin is seeking an increase to the fuel/oil object code to align with projected spending in FY25 ($2,682.00)

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)		1012505	500433	Software Maintenance Co	765
Other pay*		1012505	500660	Fuel/Oil	1475
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -	**TOTAL SERVICES AND SUPPLIES**			$ 2,240.00
				GRAND TOTAL	$ 2,240.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

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Related One-time / Capital Requests +:

Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Carson City Fire Department**	**DEPARTMENT #(ORG)**	1012512

DESCRIPTION OF REQUESTED ITEM:

Increase 1012512-500668 (Personal Protective Equipment) object by $20,000

JUSTIFICATION OF REQUEST:

To properly equip 1 employee with structure fire suppression equipment costs $11,146.00 not including shipping.
These purchases a helmet, gloves, boots, 2 turnout coats and 2 turnout pants and a non-particulate hood.
Each firefighter is issued 2 sets of turnouts. This is to ensure a backup set is available for the firefighter when this initial pair becomes contaminated and not suitable to wear until cleaned.
Annually, turnouts are sent to an independent cleaning and repair service (Gear Wash). There, the turnouts are inspected and washed. On average 7 sets of turnouts do not pass inspection due to wear and tear and are required to be replaced.
The cost of one complete set of turnouts is $5,573.00
Due to retirements and maintaining our minimum staffing we have been purchasing 8-10 set of turnouts annually.
A firefighter on average will go through at least 3 hoods in a year, 2 sets of boots and 2-3 sets of gloves.
Since 2020 the cost of structure firefighting gear has gone up over 25%.
Many of our line staff's current turnout gear, has reached or exceeded the NFPA 1851 standard which states that any structural turnout gear should be retired from service at no later than 10 years to ensure optimal protection against fire, heat, and hazardous substances.
Securing this funding will ensure:

1. Improved firefighter safety- reducing risks of burns, injuries, and exposure to harmful contaminants.
2. Compliance with safety standards- Meeting NFPA, OSHA and other regulatory requirements.
3. Enhanced operational readiness- Enabling our suppression staff to perform safely and effectively in emergency situations.
4. Long term cost saving- reducing liability, injuries, and potential equipment failures.

This funding increase request is essential to equip our firefighters with the necessary PPE to safely and effectively carry out their duties.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)		1012512	500668	Personal Protective Equip	$ 20,000.00
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 20,000.00
				GRAND TOTAL	$ 20,000.00

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME: **Carson City Fire Department** **DEPARTMENT #(ORG)** 1012512

DESCRIPTION OF REQUESTED ITEM:

Increase 1012512-500434 (Building Repair & Maint) object by $5,000
Increase 1012512-500710 (Telephone) object by $13,588
Increase 1012512-500712 (Power) object by $10,615
Increase 1012512-500713 (Heating) object by $3,832
Increase 1012512-500734 (Cable) object by $1,710

JUSTIFICATION OF REQUEST:

Objects 500434, 500712, 500713, 500734 increase requests are to include the expenses for the opening of Station 55. The billing for 500734 has previously been paid from 500625 but to align the expenses with actual categories, cable till be coded to 500734 going forward and needs to include the Station 55 expenses.

Object 500710 has experienced a significant increase during the past year. The FY25 budget was $10,042; however, the projected expenses are $23,598 resulting in the need to increase the object code.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)		1012512	500434	Building Repair & Maint	$ 5,000.00
Other pay*		1012512	500710	Telephone	$ 13,588.00
Workers' Compensation		1012512	500712	Power	$ 10,615.00
Group Insurance		1012512	500713	Heating	$ 3,832.00
Medicare (Salary *.0145)		1012512	500734	Cable	$ 1,710.00
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 34,745.00
				GRAND TOTAL	$ 34,745.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

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^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 33.50% and for Public Safety Employees that is 50%

Finance has set aside money in Contingency for operations of the new Fire Station/EOC and will augment at year-end when amounts are known, and a supplemental will be requested in FY 2027, when actual building operations are known.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Carson City Fire Department**	**DEPARTMENT #(ORG)**	1012515

DESCRIPTION OF REQUESTED ITEM:

Increase 1012512-500710 (Telephone) object by $2,265

JUSTIFICATION OF REQUEST:

Object 500710 has experienced a significant increase during the past year. The FY25 budget was $1,200; however, the projected expenses are $10,035 resulting in the need to increase the object code.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)		1012512	500710	Telephone	$ 2,265.00
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 2,265.00
				GRAND TOTAL	$ 2,265.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

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Related One-time / Capital Requests +:

Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Carson City Juvenile Services**	**DEPARTMENT #(ORG)**	1012705

DESCRIPTION OF REQUESTED ITEM: Increase to Overtime line item

Request an $8,900 increase to the Overtime line item.

JUSTIFICATION OF REQUEST:

Carson City Juvenile Probation uses overtime on a regular basis. Juvenile Probation must have one probation officer on-call after hours, on weekends and holidays. In addition, OT is used to transport youth in custody to placements in and out of Nevada, transport youth to medical and therapy appointments. In addition, probation officers are required to respond during emergency situations. Currently this line item is 75% spent. Based on the average overtime used monthly, we anticipate going over in this line item by $8,900.00. This increase would meet Carson City's strategic goal for community safety.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)		1012705	500111	Overtime	$ 8,900
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -	**TOTAL SERVICES AND SUPPLIES**			$ 8,900
				GRAND TOTAL	$ 8,900

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

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Related One-time / Capital Requests +:

Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Carson City Juvenile Services**	**DEPARTMENT #(ORG)**	1012705

DESCRIPTION OF REQUESTED ITEM: Increase to Travel

Request a $2,400 increase to Travel line item.

JUSTIFICATION OF REQUEST:

Carson City Juvenile Services is requesting a $2,400 increase in the Travel line item. This line item is used for department personnel to travel to trainings and officers to transport youth to placements. Travel expenses have increased and transports of youth to placements have increased. Especially out of state placements. This request aligns with Carson City's Strategic Goal of Efficient Government and Public Safety.
In fiscal year 2022 the department went over by $1,309 and in fiscal year 2023 the department went over by $1,232. In fiscal year 2024 the department went over $6,409. We received a $4,000 increase to Travel for fiscal year 2025. In this current fiscal year, we spent over 70% of the budget with 5 months remaining in the fiscal year. we are requesting $2,400 which would be equivalent to what we went over in fiscal year 2024 with the increase we received this fiscal year.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)		1012705	500580	Travel	$ 2,400
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 2,400
				GRAND TOTAL	$ 2,400

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 33.50% and for Public Safety Employees that is 50%

Related One-time / Capital Requests +:

Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Carson City Juvenile Services**	**DEPARTMENT #(ORG)**	1012705

DESCRIPTION OF REQUESTED ITEM: Increase to operating supplies

Carson City Juvenile Services is requesting a $2,000 increase to Operating Supplies.

JUSTIFICATION OF REQUEST:

Carson City Juvenile Services is requesting a $2,000.00 increase to operating supplies. In fiscal year 2023 the line item was over by $4,669.32. In fiscal year 2024 this line item was over by $3,375. We received an increse of $1,350 for fiscal year 2025. We are currently 50% through the fiscal year and have used 85% of the line item. We are asking for a $2,000 increase for next fiscal year.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)		1012705	500625	Operating Supplies	$ 2,000
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -	**TOTAL SERVICES AND SUPPLIES**			$ 2,000
				GRAND TOTAL	$ 2,000

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Related One-time / Capital Requests +:

Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	Juvenile Services	DEPARTMENT #(ORG)	2705

DESCRIPTION OF REQUESTED ITEM:

$ 27,622.00 in additional funds added to Software Account 1012705 500433

JUSTIFICATION OF REQUEST:

The City's Information Technology department has previously paid for several of our departments software accounts out of their budget. This has changed and we are now responsible to pay for these invoices out of our budget along with some additional webbased software programs that are now necessary.
16,827 Tyler Supervision (Juvenile Management Program),
3,195 MHS(YLS), (Juvenile Assessment)
1,650 ORBIS (MAYSI-2), (Juvenile Assessment)
2,800 Lexipol (Police One), (Mandatory Training)
2,100 Grammarly, (Court Report writting)
1,000 Chestnut Health (GAINS), (Juvenile Assessment) and
50 GoDaddy (Website)

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)		1012705	500433	Software	27622
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 27,622.00
				GRAND TOTAL	$ 27,622.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

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Related One-time / Capital Requests +:

Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Juvenile Services / Detention**	**DEPARTMENT #(ORG)**	1012706

DESCRIPTION OF REQUESTED ITEM:

An increase of $25,000 for the overtime budget.

JUSTIFICATION OF REQUEST:

To ensure the health, safety, and well-being of both the youth and staff in detention, we are requesting a $25,000 increase in our overtime budget. There has been a significant rise in mental health issues requiring one-on-one supervision due to suicide attempts, violent behavior among juveniles, presence of high-risk offenders, and in order to maintain our state mandated staff to juvenile ratio. In fiscal year 2024, our overtime expenses exceeded $22,400. Currently we are at $11,342.00 over budget for fiscal year 2025.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)					
Other pay*		1012706	500111	Overtime	$ 25,000
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -	**TOTAL SERVICES AND SUPPLIES**			$ 25,000
				GRAND TOTAL	$ 25,000

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

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Related One-time / Capital Requests +:

Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Juvenile Services/Detention**	**DEPARTMENT #(ORG)**	1012706

DESCRIPTION OF REQUESTED ITEM:

Request an increase to Software Maintenance for KeyTracer RealTime which was approved at IFC on 9/18/2024.

JUSTIFICATION OF REQUEST:

The Juvenile Detention department uses the KeyTracer Management Software System. The payment for the extension for 5 years and one month (61 months) of software maintenance and warranty for this software was approved at IFC on 9/18/2024, with the instructions to complete a supplemental request for fiscal year 2026 since the department's current budget could not support the annual increase. The total cost for the 61-month period was $9,600, with $8,031.91 allocated to the Prepaid asset account, and $1,568.09 expensed in fiscal year 2025. The amount of $8,031.91 will be charged to expense over the remaining period of 51 months at the rate of $1,890 per year beginning in fiscal year 2026 until the Prepaid balance is $0. We request an increase to Software Maintenance expense of $1,890.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)		1012706	500433	Software Maintenance	$ 1,890
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 1,890
				GRAND TOTAL	$ 1,890

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

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Related One-time / Capital Requests +:

Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME: Department of Alternative Sentencing | **DEPARTMENT #(ORG)** 1012800

DESCRIPTION OF REQUESTED ITEM: Money for Employee Physicals

Money for statutorily required officer wellness visits. Uniformed officers are required to attend a yearly wellness visit with a certified clinician.

JUSTIFICATION OF REQUEST: Need additional funds

(Type Justification Here)

We do not currently have adequate funding in our budget to support the requirements. This became an annual requirement as of 2024. This request covers the costs of approximately 9 sworn Officers to attend a wellness visit each year.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2040)		1012800	500356	Employee Physicals	$2,250.00
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ $2,250.00
				GRAND TOTAL	$ $2,250.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

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Related One-time / Capital Requests +:		
Description of Item		Amount
	Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME: Department of Alternative Sentencing **DEPARTMENT #(ORG)** 1012800

DESCRIPTION OF REQUESTED ITEM: Membership

We currently have memberships to both the NV Sheriffs and Chiefs Association and the American Probation and Parole Association.

JUSTIFICATION OF REQUEST: Increase in Funds

The NV Sheriffs and Chiefs Association costs $500.00 a year, the American Probation and Parole Association costs $600.00 a year. These associations offer a variety of professional development opportunities through different platforms that enhance our day to day operations. We are requesting an increase of $300.00 to maintain these memberships.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**: Membership			
	Increase Amount	Account # Org.	Obj.	Description	Increase Amount
Salary^ (hire rate *2040)		1012800	500545	Membership	$300.00
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ $300.00
				GRAND TOTAL	$ $300.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

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Related One-time / Capital Requests +:	
Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME: Department of Alternative Sentencing | **DEPARTMENT #(ORG)** 1012800

DESCRIPTION OF REQUESTED ITEM: Telephone

One of the services offered at DAS is color code testing. When a client is ordered to color code test (drug/alcohol test) they are required to call into a dedicated phone line to inquire if their color is called that day.

JUSTIFICATION OF REQUEST: Need additional funds

We currently have $1,200.00 in 1012800-500710 (Telephone) for the fiscal year. Our monthly average cost is $425.00, we do not have the funds to sustain this service.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**: Telephone			
	Increase Amount	Account # Org.	Obj.	Description	Increase Amount
Salary^ (hire rate *2040)		1012800	500710	Telephone	$4,000.00
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ $4000.00
				GRAND TOTAL	$ $4000.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

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Related One-time / Capital Requests +:

Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME: Department of Alternative Sentencing | **DEPARTMENT #(ORG)** 1012800

DESCRIPTION OF REQUESTED ITEM: Temporary Staffing

We typically have the following hourly position run out of hours and move to temporary staffing: Drug Testing Tech.

JUSTIFICATION OF REQUEST: Request for Funds

Historically we have relied on salary savings to fund temporary staffing through the fiscal year. We are planning on being fully staffed as of July 1. The hourly Drug Testing Tech handles all of the female drug testing and collected over 5,000 specimens in 2024. This funding would ensure that drug testing remains continuous without interruption.

(1) PERSONNEL SERVICES: Temporary Staffing		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2040)		1012800	500125	Temporary Staffing	
Other pay*					
Workers' Compensation				Drug Testing Tech	$20,763.38
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 20,763.38
				GRAND TOTAL	$ $20,763.38

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

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Related One-time / Capital Requests +:

Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME: Department of Alternative Sentencing | **DEPARTMENT #(ORG)** 1012800

DESCRIPTION OF REQUESTED ITEM: Software Maintenance

We are requesting a case management system through the CIP process and will need to pay an annual service fee to maintain the system.

JUSTIFICATION OF REQUEST: Current Case Management system is coming to end of life.

DAS currently utilizes Courtview, the Courts Case Management System. This program is coming to an end and we need to establish our own case management program. We are requesting to obtain Tyler-Case Management System tailored to Probation Work through the CIP process. There is an annual cost associated with maintaining this program.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**: Software Maintenance			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2040)		1012800	500433	Software Maintenance	$54,000.00
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ $54,000.00
				GRAND TOTAL	$ $54,000.00

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Related One-time / Capital Requests +:		
Description of Item		Amount
	Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

Carson City, NV Alternative Sentencing Department
Enterprise Supervision Proposal

January 16, 2025

Sarah Farr - Account Executive
5101 Tennyson Parkway
Phone: 972.999.7966
Email: Sarah.Farr@tylertech.com

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5101 Tennyson Parkway
Plano, Texas 75024

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www.tylertech.com

Cover Letter

January 16, 2025

Carson City, NV Alternative Sentencing
Marlina Stone, Chief of Probation
885 East Musser Street
Carson City, NV 89701
Via Email: mstone@carson.org

Dear Marlina Stone,

Tyler Technologies, Inc. (Tyler) is pleased to submit the enclosed proposal for your evaluation and consideration. Tyler appreciates the time Carson City spent with us to thoroughly go through the Enterprise Supervision application, and to learn more about your probation business practices.

If the City should have any questions regarding our proposal, please contact:

Sarah Farr – Account Executive
P: (972) 999.7966
Sarah.Farr@tylertech.com

On behalf of Tyler, we would like to thank Carson City for the opportunity to present this proposal. Tyler can provide a successfully proven and low risk approach that will allow the department to quickly achieve the goals set forth for this project. We look forward to working with you as you consider the options for this upcoming project and firmly believe the Tyler Solution combines the product, the experience, and the approach to fully meet the project's goals.

Sincerely,

Sarah Farr
Account Executive

TYLER TECHNOLOGIES, INC.
Justice Division
5101 Tennyson Parkway
Plano, Texas 75024
Office: (972) 713-3770

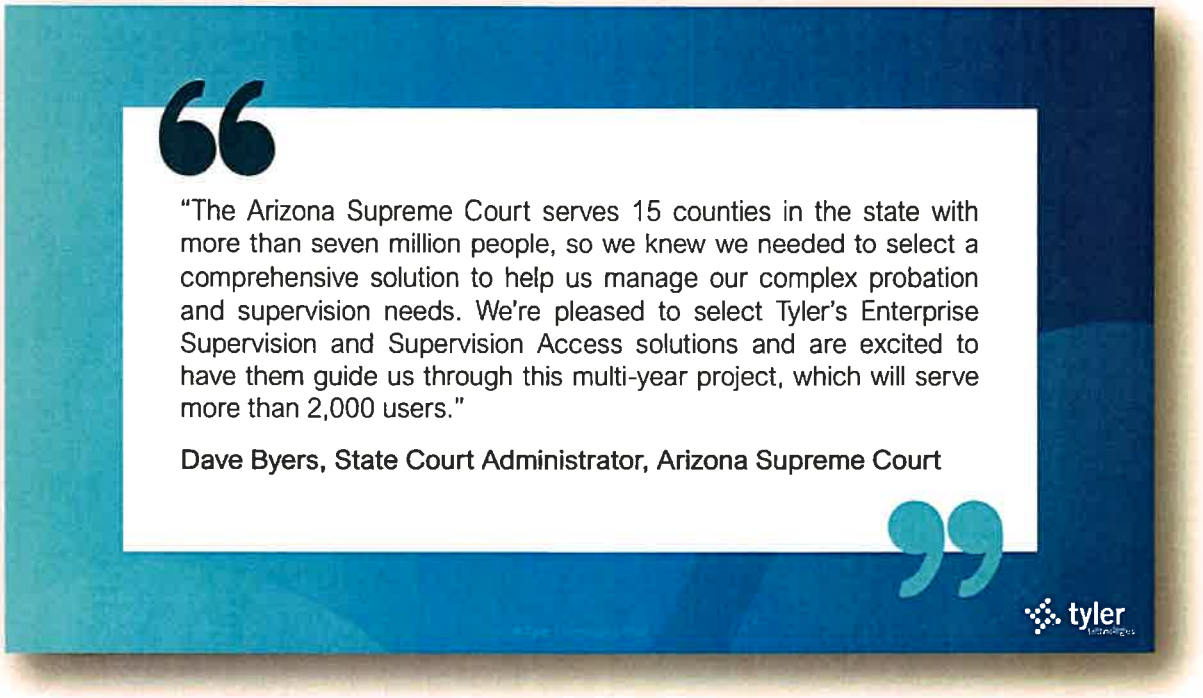
Preliminary Cost Proposal

Executive Summary

Tyler is proposing our Enterprise Supervision case management system, which provides a completely new experience for Carson City from the current system. Tyler Technologies has a team of industry experts supporting the application, many who are former Probation department practitioners.

As you will see in our proposal, Enterprise Supervision combines robust user experience with the functions and features that pretrial, probation, and treatment courts need to achieve their efficiency and productivity goals. The solution provides an innovative approach by incorporating new features based on trends in the industry, this includes electronic monitoring, officer mobile apps, clients' mobile apps, and a robust reporting system.

Our Enterprise Supervision Teams bring decades of experience in the supervision software industry, as well as decades of experience in the public sector in probation and pretrial. A robust solution provided by an experienced team and proven partner is the reason Enterprise Supervision is the best solution for Carson City.



Preliminary Cost Proposal

Features and Functionality Summary

Our mobile-ready Case Management System (CMS) provides full case monitoring and reporting capabilities for Probation, Parole, Pre-Trial, and Diversion. With fully integrated Juvenile and Adult systems, agencies experience efficiencies that save time and money.

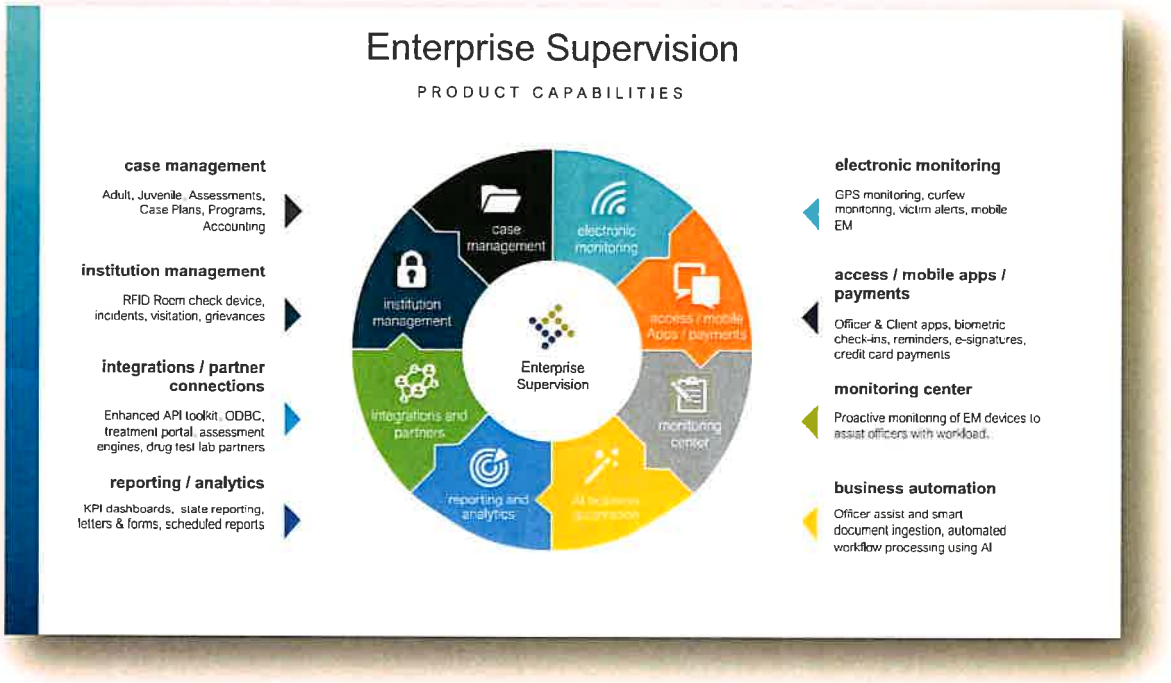


Figure 1 - Enterprise Supervision Comprehensive Solution for Probation Departments

- **Access Anywhere, No Hardware/No Software** – Use Desktop, iPhone, or Tablet devices from any location with internet access.
- **Generate Reports, State Reports, Letters & Forms** – Generate all documents with data populated from the system.
- **Alerts and Reminders** – Never forget to contact an offender again! Enterprise Supervision will automatically remind an officer of upcoming and missed appointments.
- **Case Details** – Store all case related information including Offenses, Hearings, Violations of Probation, Warrants, Victims, Programs, Community Service, Incident Tracking and much more.
- **Financials & Revenue Recovery** – Track fines, fees and other charges owed by the offender. Automatically generate recurring invoices, create a payment plan, receive payments, etc.
- **Text-Message and Email** – Send an offender, or your entire caseload, a text message or email directly from Enterprise Supervision. All messages sent are automatically recorded in the Activity log (optional).
- **Activities/Chronos/Notes & Appointments** – Schedule future appointments, or document contacts and communication made with offenders.
- **Assessments** – Complete your existing assessments, like COMPASS, Wisconsin Risk/Need, Virginia Pretrial Risk Assessment, and LS/CMI. Enterprise Supervision also easily integrates with other assessments vendors (Vantage, Noble Software Group, Evident Change (JAIS, CAIS)).
- **Document Management Center** – Quickly and easily scan and upload any document to an offenders file.

- **Interface** – Establish integrations with other agencies and systems utilizing our API Tool kit or ODBC connection(s).
- **Drug Test Management** – Assign defendants to groups and schedule groups for random testing.
- **CJIS Compliance** – Meets CAL DOJ security auditing requirements.

Electronic Monitoring Features

Unlike the other vendor probation solutions in the marketplace, Enterprise Supervision is a **truly comprehensive** solution that **serves all mission critical features and functionality** of probation departments including features such as electronic monitoring ankle bracelets.

- **Fully Integrated Electronic Monitoring** – Enterprise Supervision's intuitive interface allows you to quickly create policies and zones and monitor devices.
- **Device Reliability** – Utilizing proven hardware of Satellite Tracking of People LLC (STOP) or Track Group Bracelet and Beacon devices that are ultra-reliable and provide highly accurate data which virtually eliminates false alerts.
- **Device Agnostic** – *Enterprise Supervision is the only solution that is device agnostic*, so customers can use a mix of existing hardware devices and add new ones from another GPS hardware company as they see fit – a significant benefit to large probation departments that have a need to monitor a large population of offenders.
- **User-friendly Interface** – Enterprise Supervision's intuitive interface allows you to quickly create policies and zones and monitor devices.
- **Victim Devices** – Ability to provide devices to victims to help protect them from their offenders.
- **Probation & Pretrial Analytics -** Tyler's pre-built, self-service, analytics dashboards solution designed to automatically surface the secure (CJIS compliant), standardized, up-to-date, and authoritative data the Department will need around supervision and probation.

Securus Technologies BLUtag

- Small, durable, easy to recharge, with the most advanced tamper detection systems available, BLUtag represents the latest evolution of GPS tracking devices and is the most advanced and reliable GPS electronic monitoring device Securus Monitoring Solutions has ever created. With its state-of-the-art GPS receiver, BLUtag provides unparalleled location accuracy plus the ability to communicate over dual 4G cellular networks for reliable nationwide coverage. Securus Technologies BLUtag Online

Track Group ReliAlert

- ReliAlert XC3™ is the only one-piece GPS device with patented 3-way interactive voice communication that works like a mobile phone attached to the offenders leg. Track Group's patented SecureCuff™ helps address the critical "strap cut" issue so prevalent in juveniles and high-risk adult offenders. It significantly reduces the number of officer response hours attempting to locate offenders who have absconded and is not offered by any other service provider. Track Group ReliAlert Online

GEOSATIS

- The GEOSATIS electronic bracelet is the most secure, reliable, and convenient GPS/RF one-piece ankle bracelet on the market - combining a unique, robust and easy to use toroidal shape design with state-of-the-art secure and precise geo-localization technologies. GEOSATIS Online

Client Mobility

Supervision Access is designed to improve the way clients interact with their officers. Whether they're on a computer or smartphone, your supervision clients will have 24/7 access to connect and communicate with your offices to ensure they are staying on top of their supervision obligations.

- **Mobile Apps** - Clients can access the mobile app on both Apple iOS and Android phones.
- **Messaging—**Easily connect and communicate with clients using our mobile apps or text messaging feature.
- **Client Document Sharing** – Clients can conveniently upload and send their documents and images to the department through the mobile app.
- **Officer Document Sharing—**Officers can seamlessly send important documents directly to clients using our mobile apps. While optional, assigning due dates ensures timely client review. Plus, officers receive confirmation when documents are read.
- **eSignatures** – Empower clients to conveniently review and sign documents from their mobile phones using our cutting-edge app.
- **Biometric Check-Ins –** Clients are given the ability to complete a daily, weekly, or monthly check-in. Your officer curate the check-in questions to efficiently serve both the officers and clients.

Customer Support

Enterprise Supervision is delivered with system documentation, including Online Help allowing staff to review system functions, new features, collaborate with peers, etc. Our online Knowledge Center provides both general and specific application assistance. The online knowledge center is seamlessly integrated into Enterprise Supervision with direct links to documentation, including topics and videos grouped by business process. We can also create client specific documentation. Zendesk also allows us to quickly communicate with users via email on any urgent issues.

Tyler understands that to retain "customers for life" we must do more than keep our software and services up to date with technology and industry trends and requirements. To keep clients satisfied over the long term, we must provide the superior ongoing support our clients need to ensure that they get the most out of their solutions. After all, in the overall solution lifecycle, your relationship with the support team will likely be the longest.

Tyler's Support Team provides a key component of your proposed software solution. This team of support personnel provides outstanding client service and continuously works to ensure that our clients receive the utmost value and remain satisfied Tyler clients for years. Tyler's Technical Support organization provides services that will help you use and maintain your Tyler system successfully as configuration and technology changes come along.

Preliminary Cost Proposal

Tyler's maintenance and support services are designed to meet all your post-implementation support needs. After the implementation, Tyler does not differentiate services during and after a warranty period.

To provide the highest level of service, Tyler offers our Standard Support Plan, which includes the following:

- Software updates at no additional cost.
- **Unlimited Help Desk Requests** – Other companies may charge you each time you need assistance from the Support department, but Tyler does not. We allow an unlimited number of contacts to be made regarding a variety of topics such as "how to" questions, software configuration questions, assistance with defects, application functionality questions, and questions regarding server configuration and performance.
- **Client Success Account Manager (CSAM)** – Tyler can provide a CSAM for a wide variety of services that are outside of the standard support offerings, such as routine site visits, custom support reports specific to your state, release planning, business process analysis, and third-party integration recommendations just to name a few. These services are determined by the client, and a custom plan is designed based on your specific needs. Though your Support Team is responsive to your needs, their involvement is a result of your requests whereas a CSAM is proactive and dedicated to anticipating your needs.
- Unlimited access to documentation.
- 8:00 a.m. to 5:00 p.m. local time, Monday through Friday Help Desk Support
- **Emergency after hours support is standard** and is also available as an option for other applications; this service ensures that you can reach a Tyler client support representative 24 hours a day, 7 days a week, including holidays.
- **Saturday Technical Support** – Tyler knows that system maintenance needs to be performed at a time that least impacts your end users. For that reason, we offer Saturday Technical Support. Tyler makes technical staff available one Saturday per month to assist with updates and upgrades to your system.
- Access to Tyler's account management team.
- Access to our client support call center staffed by qualified individuals who understand your operating environment.
- Online access to support information including software downloads, issue submission and tracking, and software documentation.
- Ability to provide direct input into the future development direction of your products.
- Opportunities to participate in Tyler's active User Community, including our Annual Conference, Regional User Groups, and application-specific Advisory Groups.
- Consistent communication with Tyler, including our newsletter.
- Access to Tyler Search, the Knowledge base with answers to many of your questions.
- Access to Tyler University, our online training resource with numerous training videos.
- Access to Tyler Community, an interactive forum to ask questions and network with Tyler and other clients.

Customer Support Call Center

Our clients relationship with Tyler's support team begins as the client transitions from implementation to live operation. During the week of go-live, key Carson City personnel will meet with Tyler's Client Success Account Manager to introduce themselves and to establish an understanding of the services available and the procedures for accessing them. This meeting includes providing telephone numbers for standard and after-

hours support. The transition call is an important step to establish a good working relationship and set appropriate expectations for the years to come.

Support is provided for a wide range of areas. Support requests can include but are not limited to questions regarding configuration and application functionality, "how to" questions, assistance with defects, and assistance with server configuration or performance.

Support Channels

Tyler provides four primary channels to provide authorized users software support.

Telephone

- For urgent or complex questions, users receive toll-free, unlimited telephone support through Tyler's Customer Support Call Center.

On-line submission (portal)

- For less urgent and functionality-based questions. Users can create support incidents through the customer relationship management portal available through the Tyler website.

Email

- For less urgent situations, users may submit unlimited emails directly to software support teams.

Community

- Tyler software users can connect with other Tyler peers across the country as well as Tyler personnel to collaboratively solve issues or answer questions.

Tyler uses industry leading customer relationship management software to track help desk requests. Through this software, information can be accessed or added by end users 24 hours a day, 7 days a week via the internet. The primary source of ongoing support is our toll-free telephone support hotline. This line is answered by qualified Tyler employees and is reserved for clients only. Our toll-free phone support is designed for quick resolution of questions or issues that may arise as you put your software to use. A high percentage of all support questions are resolved using this method.

Preliminary Cost Proposal

Recurring Costs

All maintenance and support costs, including software updates, are included in the SaaS fees for the solution. New features are actively being introduced into the product and are available to all Enterprises Supervision clients.

Recurring Costs (SaaS and Hosting Fees)	Rate	QTY	Cost
Enterprise Supervision CMS This is an enterprise license for our Software as a Service (SaaS) supervision platform for Carson City Alternative Sentencing Department. A user shall be defined as any individual person who has an active login to access any areas of Tyler Supervision with Add, Edit, Modify and Delete permissions. * The initial SaaS fee is charged upon contract execution and increases 5% annually	Annually	Enterprise	$54,000
Case Management User – Read Only A user shall be defined as any individual person who has an active login to access any areas of Tyler Supervision. Read-only users cannot generate reports.	Annually	Unlimited	$0.00

Total Recurring Costs: $54,000/Year

Enterprise Supervision Supporting Products

Enterprise Supervision Access Premium (Optional) – Provides an integrated best-in-class experience for your Officers and the Supervised through a dedicated mobile application (available for both iPhone and Android users) and online portal (website access).

- Up to 16,000 Automated reminders via Text and IVR Annually
- In-App Direct Messaging between officer and client
- Unlimited Check-Ins via web, mobile app, or IVR

Optional Supporting Products (Recurring Costs)	Rate	QTY	Cost
Supervision Access Premium Provides an integrated best-in-class experience for your Officers and the Supervised clients through a dedicated mobile app (available for both iPhone and Android users) and online portal (website access). • Up to 16,000 Automated reminders via Text and IVR annually • In-App Direct Messaging between officer and client • Unlimited Check-ins via web, mobile app, or IVR • Exchange documents with review alerts • Capture eSignatures from clients *Annual fee increases by 5%	Annually	Enterprise	$27,000
Tyler Payments Our fully integrated credit card processing system allows clients to pay online or in person. Tyler payments fully integrates with the Enterprise Supervision accounting system. Terminals can be purchased at additional cost. This cost is paid for by the offender/client, not the department.	Transactional	Based on Usage	4.5%

Preliminary Cost Proposal

Electronic Monitoring Recurring Costs				
Subscriptions	**Price**	**Rate**	**QTY**	**Cost**
Electronic Monitoring GPS Utilizing Electronic Monitoring hardware devices that provide GPS Active Monitoring. Includes a location ping every minute and data is sent to the server every 10 minutes. Includes devices, straps, chargers, RF Box, 2-day shipping, and up to 20% shelf. The devices are leased through Tyler, Carson City is responsible for the daily rate of the active units. The department is also responsible for the replacement of any lost, stolen, or damaged devices.	$5.00	Daily rate per unit	Based on Active Units	Based on Usage
Optional Services				
Electronic Monitoring Call Center - Staffed Staffed personnel call center providing extended officer support from 6AM – 11 PM PST. Includes live support for any Electronic Monitoring related tasks such as enrolling an offender, updating violations, accessing tracking history; providing any level of detail or assistance that can take place over a phone call.	$1.00	Daily rate per unit	Based on Active Units	Based on Usage
Electronic Monitoring Call Center - IVR Provide increased coverage with 24x7 automatic phone calls for Electronic Monitoring violations. Contact multiple staff until the alert is received and acknowledged or cleared by an on-call officer. Highly configurable allowing you to choose which alerts will trigger an automated call.	$.75	Daily rate per unit	Based on Active Units	Based on Usage

Preliminary Cost Proposal

Project Implementation Costs

Professional Services (One-Time Costs)	Cost
Project Management Estimated 18-Month Project Duration	$37,440
Setup, Configuration & Consulting System configuration and consulting	$35,520
Data Conversion This proposal does not include a data conversion. If Carson City would like to include a data conversion in the implementation, we can provide cost options. Tyler can consult Carson City on how to input active cases into the new system prior to Go-live.	N/A
Current & Future State Analysis Business process review activities and process inventory development	$4,440
Deployment This is a one-time fee that covers any necessary changes to system lookup tables and the provisioning of space on the Tyler hosted servers.	$2,960
Training 'Train-the-Trainer' approach, onsite for initial training event of Subject Matter Experts.	$4,440
Go-Live Assistance Hybrid on-site and remote assistance during the Go-Live phase.	$7,400
Project Expenses Tyler proposes this project be implemented remotely. In the event Carson City would prefer onsite activities, the department will reimburse Tyler for actual and reasonable travel expenses for on-site implementation activities, at least the rates specified by the US General Services Administration (www.gsa.gov).	N/A

Total Professional Services (One-Time Costs): $92,200

Optional Professional Services (One-time costs)	Hours	Cost
Product Development Bucket General bucket of development hours for custom forms and letters. This is an estimate of hours based on similar projects.	40	$8,400
Development 3rd Party Integrations Time & Materials	Hourly	$210
Development Custom Reports Time & Materials	Hourly	$210
Training – Forms & Letters	Fixed Cost	$2,220
Training – Assessment Builder	Fixed Cost	$1,480
Follow-Up Training (Post Go-Live)	40	$7,400

Total Optional Professional Services: TBD

Preliminary Cost Proposal

Summary

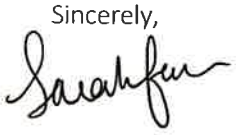
On behalf of Tyler Technologies, we would like to thank Carson City Alternative Sentencing Department for the opportunity to present this information. We are committed to continuous improvement and innovation, with updates being pushed out on a weekly basis to ensure our system remains cutting-edge and effective.

Our commitment to support is unwavering. Our dedicated support team specializes in supervision and is always ready to assist, with response times that are contractually guaranteed through our Service Level Agreements. We understand the critical nature of probation case management, and our team is available around the clock to ensure that any issues are resolved promptly and efficiently. Your satisfaction and the smooth operation of your system are our top priorities.

We are excited about the opportunity to partner with Carson City Alternative Sentencing Department and are confident that our system will greatly enhance your probation management capabilities. We look forward to a long and successful partnership, providing you with exceptional service and support every step of the way.

Thank you for considering our proposal.

Sincerely,



SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	Courts	DEPARTMENT #(ORG)	1014300

DESCRIPTION OF REQUESTED ITEM: Mental Evaluation Budget Increase

Budget for mental health evaluations for juveniles $75,000

JUSTIFICATION OF REQUEST:

Budgeting for mental health evaluations for juveniles in lieu of augmenting, will provide greater efficiency in forecasting budget needs. We estimate $75,000 is needed for mental health evaluations. Mental health amoung youth continues to be a significant concern nationwide. Rising rates of anxiety, depression, and suicidal ideation are continuiung to be prominent issues. Juvenile Services estimates that 85% of the youth being provided services have had trauma, co-occuring discorders and/or mental health issues. In 2024, 750 juveniles and their families received services. This number continues to increase each year.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
Mental Evaluation increase to $75,000	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)		1014300	500815	MENTAL EVALUATIONS	$ 75,000.00
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 75,000.00
				GRAND TOTAL	$ 75,000.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 33.50% and for Public Safety Employees that is 50%

Related One-time / Capital Requests +:		
Description of Item		Amount
	Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2026-2027

DEPARTMENT NAME:	**Courts**	**DEPARTMENT #(ORG)**	4700

DESCRIPTION OF REQUESTED ITEM: Court Maintence SVC Contract account increase from City IT account

The Court's Court Smart service contract formerly paid for by City IT. Now paid from Court Maintenance SVC Contract account and augmented from City IT account 1010710 - 500433. Requesting funds be moved into Court Maintenance SVC Contract budget moving forward.

JUSTIFICATION OF REQUEST:

The court's vendor Court Smart's service contract was historically paid for by the City IT department. As of the past 2 years the court has been processing the payment through our account 1014700 - 500432 and augmented that cost from the City IT account 1010710 - 500433. I would like to request this be added to the courts budget moving forward, to cut down on time between each department needed to verify that we will be processing this payment through the court's account and augmenting it out of the City IT account. By having these funds be budgeted into the court's Court Maintenance SVC Contracts account we will be able to just pay the invoice annually in a timely manner without the need of requesting other department's involvement.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
		1014700	500432	Court Smart Contract	$ 32,127.19
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 32,127.19
				GRAND TOTAL	$ 32,127.19

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Related One-time / Capital Requests +:		
Description of Item		Amount
	Total	$ -

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Parks, Recreation & Open Space**	**DEPARTMENT #(ORG)**	Various accounts

DESCRIPTION OF REQUESTED ITEM: Utilities (Power and Heating)

Increase in power and heating for several facilities within the Parks and Recreation Department

JUSTIFICATION OF REQUEST:

Due to increased costs across the board for power and heating, there is a need to supplement budgets for several facilities. These accounts have had to be augmented the past few years. **Aquatic Facility :** Power (1015055-500712) increase $13,000; Heat (1015055-500713) Increase $81,000

MAC: Power (1015054-500712) increase $19,000; Heat (1015054-500713) Increase $6,500

Youth Sports Association (Pete Livermore and Governor's sports complexes:) Power (1015018-500712) $20,000; Heat (1015018-500713) increase $5,000; Propane (1015018-500714) increase $3,500

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)		1015055	500712	Power	13,000
Other pay*		1015055	500713	Heat	81,000
Workers' Compensation		1015054	500712	Power	19,000
Group Insurance		1015054	500713	Heat	6,500
		1015018	500712	Power	20,000
Medicare (Salary *.0145)		1015018	500713	Heat	5,000
PERS^^		1015018	500714	Propane	3,500
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 148,000.00
				GRAND TOTAL	$ 148,000.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

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Related One-time / Capital Requests +:	
Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Parks, Recreation and Open Space**	**DEPARTMENT #(ORG)**	1015055

DESCRIPTION OF REQUESTED ITEM:

The Aquatic Facility's goal is to increase the number of active, safe, swimming residents in the community. To accomplish this, more programming has been established, which has been overwhelmingly successful, but leads to more staff time to accommodate and continue this level of programming, with a revenue offset.

JUSTIFICATION OF REQUEST:

Over the last two years, the Aquatic Facility has seen an unprecedented increase in programming growth in its more meaningful programs such as swimming lessons. There was an increase of summer lesson participation from 691 students taught to 1025 students taught, as well as an increase in fall/winter/spring swimming lessons from 403 students taught to 705 students taught. Drowning is the leading cause of death of children from 1-4 years old, and the second leading cause of death of children 5-14 years old. Having an increase of more than 50% attendance in this program alone makes our community a safer place, helping prevent potential drownings in pools, streams, lakes etc. With this, there is also a revenue increase and offset by approximately $30,000, but also sees residual effects of more users using the pool annually. There has also been an increase in the Autism Spectrum Disorder swimming lessons program, going from 2 active weekly participants to an average 13 active individuals participating each week. Increasing this line item will help the Aquatic Facility be able to offer these invaluable community programs as well as increase the ability to train new staff to provide the highest level of programming possible. The Department is working on a fees and charges policy/schedule update, which if implemented, will likely increase revenues and reduce the overall impact of this request to ensure the Board approved cost recovery goals are met.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)		1015055	500102	Hourly/Seasonal	$45,000
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 45,000.00
				GRAND TOTAL	$ 45,000.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

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SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Parks, Recreation and Open Space**	**DEPARTMENT #(ORG)**	5056

DESCRIPTION OF REQUESTED ITEM: Equipment Repair Increase $2000

This is to increase 1015056-500430 (Equipment Repair) by $2000 for the Community Center.

JUSTIFICATION OF REQUEST:

Over the past several years the cost of required annual servicing such as wheel chair lift inspections, hood fire suppression systems servicing, fire extinguishers servicing, and fire alarm system inspections have increased by 25% to 200% per year over the past five years. These services and inspections are required by state laws and life safety codes. This is to increase the budget to account for the repeated increases as the budget has absorbed as much of the increases as it can. Staff does regularly solicit new vendors/contractors to ensure the city is receiving the best possible service at the lowest price available.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)		1015056	500430	Equipment Repair	2,000.00
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 2,000.00
				GRAND TOTAL	$ 2,000.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

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Related One-time / Capital Requests +:

Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME: Parks, Recreation and Open Space- Community Center	**DEPARTMENT #(ORG)** 5056

DESCRIPTION OF REQUESTED ITEM: Operating Supplies $2000

This is to increase 1015056-500625 (Operating Supplies) by $2000

JUSTIFICATION OF REQUEST:

The Community Center has seen almost a 10% increase in usage and almost a 20% in theater usage over the past three years. A lot of this usage is driven by large multi-day/ multi-venue events such as an increase in the amount of dance competitions and addition of conventions such as Ka-Boomcon and exotic pet shows. This increase in usage plus increases in supply cost have had the Community Center needing to pay additional custodial consumable supplies such as toilet paper, paper towels, and hand soap above what is provided by Facilities Division.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)		1015056	500625	Operating Supplies	2,000.00
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 2,000.00
				GRAND TOTAL	$ 2,000.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

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Related One-time / Capital Requests +:

Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Parks, Recreation and Open Space**	**DEPARTMENT #(ORG)**	5057

DESCRIPTION OF REQUESTED ITEM: Small Furnishings Increase $500 for youth programs

This is to increase 1015057-500675 (Small Furnishings) by $500

JUSTIFICATION OF REQUEST:

With recent increases in prices and the addition of second full time position, the Youth Programs small furnishings budget is not sufficient to keep up with the replacement of needed office furniture throughout the year. This increase will allow for those replacements as they are needed.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)		1015057	500675	Small Furnishings	500
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 500
				GRAND TOTAL	$ 500

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

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Related One-time / Capital Requests +:

Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Parks, Recreation & Open Space**	**DEPARTMENT #(ORG)**	1015059

DESCRIPTION OF REQUESTED ITEM:

Increase range operating supplies account (1015059 - 500625) by $2,500.00 for target stands and carboard.

JUSTIFICATION OF REQUEST:

If approved, this item would authorize an increase of $2,500.00 to the range operating supplies account (1015059 - 500625). The funding for this item would go towards the purchase of target stands and carboard. The carboard is used as a "backer" for targets, which allows the public to affix their target to the target stand. Given the increased visitation at the rifle and pistol range (fom 13,019 in 2021 to 19,938 in 2024), the facility's need for target stands and cardboard has significantly increased. The rifle and pistol range typically spends between $5,000 - $7,000 a year on target stands and carboard, which is over half of the current operating supplies account ($10,500). This funding would allow the facility to purchase enough target stands and carboard to provide necessary supplies to the public and user groups that utilize the range. With the installation of the pay kiosk, revenue has increased and is on pace for a $7,000 increase, which will more than cover this expense and ensure that cost recovery goals, approved by the BOS, remain on target.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)		1015059	500625	Operating Supplies	$2,500
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 2,500.00
				GRAND TOTAL	$ 2,500.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

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^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 33.50% and for Public Safety Employees that is 50%

Related One-time / Capital Requests +:		
Description of Item		Amount
	Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Public Works - Engineering**	**DEPARTMENT #(ORG)**	1013012

DESCRIPTION OF REQUESTED ITEM:

Increase Service and Supply Accounts

JUSTIFICATION OF REQUEST:

Professional Services: Request is being made to increase the Engineering Professional Services account by $50,000 to pay for a consultant to provide suverying services to cover responsibilities to be addressed by a City Surveyor. NRS 278 notes duties of a City Surveyor with respect to map amentments. NRS 625 notes design tasks to be completed under responsible charge of a City Surveyor. Public Works Engineering has hired a part time surveyor in the past to fill these responsibilities; however, he has retired and it is very unlikely to find a replacement. Engineering is proposing to cover these responsibilities by contracting with a conultant to provide a licensed surveyor to serve as the City Surveyor. Without a City Surveyor, Engineering would need to outsource project design that is currently being completed by in-house design staff and would not be able to review and approve map amendments per the required steps in NRS.
Software Maintenance Cost: Request is being made to increase the Software Maintenance Cost by $5,000 to fund LCP Tracker. LCP Tracker is used to manage certified payroll for city capital improvement projects. The software license is based on total cost of projects managed at a given time. As project costs have increased and Public Works manages more projects concurrently, the software license dollar amount threshold has been exceeded and needs to be increased. An additional $5,000 will allow the city to manage $25M in construction projects at a given time (increased from $10M).

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account #		Description	Increase Amount
		Org.	Obj.		
Salary^ (hire rate *2080)		1013012	500309	Profession Services	50,000.00
Other pay*		1013012	500433	Software Maintenance	5,000.00
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 55,000.00
				GRAND TOTAL	$ 55,000.00

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Public Works - Engineering**	**DEPARTMENT #(ORG)**	1013012

DESCRIPTION OF REQUESTED ITEM:

Promotion of a CCEA Grade T202 Construction Inspector to Grade T302 Senior Construction Inspector

JUSTIFICATION OF REQUEST:

The employee has been with the Public Works Construction Management group for 2-years and in the role of Construction Inspector in the industry for 22-years. He is an invaluable resource to the department, is a dependable expert in his field, and has gradually handled and succeeded in inspecting larger and more complex projects. Public Works is asking for a promotion from the employees' current position of Construction Inspector to Senior Construction Inspector with a 15% increase to recognize his advancement in capabilities and role in managing the construction projects of the City.

The employee requires minimal supervision to perform his daily duties and has met the competency requirements needed to promote to a Senior Construction Inspector. Retaining this qualified employee is a priority and providing fair compensation for the duties regularly performed is a key component of retention.

This action would not result in the addition of a new FTE.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)	10,634.00				
Other pay*	-				
Workers' Compensation	-				
Group Insurance	-				
Medicare (Salary *.0145)	154.00				
PERS^^	3,908.00				
TOTAL PERSONNEL COSTS	$ 14,696.00			**TOTAL SERVICES AND SUPPLIES**	$ -
				GRAND TOTAL	$ 14,696.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 33.50% and for Public Safety Employees that is 50%

Related One-time / Capital Requests +:

Description of Item	Amount

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Public Works - Asset Management**	**DEPARTMENT #(ORG)**	1013015

DESCRIPTION OF REQUESTED ITEM:

Increase Service and Supply Accounts

JUSTIFICATION OF REQUEST:

Professional Services: Requesting an increase to assist the Asset Management division with the development of Asset Management Plans (AMPs). The Board of Supervisors approved the Strategic Asset Management Plan (SAMP) in December 2024. Section six of the SAMP describes the division's current workload capacity and how it was anticipated that additional resources would be needed to support the rollout, maintenance, and monitoring of the AMPs. The proposed increase will be utilized to establish citywide AMP priorities and create process templates beginning with water and wastewater functional areas. Scope of work will include: reviewing condition assessment data, planning documents, and EAM documentation; AMP structures will address the City's strategic goals and utility operational goals; proposed AMP structure will be workshopped with stakeholders; AMPs will include parent and child asset and recommendations for tiered classifications, an ID schema, asset inventory, condition assessment best practices, preventative maintenance, rehabilitation strategies, risk assessment and criticality.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account #		Description	Increase Amount
		Org.	Obj.		
Salary^ (hire rate *2080)		1013015	500309	Professional Services	50,000.00
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 50,000.00
				GRAND TOTAL	$ 50,000.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 33.50% and for Public Safety Employees that is 50%

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Public Works - Facilities**	**DEPARTMENT #(ORG)**	1013034

DESCRIPTION OF REQUESTED ITEM:

Increase Service and Supply Accounts

JUSTIFICATION OF REQUEST:

Contractual Services: Requesting an increase due to industry wide escalation in construction costs and materials.
Building Repair & Maintenance: Requesting an increase due to substantial increases in materials and supplies.
Custodial Supplies: Requesting an increase to keep pace with increasing costs of materials and supplies.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account #		Description	Increase Amount
		Org.	Obj.		
Salary^ (hire rate *2080)		1013034	500349	Contractual Services	15,000.00
Other pay*		1013034	500434	Building Repair & Maintenance	14,000.00
Workers' Compensation		1013034	500630	Custodial Supplies	12,000.00
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 41,000.00
				GRAND TOTAL	$ 41,000.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 33.50% and for Public Safety Employees that is 50%

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Public Works - Landfill**	**DEPARTMENT #(ORG)**	1013904

DESCRIPTION OF REQUESTED ITEM:

Increase Service and Supply Accounts

JUSTIFICATION OF REQUEST:

Overtime: Requesting an increase due to the continued increase of incoming waste which is requiring more overtime to keep up with the daily demands of the landfill.

Stand-By Pay: Requesting an increase to standby pay for the landfills urgent situations and maintaining the landfills readiness .

Holiday Pay: Requesting an increase to cover holiday pay due to the Landfill being open 9 out of the 12 holidays the city observes.

Banking Services: Requesting an increase to cover additional costs associated with the continued increase in volume and fees associated with credit card usage at the Landfill. In FY23 the budget was exceeded by $12,000 and in FY24 the budget was exceeded by $38,000.

Training: Requesting an increase to continue training and education on new landfill operations and equipment due to additional staff and the use of new technologies.

Equipment Repair& Maintenance: Requesting an increase to keep pace with rising costs of parts and labor. In FY23 the budget was exceeded by $165,000 and in FY24 it was exceeded by $67,000. With the replacement of older equipment we expect FY25 to be lower.

Vehicle Repair & Maintenance: Requesting an increase due to increases in parts and labor costs as well as the need to contract out these services. In FY23 the budget was exceeded by $25,000 and in FY24 the budget was exceeded by $16,000.

Equipment Rental: Requesting an increase to keep pace with the rental pricing for larger equipment that the landfill requires.

Fees and Permits: Requesting an increase to fees and permits due to fee increases for landfill permitting.

Chipping and Recycling: Requesting an increase to this line item to cover tire and green waste recycling costs. This increase is covered within the new rate structure approved and implemented July 1, 2023.

Printing / Advertising: Requesting an increase in this line item to cover increases in material and labor costs.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)		1013904	500111	Overtime	10,000.00
Other pay*		1013904	500113	Stand-By Pay	500.00
Workers' Compensation		1013904	500116	Holiday Pay	10,000.00
Group Insurance		1013904	500317	Banking Services	5,000.00
Medicare (Salary *.0145)		1013904	500330	Training	2,000.00
PERS^^		1013904	500430	Equip Repair & Maint	25,000.00
		1013904	500435	Vehicle Repair & Maint	5,000.00
		1013904	500445	Equipment Rental	4,000.00
		1013904	500490	Fees & Permits	10,000.00
		1013904	500493	Chipping/Recycling	25,000.00
		1013904	500542	Printing/Advertising	1,000.00
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 97,500.00
				GRAND TOTAL	$ 97,500.00

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Clerk Recorder-Marriage**	**DEPARTMENT #(ORG)**	1010212

DESCRIPTION OF REQUESTED ITEM:

Requesting the addition of 1 FTE Office Specialist position A202. Department only has 1 full-time employee and needs backup for sick, vacation and succession planning.

JUSTIFICATION OF REQUEST:

Current six appointment per day, calls and envelopes can no longer be handled by 1 FTE. Need 2 FTE's.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)	47,880.00				
Other pay*					
Workers' Compensation	1,279.00				
Group Insurance	12,864.00				
Medicare (Salary *.0145)	694.00				
PERS^^	17,596.00				
TOTAL PERSONNEL COSTS	$ 80,313.00			**TOTAL SERVICES AND SUPPLIES**	$ -
				GRAND TOTAL	

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 36.75% and for Public Safety Employees that is 58.75%

Related One-time / Capital Requests +:

Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

JOB DESCRIPTION

JOB TITLE:	Office Specialist	**FLSA:**	Non-Exempt
DEPARTMENT:	Various	**GRADE:**	A201/A202
REPORTS TO:	Various	**PCN:**	856
DATE:	July 1, 2015	**REVISED:**	March 2020

SUMMARY OF JOB PURPOSE:

Under general supervision, provides technical, complex or specialized office support to various City departments**.**

ESSENTIAL FUNCTIONS:

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.

- Performs complex technical and/or specialized office support work, which requires the exercise of independent judgment, the application of technical skills and a knowledge of detailed or specialized activities related to the department to which assigned.
- Uses a computer to develop and manage databases and/or spreadsheet files and to develop special report formats.
- Reviews and reconciles varied reports and journals and budget, payroll or related financial or business data.
- Maintains varied subsidiary ledgers, auditing and reconciling reports and information and posting data as required; may generate general ledger entries.
- Determines the amount of bails, fines, fees and other monies due to the City, applying rules and regulations; ensures that receipts are balanced on a regular basis.
- Researches and assembles information from a variety of sources for the completion of forms or the preparation of reports; makes arithmetic or statistical calculations.
- Conducts specific projects related to the department or office to which assigned; may obtain and/or provide information from other organizations, summarize such information and prepare recommendations.
- Provides information to the public or to City staff that requires the use of judgment and the interpretation of policies, rules or procedures.
- Arranges meetings by notifying attendees, reserving rooms and making lodging and/or meal arrangements.
- Organizes, maintains and purges various departmental files.
- Prepares and types correspondence, reports, forms, contracts and specialized documents from drafts, notes, dictated tapes, or brief instructions; may provide secretarial support on a relief basis.

ESSENTIAL FUNCTIONS (continued):

- Proofreads and checks typed and other materials for accuracy, completeness, and compliance with departmental policies and regulations.
- May train others in work procedures or direct the work of others on a project or relief basis.
- Enters and retrieves data and prepares reports using a computer; reviews such reports for accuracy and makes corrections as required; operates standard office equipment.
- 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.
- Acts as receptionist and receives and screens visitors and telephone calls and directs the caller to the proper person or personally handles the call; provides information which requires the use of judgment and interpretation of policies, rules and procedures.
- May perform technical support work related to the department to which assigned.
- Maintains accurate records and files; assists in the maintenance of official City records; compiles information and prepares special and periodic reports related to the work performed.
- Uses standard office equipment, including a computer, in the course of the work.
- 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 two (2) years of clerical experience; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

The following licenses/certificates must be possessed at time of hire/promotion unless otherwise stated and must remain valid and in good standing during employment:

- Valid driver's license may be required

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.

Knowledge of (continued):

- 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 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 commissioners, 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. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

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.

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, or no reason.*

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 costs the new employee $48.25 and a drug screen which costs $36.50. Employment is contingent upon passing the background and the drug 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.uscis.gov.*

7. *Carson City is an Equal Opportunity Employer.*

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

"Carson City is an Equal Opportunity Employer"

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Clerk-Recorder**	**DEPARTMENT #(ORG)**	1010213

DESCRIPTION OF REQUESTED ITEM:

Reclass part-time employee to FTE Deputy Recording Clerk to meet demands of office calls, counter, emails and file.

JUSTIFICATION OF REQUEST:

Volume has increased from $2.3m to $2.8m. Recordings increased from 6762 to 7821. Succession planning, Vacation, sick- need coverage. Request to reclassify the Clerical Hourly position to a full-time position.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)	57,972.00	1010213	500102	Hourly/Seasonal	(26,000.00)
Other pay*					
Workers' Compensation	1,279.00				
Group Insurance	12,864.00				
Medicare (Salary *.0145)	841.00				
PERS^^	21,305.00				
TOTAL PERSONNEL COSTS	$ 94,261.00			**TOTAL SERVICES AND SUPPLIES**	$ (26,000.00)
				GRAND TOTAL	$ 68,261.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 36.75% and for Public Safety Employees that is 58.75%

Related One-time / Capital Requests +:

Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

JOB DESCRIPTION

JOB TITLE:	Deputy Recording Clerk	**FLSA:**	Non-Exempt
DEPARTMENT:	Clerk/Recorder	**GRADE:**	A401/A402
REPORTS TO:	Chief Deputy Recorder	**PCN:**	857
DATE:	July 1, 2015	**REVISED:**	Jan. 2024

SUMMARY OF JOB PURPOSE:

Under general supervision, reviews, records, preserves, maintains and protects the integrity of all recorded documents. The Recorders office is the "Keeper of the Records" with recorded documents dating back to the 1800's.

ESSENTIAL FUNCTIONS:

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.

- Performs specialized office work in accordance with State regulations, office policies and procedures.
- Examines various legal documents for sufficiency, completeness and adherence to laws and applicable Nevada Revised Statues.
- Records all incoming documents submitted over the counter or through mail and E-recordings.
- Maintains updated monthly reports on various functions within the Clerk/Recorder's Office.
- Completes daily cash deposits and maintains strict cash handling procedures.
- Transmits weekly FTP's. Bills accounts monthly along with reconciling the accounts.
- Responsible for maintaining a clean work environment.
- Verify accuracy of Official & Old Ormsby County records.
- Organizes own work, sets priorities, and ensures that critical deadlines are met.
- Contributes to the efficiency and effectiveness of the Clerk/Recorder's Office by acting as a team player, communicating, offering suggestions, and directing or participating as a cohesive active member of the team.
- Performs a variety of general office support work including indexing of all recorded documents, filing, answering telephone inquiries, typing correspondence, opening, handling, and distributing mail.
- Maintains accurate records and files; assists in the maintenance of Official City records.
- 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.
- Processing of office invoices

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 two (2) years of related administrative experience; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- None

Required Knowledge and Skills

Knowledge of:

- Computer applications such as Winscape, Landmark, Microsoft Suite and Enterprise ERP Software (Tyler/Munis).
- Business arithmetic.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Codes, policies and procedures regarding the recordation of legal documents.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Making accurate arithmetic calculations.
- Reviewing detailed documents for completeness, accuracy and compliance with regulations.
- Interpreting, applying and explaining applicable codes and regulations.
- Reading, interpreting and explaining rules, policies and procedures.
- Maintaining accurate records and files.
- Preparing clear and concise reports, correspondence and other written materials.
- Working without close supervision in standard work situations.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities; typing skills.

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. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

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 between offices.

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, or no reason.*

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 $48.25 and a drug screen which costs $36.50. Employment is contingent upon passing the background and the drug 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.uscis.gov.*

7. *Carson City is an Equal Opportunity Employer.*

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

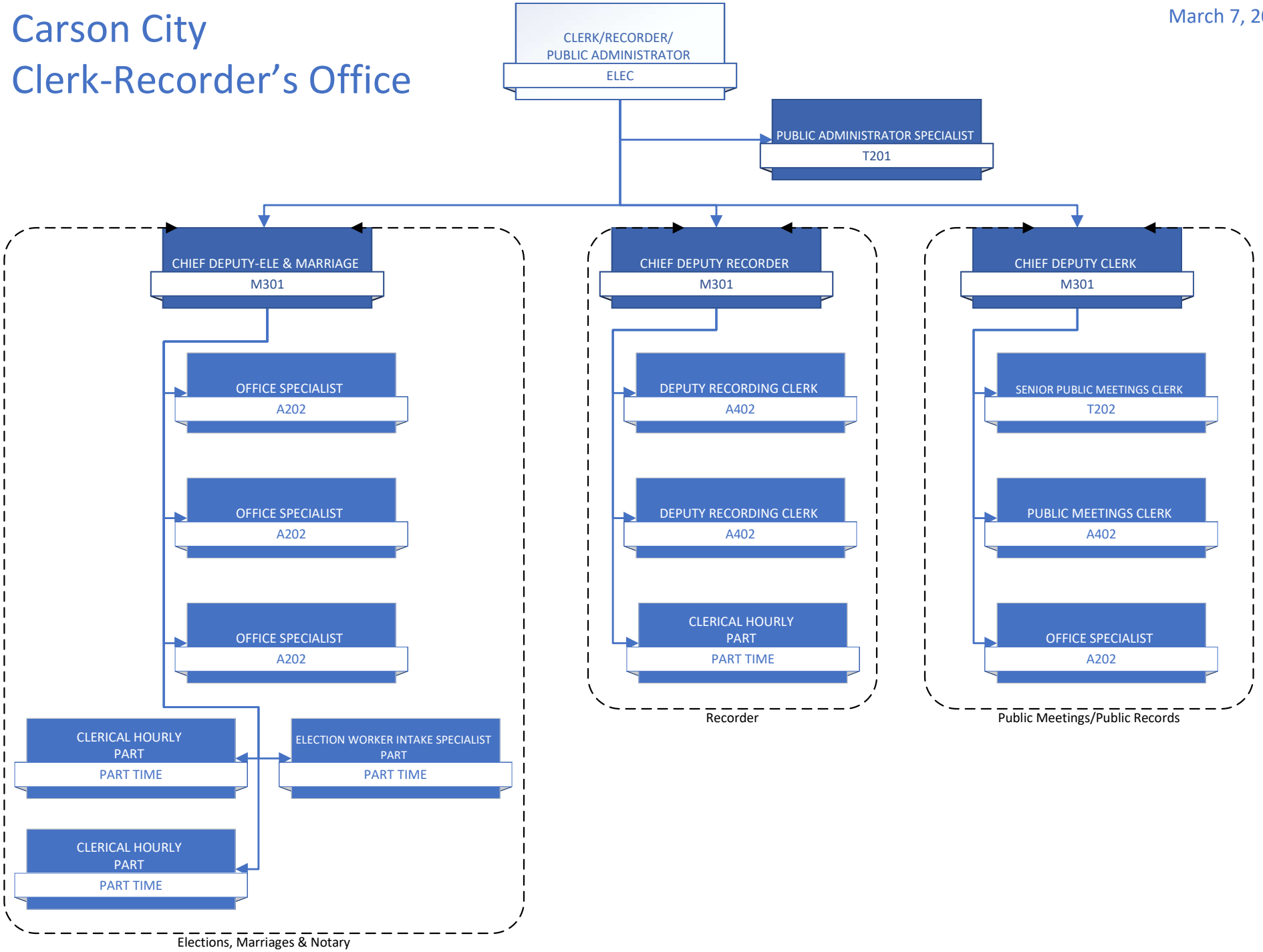
PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

"Carson City is an Equal Opportunity Employer"

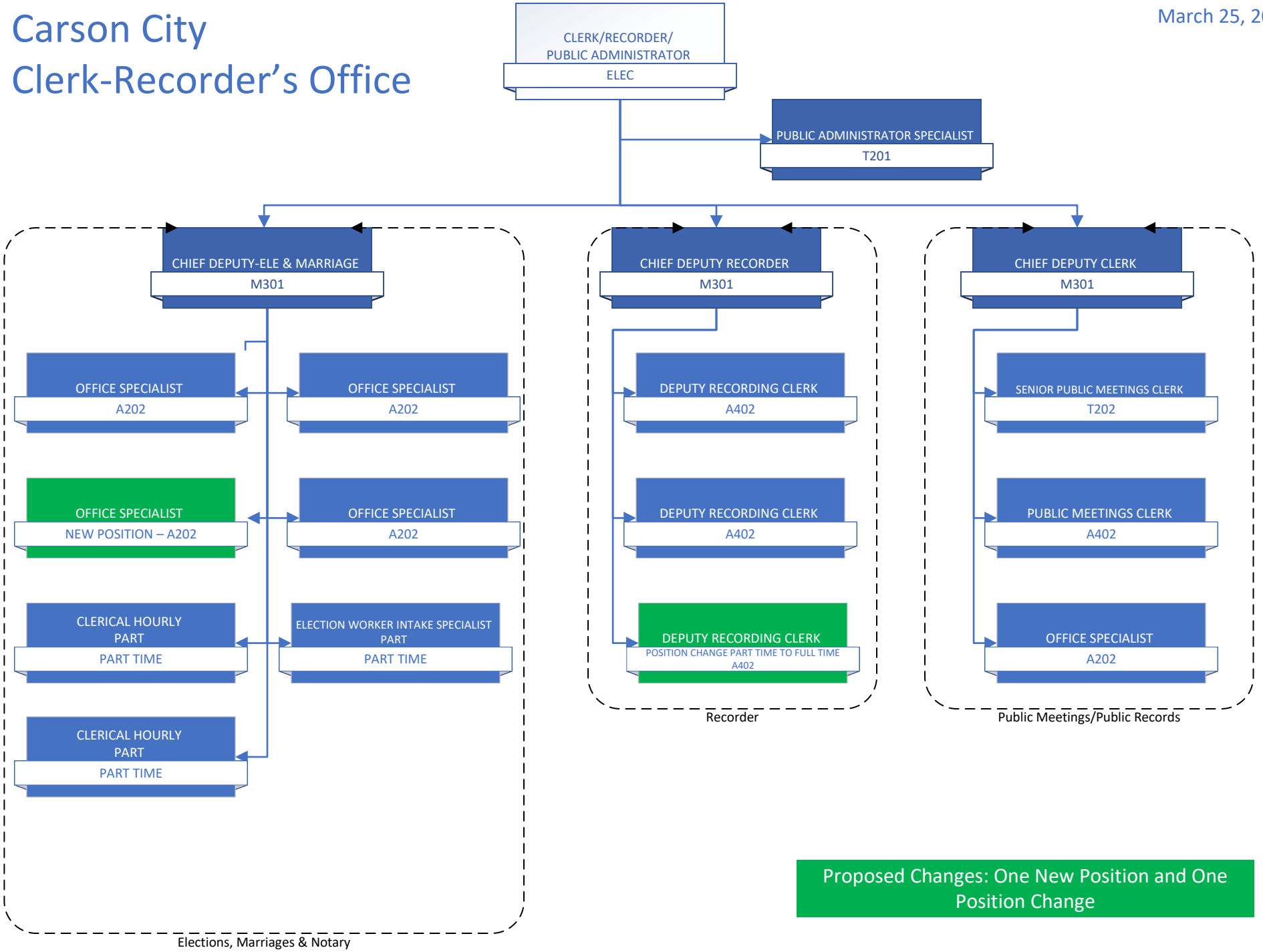
Carson City
Clerk-Recorder's Office

March 7, 2025



Carson City
Clerk-Recorder's Office

March 25, 2025



Proposed Changes: One New Position and One Position Change

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	Assessor	DEPARTMENT #(ORG)	1010400

DESCRIPTION OF REQUESTED ITEM:

New position request for FY26. Property Appraiser A00427 (CCEA T202) position, FY26 Entrance Rate.

JUSTIFICATION OF REQUEST:

The Assessor's office is requesting an additional Property Appraiser position to be assigned to the Real Property division. The Assessor's Office has five Property Appraisers, two assigned to Personal Property and three to Real Property. The workload of the three Real Property Appraisers has greatly increased due to the amount of new construction, additional land valuations and increased number of parcels to reappraise during reappraisal cycles. Currently, the Real Property Appraisers have 7,145 parcels to maintain each year. During each reappraisal cycle, appraisers physically reappraise approximately 4,300 parcels (1,433 each) between July and November in addition to establishing land values for all 21,434 parcels. As more land continues to be subdivided and additional parcels created, this number will increase. In FY 2023-24 the "Appraisal Support Specialist" position was reclassified to a "Property Appraiser" position. As a result of this additional full-time position, TMA (Tax Management Associates) audits and the use of a national estimator program (CAV) that estimates equipment the 2023/2024 personal property assessed valuation increased $16,178,983 compared to 2022/2023 which resulted in $3,084,107 in additional assessed valuation.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)	$ 62,904.00				
Other pay*					
Workers' Compensation	$ 1,279.00				
Group Insurance	$ 12,864.00				
Medicare (Salary *.0145)	$ 912.00				
PERS^^	$ 23,117.00				
TOTAL PERSONNEL COSTS	$ 101,076.00			**TOTAL SERVICES AND SUPPLIES**	$ -
				GRAND TOTAL	$ 101,076.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 36.75% and for Public Safety Employees that is 58.75%

Related One-time / Capital Requests +:

Description of Item	Amount
If full-time property appraiser position is approved, this employee will be moved to the back office with the other Real Property Appraisers. The part-time hourly employee will be moved to the front office. To accomplish this, I will have to move the existing (Chief Deputy Assessor) workstation and replace it with one of the Personal Property Appraiser workstations to create a figure eight set up between the two. I am hoping that we can then piece together an additional workstation to extend along the back of the office to the corner of the Assessor's office (corner wall shared with the Treasurer's office) for our part-time hourly position to move to with the remaining pieces of the workstations. I will need to get quotes to determine the cost. In 2022, the Treasurer's office requested a budget augmentation in the amount of $21,501.76 for new workstations/cubicles. Considering inflation, an estimated $30,000 would need to be allocated for the new workstations.	$ 30,000.00
Total	$ 30,000.00

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

Consolidated Municipality of Carson City

Property Appraiser

CLASS CODE	00427	**SALARY**	$26.68 - $37.36 Hourly $4,625.26 - $6,475.37 Monthly $55,503.14 - $77,704.43 Annually
ESTABLISHED DATE	July 01, 2015	**REVISION DATE**	January 09, 2023

Description

Under general supervision, performs a variety of professional commercial, industrial and residential real and personal property appraisals for taxation purposes.

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.

- Appraises industrial, commercial and/or residential properties, and/or other real and personal property for taxation purposes.
- Analyzes, interprets and documents required information to derive equitable and justifiable property appraisals for assigned real and personal properties.
- Conducts field inspections of property site to collect and verify property data.
- Interviews property owners and other relevant parties to obtain and verify property data.
- Reads and interprets a variety of maps and aerial photographs to ascertain boundaries and condition of personal and industrial, commercial and/or residential properties.
- Reviews and interprets accounting records, leases and financial information to ascertain gross and net income for capitalization into an estimate of value.
- Allocates appropriate value to different portions of property parcels based on topography, development, vegetation, soil use and capability of use.
- Adjusts property values for property splits based on allocated values of subject properties.
- Acts as information source to property owners and other interested parties at the public counter and over the telephone; explaining appraisal and appeal procedures to the taxpayers.
- Determines taxable value of property and makes corrections to tax rolls.
- Prepares and maintains detailed appraisal work papers; prepares written summary of appraisal procedures and findings.
- 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.
- Monitors changes in laws and procedures and evaluates their effect upon City operations.
- Drives a personal or City motor vehicle to visit property sites.

- Uses standard office equipment, including a computer, in the course of the work.
- Prepares a variety of technical, statistical and narrative written reports, correspondence, procedures and other written materials.
- Demonstrates courteous and cooperative behavior when interacting with elected officials, public, and 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:

Associate's Degree in accounting, finance, real estate, business administration, or related field; AND one (1) year of professional property appraisal experience; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Nevada State Real and Personal Property Appraisal Certificate within two years of employment.
- Valid driver's license.

Required Knowledge and Skills

Knowledge of:

- Laws, codes, court decisions and regulations related to real and personal property appraisals.
- Computer applications related to the work.
- Standard office administrative practices and procedures.
- Concepts and terminology related to real or personal property appraisal and taxation.
- Concepts, materials and terminology related to building construction.
- Principles and practices of real and/or personal property appraisal.
- Real estate markets and transactions.
- Methods and techniques of property ownership research and investigation.
- Record keeping principles and practices.
- Business mathematics, including statistics and financial analysis techniques.
- Techniques for dealing with a variety of individuals, at all levels of responsibility, in person and over the telephone, often where relations may be confrontational or strained.
- Communicating effectively in oral and written forms.

Skill in:

- Interpreting, applying and explaining laws and regulations pertaining to property appraisal.
- Organizing and prioritizing work and meeting critical deadlines.
- Applying appropriate methods, practices, procedures and regulations in real property appraisal.
- Directing the maintenance of accurate records and files.
- Preparing clear and concise reports, correspondence, and other written material.
- Using tact, discretion and prudence in dealing with those contacted in the course of the work.
- Using initiative and independent judgment within established procedural guidelines.
- Preparing clear and concise reports, correspondence and other written materials.
- 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. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

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.

2. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

3. City employees are 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 required working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

4. City employees may be required to complete Incident Command System training as a condition of continuing employment.

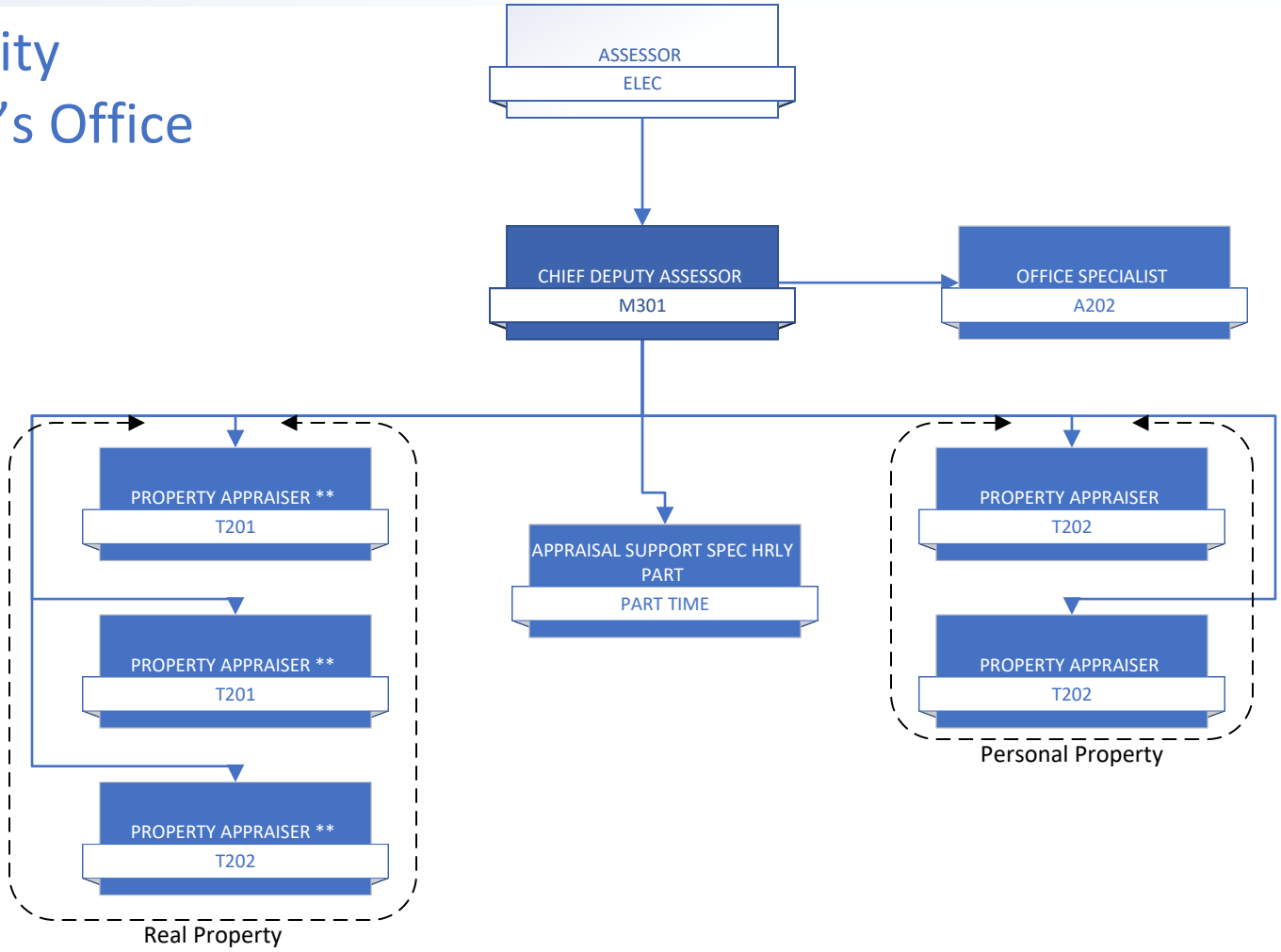
5. New employees are required to submit to a fingerprint based background investigation which cost the new employee $56.25 and a drug screen which costs $36.50. Employment is contingent upon passing the background and the drug screen.

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.ucis.gov .

7. Carson City is an Equal Opportunity Employer.

Carson City
Assessor's Office

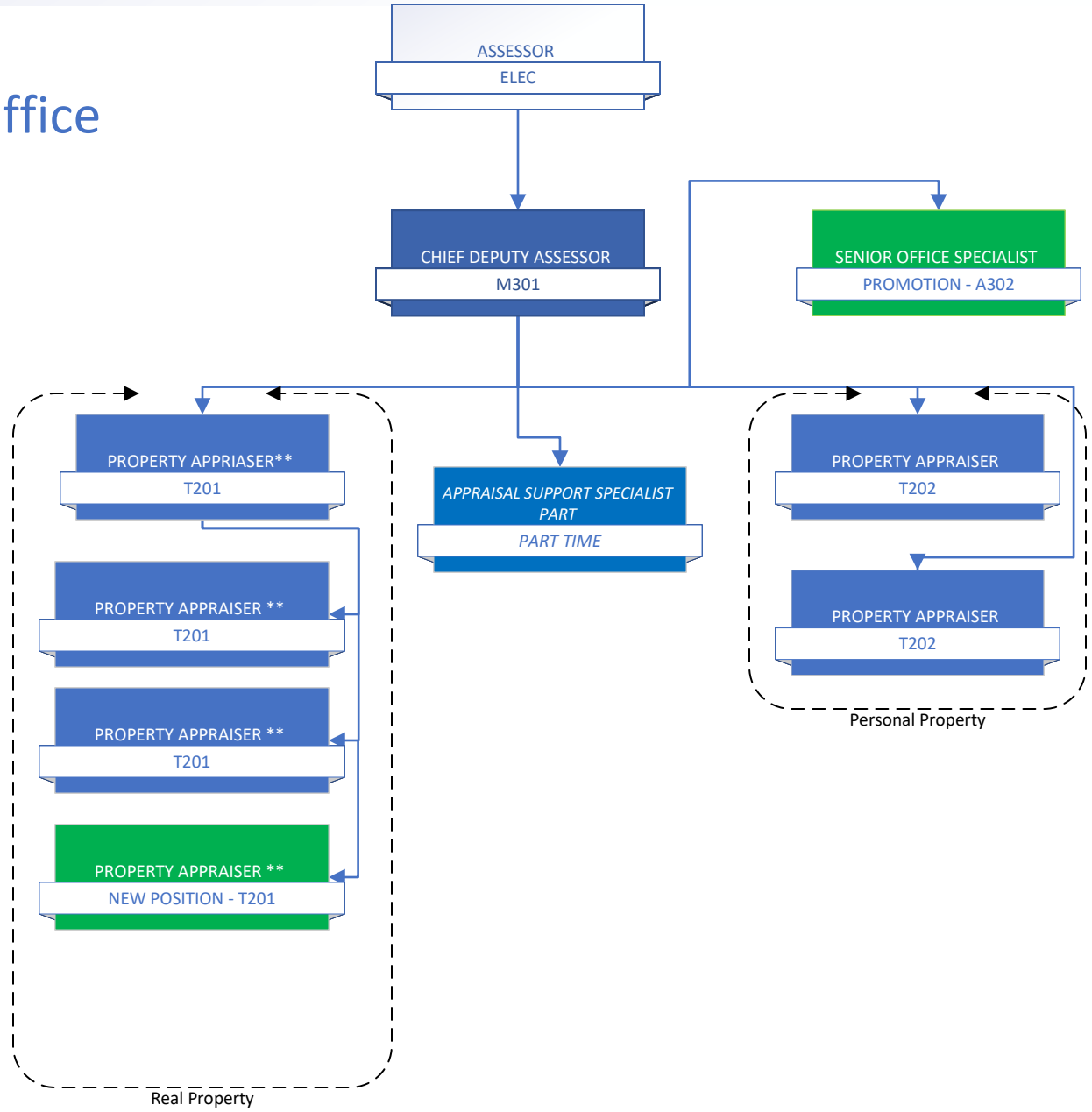
March 10, 2025



**Please note, the Assessor's Office currently has one Chief Appraiser position that is currently underfilled with a Property Appraiser position until an employee meets the requirements.

Carson City
Assessor's Office

March 10, 2025



Proposed Changes : One new Position and One Promotion

**Please note, the Assessor's Office currently has one Chief Appraiser position that is currently underfilled with a Property Appraiser position until an employee meets the requirements.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**District Attorney's Office**	**DEPARTMENT #(ORG)**	1010500

DESCRIPTION OF REQUESTED ITEM:

We request an additional Juvenile Deputy District Attorney Position. This request would require $146,681.00 increase in pay/benefits if the new employee was hired at the top of the bottom one-third (This cost includes phone allowance). Additionally we are asking for $1,875 in one time costs in order to provide this position a workstation including a phone, laptop, monitors and laptop dock.

JUSTIFICATION OF REQUEST:

See attached justification.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)	$ 95,161.00				
Other pay*	$ 960.00				
Workers' Compensation	$ 1,279.00				
Group Insurance	$ 12,919.00				
Medicare (Salary *.0145)	$ 1,380.00				
PERS^^	$ 34,982.00				
TOTAL PERSONNEL COSTS	$ 146,681.00			**TOTAL SERVICES AND SUPPLIES**	$ -
				GRAND TOTAL	$ 146,681.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 36.75% and for Public Safety Employees that is 58.75%

Related One-time / Capital Requests +:

Description of Item	Amount
Phone	$ 155.00
Laptop	$ 1,175.00
Two Monitors	$ 330.00
Dock	$ 215.00
Total	$ 1,875.00

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

Justification for Supplemental Request:

The juvenile case load has been steadily increasing since 2020 where the delinquency case load was 317 cases, 46 of those being felonies, 28 being gross misdemeanors and 169 being misdemeanors. In 2024 the delinquency case load was 541 total cases with 69 of them being felonies, 54 of them being gross misdemeanors and 393 of them being misdemeanors. The more than doubling of felony level charges mean that the case load is not just more voluminous, but vastly more complex. The new caseloads necessitate our juvenile DDA's to carry caseloads close to 270 cases each. Additionally, juvenile cases are vastly more time consuming than their adult counterparts and due to procedural differences, occur much faster. Additionally, Juvenile DDA's also carry a 432B case load. 432B cases open when a child is removed from their parent due to abuse or neglect. 432B cases are lengthy and will often span numerous years in their duration. In 2024 alone, our Juvenile DDA's had to attend 286 hearings just 432B cases. On average, each one of these hearings has filings upwards of 50 pages. The number of hearings also do not accurately portray the work that must be done to prepare for them-the conversations, document preparation, witness preparation, discovery review, and considerations that the DDA's must make prior to attending the hearings. Further, legislative changes have required additional hearings in delinquency and 432B cases that have increased the hours of work per case since 2020- including specific findings being made before a juvenile is committed to a state facility, 21 hearings for juvenile sex offenders, post-18 foster care hearings, amongst others. Two Juvenile DDA's is not sufficient to continue to provide the level of service that our community and our Juvenile Justice system requires. A reduction of service caused by the increasing caseload would place children, the most vulnerable members of our community, at increased risk of being victimized. The work that our juvenile prosecutors complete is the most emotionally taxing in the office because the vast majority of their cases deal with child victims. Currently, we have dedicated juvenile prosecutors who have been putting in extra hours to be able to manage these caseloads. However, the current workload is not sustainable for them in the long run and due to its particularly taxing nature easily results in burnout. Additionally, if one of the prosecutors is out of the office for whatever reason, the workload is unmanageable for the remaining staff. We respectfully ask for an additional DDA assigned to the Juvenile Division in order to address the ever-increasing caseloads and to continue to serve our community at its current levels.

JOB DESCRIPTION

JOB TITLE:	Deputy District Attorney	**FLSA:**	Exempt
DEPARTMENT:	District Attorney	**GRADE:**	L210
REPORTS TO:	Division Chief or District Attorney	**Revised:**	July 1, 2023

SUMMARY OF JOB PURPOSE:

Under immediate supervision from the District Attorney, Assistant District Attorney, Chief Deputy District Attorney, or Supervising Deputy District Attorney, the Deputy District Attorney performs a variety of professional legal work in the District Attorney's Office, including criminal, juvenile and civil matters; develops, prepares and presents cases requiring court and/or administrative tribunal appearances; represents the State or City in criminal or enforcement proceedings; represents the State in juvenile delinquency proceedings and the interest of the public in NRS 432B proceedings; serves as legal counsel to the City and its departments, boards and commissions; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

This is the first level in the Deputy District Attorney series. Incumbants are expected to perform a wide range of the regular legal assignments performed in the District Attorney's Office. It differs from the Senior Deputy District Attorney classification in that the Senior Deputy District Attorney has more experience and typically handles more difficult cases and/or assignments. Attorneys usually work at the District Attorney's physical office, subject to change at the supervisor's or District Attorney's discretion.

ESSENTIAL FUNCTIONS:

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.

<u>Criminal Division:</u>

- Prosecutes cases from charging through trial and appeal.
- Reviews probable cause sheets, warrant requests, and citations and determines sufficiency and propriety of charges.
- Drafts criminal complaints, information, offer letters, memorandum of plea negotiations, motions, writs, appeals, briefs, advisory memorandums and other correspondence.
- Ensures contact with victims of crime during all material stages of the criminal prosecution and compliance with Marsy's Law.
- Appears in Court on behalf of the State and the City at trial and all related hearings of criminal prosecution.

- Prepares and presents oral arguments, examines witnesses, presents and admits evidence, negotiates with opposing counsel, and assists victims to present statements to the court.

- Performs research, interprets cases, statutes and ordinances.
- Reviews and edits written search warrants, facilitates presentation of written search warrants to court, and conducts telephonic examinations of deputies for search warrants.
- Represents the City in criminal traffic matters.
- May serve as an intermittent instructor for law enforcement POST academies as assigned.
- Provides after hours legal consultation to law enforcement on an assigned rotating basis.
- Represents the State and/or City at 48 -hour hearings on Sundays and holidays on an assigned rotating basis.

Civil Division:

- Serves as in-house legal counsel by providing legal representation to the City and its departments, boards and commissions that encompass a wide variety of civil matters involving state and federal law.
- Assists the Assistant District Attorney in drafting and amending Carson City Municipal Code provisions.
- Provides trainings to City departments, boards and commissions concerning legal matters such as Nevada's Open Meeting Law, the Public Records Act and ethics in government statutes.
- Interviews and advises clients, prepares and presents evidence and legal arguments, conducts legal research, analyzes and interprets cases, statutes and ordinances.
- Drafts memoranda, ordinances, resolutions and other legislative measures.
- Confers with investigators regarding the collection of facts and evidence.
- Presents evidence and arguments before tribunals and mediators.
- Reviews and prepares various contracts for goods and services and other complex documents including real property transactions.
- Represents the City in labor negotiations and disputes, including representation before arbitrators, agencies and courts.
- Represents the City in civil litigation matters before state and federal courts.
- May represent the City in traffic matters.

Juvenile Division:

- Prosecutes juvenile delinquency cases through charging, trial, and appeal.
- Appears, prepares and presents juvenile delinquency and juvenile dependency matters in court from inception through closure in the trial court and on appeal. Such appearances include oral arguments, examining witnesses, presenting and admitting evidence, negotiating with opposing counsel, and assisting victims to present statements to the court.
- Reviews probable cause sheets, petition requests, and citations and determines sufficiency and propriety of charges.
- Performs research, including interpreting cases, statutes, and ordinances.

- Drafts petitions, offer letters, memorandum of plea negotiations, motions, writs, appeals, briefs, advisory memorandums, and other pleadings and correspondence.
- Reviews and edits written warrants, facilitates presentation of written warrants to court, and conducts telephonic examinations of law enforcement officers and employees of the Division of Child and Family Services for warrants.
- Ensures contact with victims of crime during all material stages of the delinquency proceedings.
- Confers with juvenile delinquency, juvenile dependency, and criminal justice stakeholders on legal issues and questions.
- Provides after hours legal consultation to law enforcement and/or the Division of Child and Family Services as assigned.

TYPICAL 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:
Juris Doctorate or equivalent degree from an accredited law school AND admittance to practice law in Nevada OR must 1) obtain certification to practice law pursuant to Supreme Court Rule 49.3 within one month of hire date; and 2) pass the first Nevada bar exam to be administered after having satisfied the educational requirements to take the Nevada bar exam OR must 1) obtain temporary certification to practice in Nevada pursuant to 49.1 within two months from hire date; 2) maintain eligibility to practice law in Nevada pursuant to Supreme Court Rule 49.1 until admitted to the bar; and 3) be admitted to practice law in Nevada within two years of hire date.

Required Certificates, Licenses, and Registrations:
- Valid Driver's License

Required Knowledge, Skills, and Abilities:
- Judicial procedure and rules of evidence; applicable laws, codes and regulations.
- Computer applications particularly as related to the performance of legal research.
- Techniques for dealing with individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.
- Correct business English, including spelling, grammar and punctuation.
- Applying legal principles to individual cases or problems.
- Presenting facts, evidence and precedents in the form of oral arguments, briefs, opinions, orders or decisions.
- Understanding and interpreting constitutional provisions, statutes, administrative regulations and precedents.
- Researching, interpreting, applying, and explaining applicable laws, codes, regulations and court decisions.
- Using initiative and independent judgment within established procedural guidelines.
- Maintaining accurate records of work performed.

- Compiling and summarizing information and preparing periodic or special reports related to the work of the court or department to which assigned.
- Organizing own work, setting priorities and meeting critical deadlines.
- Ability to operate a personal or city vehicle to attend hearings, meetings, or respond to critical incidents.

SUPERVISION RECEIVED AND EXERCISED:

Under Immediate Supervision - Incumbents at this level are closely supervised in essentially all aspects of their assigned work with the exception of routine and basic tasks. Work methods are generally prescribed in specific terms. They usually follow an established routine with general assignments, and their work is subject to frequent reviews. A position may involve repetition of a limited number of tasks that after initial training and review warrant only occasional supervisory review.

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 or stand for several hours at a 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; Mobility and tolerance to weather sufficient to travel to off-site locations for meetings. Ability to move several hundred feet between office and courtroom on a daily basis.

CONDITIONS OF EMPLOYMENT:

1. *Unclassified employees are "At Will" and as such, may be terminated at any time for any reason, or no reason.*

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 and a drug screen which costs $36.50. Employment is contingent upon passing the background and the drug 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.uscis.gov.*

7. *Carson City is an Equal Opportunity Employer.*

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

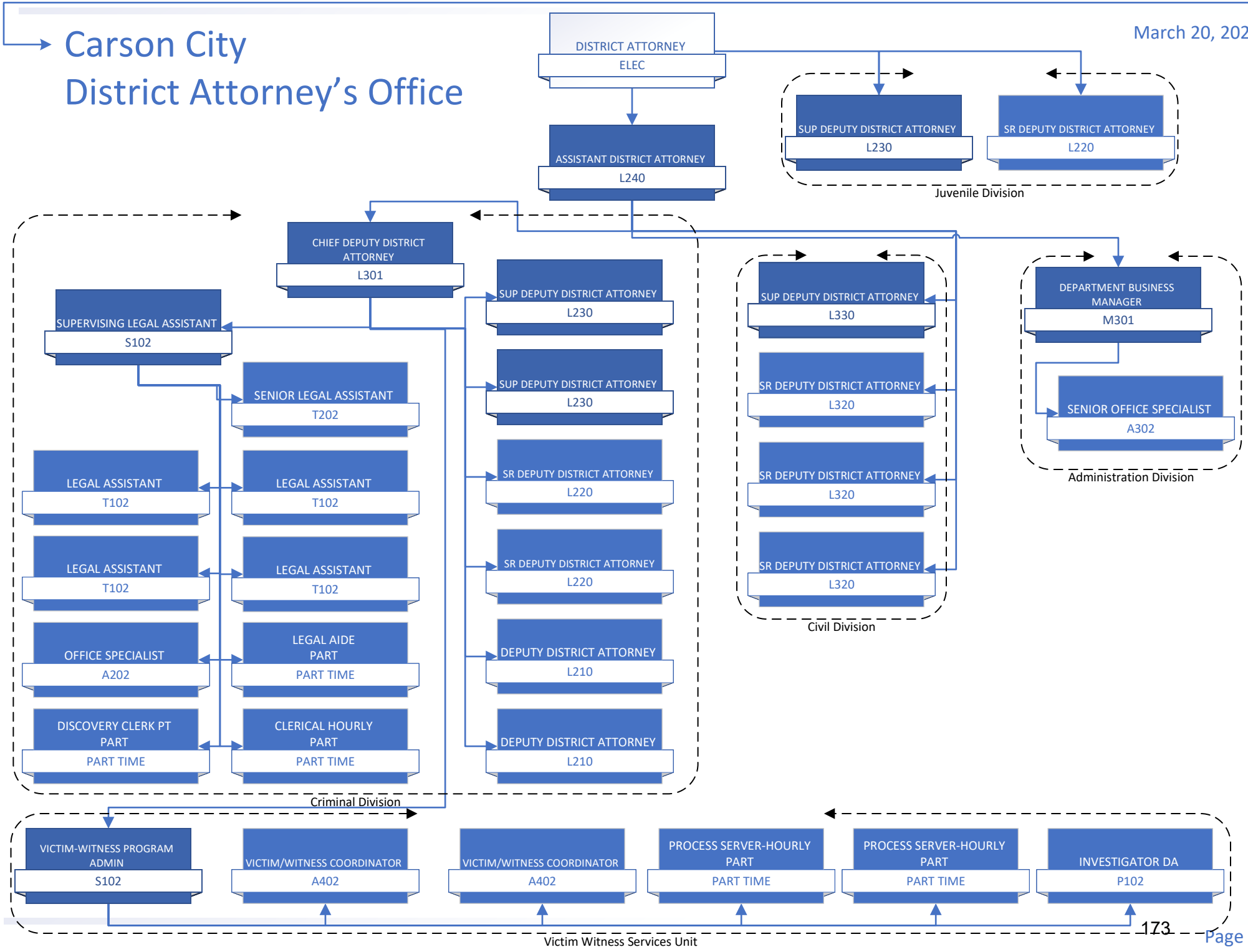
PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

"Carson City is an Equal Opportunity Employer"

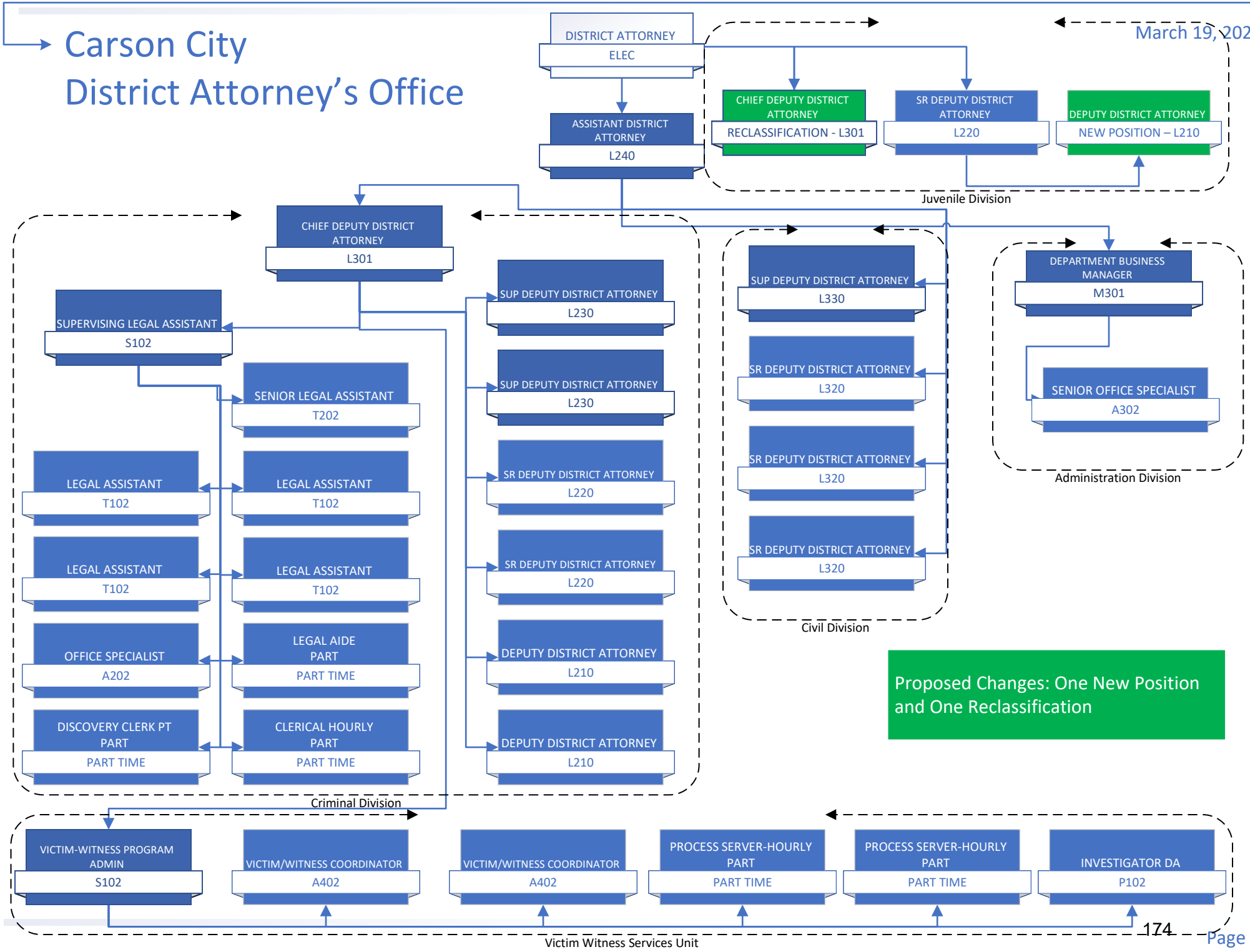
Carson City
District Attorney's Office

March 20, 2025



Carson City
District Attorney's Office

March 19, 2025



Proposed Changes: One New Position and One Reclassification

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	Public Defender	DEPARTMENT #(ORG)	1010610

DESCRIPTION OF REQUESTED ITEM:

New position request for FY26. Deputy Public Defender (L310), FY26 entrance rate, reimburseable from the State of Nevada pursuant to NRS 180.006.

JUSTIFICATION OF REQUEST:

The most recent case study by the Department of Indigent Defense Services (DIDS) indicates that the Carson CIty Public Defender's Office (CCPD) requires four additional attorneys to manage the office's current caseload. At this time, CCPD is requesting the creation of an additional Deputy Public Defender to specifically handle the office's "juvenile caseload," to include juvenile delinquency cases, 432B (child welfare) cases, and termination of parental rights (TPR) cases. The office currently has one Supervising Deputy assigned to handle all juvenile, 432B, and TPR matters. In the last year, the number of juvenile matters has increased significantly. In FY24, the office was appointed to 0 TPR cases, 157 separate delinquency matters, and 17 new 432B cases. So far in FY25, the office has been appointed to 87 delinquency matters, 12 new 432B cases, and 2 TPR cases. The adjudication process for juvenile delinquency cases, 432B, and TPR matters typically lasts one year or more, with some 432B matters lasting several years (the office is currently appointed to one 432B case that has been open for 64 months). The workload associated with handling so many long-term cases has become too much for the current Supervising Deputy, who also manages the office's intern program. Therefore, CCPD is requesting an additional deputy for juvenile cases. This added position will help the office to meet its goal of focusing on quality of services provided to not lose the potential federal funding that will partially fund this position. The other portion of this position is reimbursable by the DIDS pursuant to statute. The Courts are in agreement with this request.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)	95161.46				
Other pay*	960.00				
Workers' Compensation	1,279.00				
Group Insurance	14,290.15				
Medicare (Salary *.0145)	18.55				
PERS^^	34971.84				
TOTAL PERSONNEL COSTS	$ 146,681.00			**TOTAL SERVICES AND SUPPLIES**	$ -
				GRAND TOTAL	$ 146,681.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

JOB DESCRIPTION

JOB TITLE: Deputy Public Defender
DEPARTMENT: Public Defender
REPORTS TO: Supervising Deputy Public Defender
DATE: May 2023

FLSA: Exempt
GRADE: L210
PCN:

SUMMARY OF JOB PURPOSE:

Under general supervision, performs a wide range of professional criminal defense work in the Public Defender's Office; performs legal research; provides representation to indigent defendants in criminal cases; provides representation in juvenile delinquency proceedings and NRS 432B proceedings; performs legal research; represents the Public Defender on assigned cases; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

This is the first level in the Public Defender series. Incumbents are expected to perform a wide range of the legal assignments performed in the Public Defender's Office. It differs from the Supervising Public Defender classification in that the Supervising Public Defender has more experience and typically handles more difficult cases and/or assignments and is responsible for supervision.

ESSENTIAL FUNCTIONS:

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.

- Review criminal complaints and analyze for the propriety of charge(s).
- Conduct client interviews.
- Coordinate and conduct investigations and interviews.
- Analyze the facts of a case and legal precedents for preliminary hearing motions, stipulations, or waivers.
- Analyze preliminary hearing or grand jury transcripts for pre-arraignment writ or motion presentations.
- Interpret and apply laws, court decisions, and other legal authorities in the preparation of cases and briefs.
- Conduct arraignments, preliminary hearings, and trials.
- Assemble evidence and legal materials for trial purposes and/or discussion of settlements with prosecutors.
- Prepare pleadings and other legal documents in connection with suits, trials, hearings, and other legal proceedings.
- Prepare appellate cases including briefings and oral arguments before appellate courts.

- Carry out procedures for probation, parole revocation, extraditions, insanity matters, and juvenile court cases.
- Represent clients in family court, review petitions for propriety of the proposed actions; conduct hearings on petitions, reviews, and dispositions; and attend case plan meetings/staffing with clients and social workers to include home visits with clients if applicable.
- Coordinate legal work with the District Attorney's office and other law enforcement agencies without impairing the defense.
- Meet with and discuss cases with clients and their families.
- May represent parties in termination of parental rights cases and guardianships/probation revocations and discuss settlements with prosecutors and social workers.
- Demonstrates courteous and cooperative behavior when interacting with clients, public, and staff.
- Acts in a manner that promotes a harmonious and effective workplace.
- Contributes to the efficiency and effectiveness of the division's services by offering suggestions and directing or participating as an active member of a work team.

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:

Juris Doctorate AND admittance to practice law in Nevada.

Experience in the practice of law with a focus on criminal defense is preferred.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid driver license.
- Current membership in the Nevada State Bar is required.

Required Knowledge and Skills

Knowledge of:

- Judicial procedure and rules of evidence; applicable laws, codes, and regulations.
- Computer applications related to the performance of legal research and writing.
- Techniques for dealing with individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.
- Correct business English, including spelling, grammar, and punctuation.
- The Penal Code and other Nevada statutes and their application to criminal and civil law.
- Judicial procedures and the rules of evidence.
- The principles of criminal, constitutional and administrative law.

- Legal research methods and available programs for legal research.
- Principles of budget preparation and fiscal accounting.

Skill in:

- Performing a regular caseload of legal representation work in the Public Defender's Office with considerable independence.
- Analyzing facts and applying legal principles and precedents to specific criminal and civil cases.
- Performing legal research, developing legal issues, and presenting clear and logical arguments and statements of fact and law.
- Communicating effectively, both orally and in writing.
- Maintaining effective working relationships with others.
- Effectively representing the Public Defender's Office in contacts with the public, community organizations, law enforcement agencies, and other government jurisdictions.

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. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

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.

CONDITIONS OF EMPLOYMENT:

1. *This is an Unclassified position which means the employee in this position is "At Will" and as such, may be terminated at any time for any reason, or no reason.*

2. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

3. *City employees 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. *City 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 $48.25 and a drug screen which costs $36.50. Employment is contingent upon passing the background and the drug 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.uscis.gov.*

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

"Carson City is an Equal Opportunity Employer"

JOB DESCRIPTION

JOB TITLE: Deputy Public Defender
DEPARTMENT: Public Defender
REPORTS TO: Supervising Deputy Public Defender
DATE: May 2023

FLSA: Exempt
GRADE: L210
PCN:

SUMMARY OF JOB PURPOSE:

Under general supervision, performs a wide range of professional criminal defense work in the Public Defender's Office; performs legal research; provides representation to indigent defendants in criminal cases; provides representation in juvenile delinquency proceedings and NRS 432B proceedings; performs legal research; represents the Public Defender on assigned cases; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

This is the first level in the Public Defender series. Incumbents are expected to perform a wide range of the legal assignments performed in the Public Defender's Office. It differs from the Supervising Public Defender classification in that the Supervising Public Defender has more experience and typically handles more difficult cases and/or assignments and is responsible for supervision.

ESSENTIAL FUNCTIONS:

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.

- Review criminal complaints and analyze for the propriety of charge(s).
- Conduct client interviews.
- Coordinate and conduct investigations and interviews.
- Analyze the facts of a case and legal precedents for preliminary hearing motions, stipulations, or waivers.
- Analyze preliminary hearing or grand jury transcripts for pre-arraignment writ or motion presentations.
- Interpret and apply laws, court decisions, and other legal authorities in the preparation of cases and briefs.
- Conduct arraignments, preliminary hearings, and trials.
- Assemble evidence and legal materials for trial purposes and/or discussion of settlements with prosecutors.
- Prepare pleadings and other legal documents in connection with suits, trials, hearings, and other legal proceedings.
- Prepare appellate cases including briefings and oral arguments before appellate courts.

- Carry out procedures for probation, parole revocation, extraditions, insanity matters, and juvenile court cases.
- Represent clients in family court, review petitions for propriety of the proposed actions; conduct hearings on petitions, reviews, and dispositions; and attend case plan meetings/staffing with clients and social workers to include home visits with clients if applicable.
- Coordinate legal work with the District Attorney's office and other law enforcement agencies without impairing the defense.
- Meet with and discuss cases with clients and their families.
- May represent parties in termination of parental rights cases and guardianships/probation revocations and discuss settlements with prosecutors and social workers.
- Demonstrates courteous and cooperative behavior when interacting with clients, public, and staff.
- Acts in a manner that promotes a harmonious and effective workplace.
- Contributes to the efficiency and effectiveness of the division's services by offering suggestions and directing or participating as an active member of a work team.

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:

Juris Doctorate AND admittance to practice law in Nevada.

Experience in the practice of law with a focus on criminal defense is preferred.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid driver license.
- Current membership in the Nevada State Bar is required.

Required Knowledge and Skills

Knowledge of:

- Judicial procedure and rules of evidence; applicable laws, codes, and regulations.
- Computer applications related to the performance of legal research and writing.
- Techniques for dealing with individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.
- Correct business English, including spelling, grammar, and punctuation.
- The Penal Code and other Nevada statutes and their application to criminal and civil law.
- Judicial procedures and the rules of evidence.
- The principles of criminal, constitutional and administrative law.

- Legal research methods and available programs for legal research.
- Principles of budget preparation and fiscal accounting.

Skill in:

- Performing a regular caseload of legal representation work in the Public Defender's Office with considerable independence.
- Analyzing facts and applying legal principles and precedents to specific criminal and civil cases.
- Performing legal research, developing legal issues, and presenting clear and logical arguments and statements of fact and law.
- Communicating effectively, both orally and in writing.
- Maintaining effective working relationships with others.
- Effectively representing the Public Defender's Office in contacts with the public, community organizations, law enforcement agencies, and other government jurisdictions.

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. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

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.

CONDITIONS OF EMPLOYMENT:

1. *This is an Unclassified position which means the employee in this position is "At Will" and as such, may be terminated at any time for any reason, or no reason.*

2. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

3. *City employees 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. *City 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 $48.25 and a drug screen which costs $36.50. Employment is contingent upon passing the background and the drug 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.uscis.gov.*

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SIGNATURE: _____ **DATE:** _____

"Carson City is an Equal Opportunity Employer"

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Public Defender**	**DEPARTMENT #(ORG)**	1010610

DESCRIPTION OF REQUESTED ITEM:

New position request for FY26. Legal Assistant (T102), FY26 entrance rate, reimburseable from the State of Nevada pursuant to NRS 180.006.

JUSTIFICATION OF REQUEST:

The most recent case study by the Department of Indigent Defense Services (DIDS) indicates that the Carson CIty Public Defender's Office (CCPD) requires two additional clerical positions. At this time, CCPD is requesting one additional Legal Assistant position to assist specifically with the "juvenile caseload," which currently includes juvenile delinquency cases, 432B child welfare cases, and Termination of Parental Rights (TPR) cases. It is necessary to have a legal assistant dedicated to the juvenile caseload as the juvenile caseload for the office has increased significantly over the past year, with the adjudication process for many of the delinquency, 432B, and TPR cases lasting one year or more. This position would be helpful to alleviate the workload of the Senior Legal Assistant who currently handles the entire juvenile caseload, the supervisory and training functions of the legal support staff, and the office's appellate cases. CCPD is also submitting a supplemental request for an additional deputy public defender to assist with the juvenile/432B/TPR case load. If the deputy position is granted, this new Legal Assistant position would be responsible for supporting two attorneys. The addition of the Legal Assistant position would help the office achieve parity with the District Attorney's Office, who currently employs one dedicated legal assistant for juvenile matters. This position is reimburseably by DIDS pursuant to statute.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase	Account #			Increase
	Amount	Org.	Obj.	Description	Amount
Salary^ (hire rate *2080)	57,818				
Other pay*	n/a				
Workers' Compensation	1,279				
Group Insurance	12,919				
Medicare (Salary *.0145)	838				
PERS^^	21,248				
TOTAL PERSONNEL COSTS	$ 94,102.00			**TOTAL SERVICES AND SUPPLIES**	$ -
				GRAND TOTAL	$ 94,102.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 33.50% and for Public Safety Employees that is 50%

Related One-time / Capital Requests +:

JOB DESCRIPTION

JOB TITLE: Legal Assistant-Public Defender
DEPARTMENT: Public Defender
REPORTS TO: Office Manager-Public Defender
DATE: May 2023

FLSA: Non-Exempt
GRADE: T101/T102
PCN:
REVISED: Aug 2024

SUMMARY OF JOB PURPOSE:

Under general supervision, provides difficult, complex, technical, specialized and/or confidential legal office support in the Public Defender's Office.

ESSENTIAL FUNCTIONS:

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.

- Performs confidential legal office support work, which may require the exercise of independent judgment, the application of technical skills, or a knowledge of detailed or specialized activities related to the Public Defender's Office.
- Receives and screens visitors and telephone calls, providing information regarding the area of assignment, which may require the use of judgment and interpretation of policies and procedures.
- Processes a variety of legal documents following instructions.
- Drafts pleadings, subpoenas, briefs, and other legal documents and correspondence, memoranda and reports from stenographic notes, brief instructions, dictated tapes or printed materials.
- Uses a computer for word processing and to input or retrieve data and prepare reports.
- Calendars and schedules court dates, meetings, and appointments for attorneys; and files or arranges for the filing of paperwork with the court.
- Researches and compiles a variety of informational materials.
- Initiates specified correspondence independently for signature by appropriate staff; and reviews finished materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English language.
- Organizes and maintains legal files as directed.
- Relieves attorneys of certain administrative matters by following-up on projects, transmitting information, keeping informed of pertinent activities, and scheduling and arranging for meetings.
- Organizes own work, sets priorities, and meets critical deadlines.
- Contributes to the efficiency and effectiveness of the Public Defender's Office service to its customers by offering suggestions and directing or participating as an active member of a team.
- Provides a variety of general secretarial and office administrative assistance.

- 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:

High school diploma or GED AND two (2) years of clerical or administrative experience in a legal or court office; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- A valid driver's license

Required Knowledge and Skills

Knowledge of:

- The use of specified computer applications involving word processing, data entry and/or standard report generation.
- Microsoft Office suite.
- Business arithmetic.
- Office administrative practices and procedures.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar, and punctuation.
- Legal office terminology, processes, procedures, and the format for legal documents.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone.

Skill in:

- Making accurate arithmetic calculations.
- Establishing, maintaining, and researching office files, composing correspondence independently or from brief instructions.
- Preparing clear and concise reports, correspondence, and other written materials.
- Preparing pleadings and other legal documents from stenographic notes, brief instructions, dictated tapes or printed information.
- Providing varied and responsible legal secretarial and office administrative assistance to one or more attorneys and/or associated staff.
- Using applicable legal office terminology, forms, documents, and procedures in the course of the work.
- Using initiative and independent judgment within established procedural guidelines.
- Organizing, prioritizing, and coordinating work activities and meeting critical deadlines.

- Contributing effectively to the accomplishment of team or work unit goals, objectives, and activities.
- Dealing successfully with the public, in person and over the telephone, often where relations may be confrontational or strained.

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. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

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.

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.*

2. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

3. *Employees 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 $48.25 and a drug screen which costs $36.50. Employment is contingent upon passing the background and the drug 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.uscis.gov.*

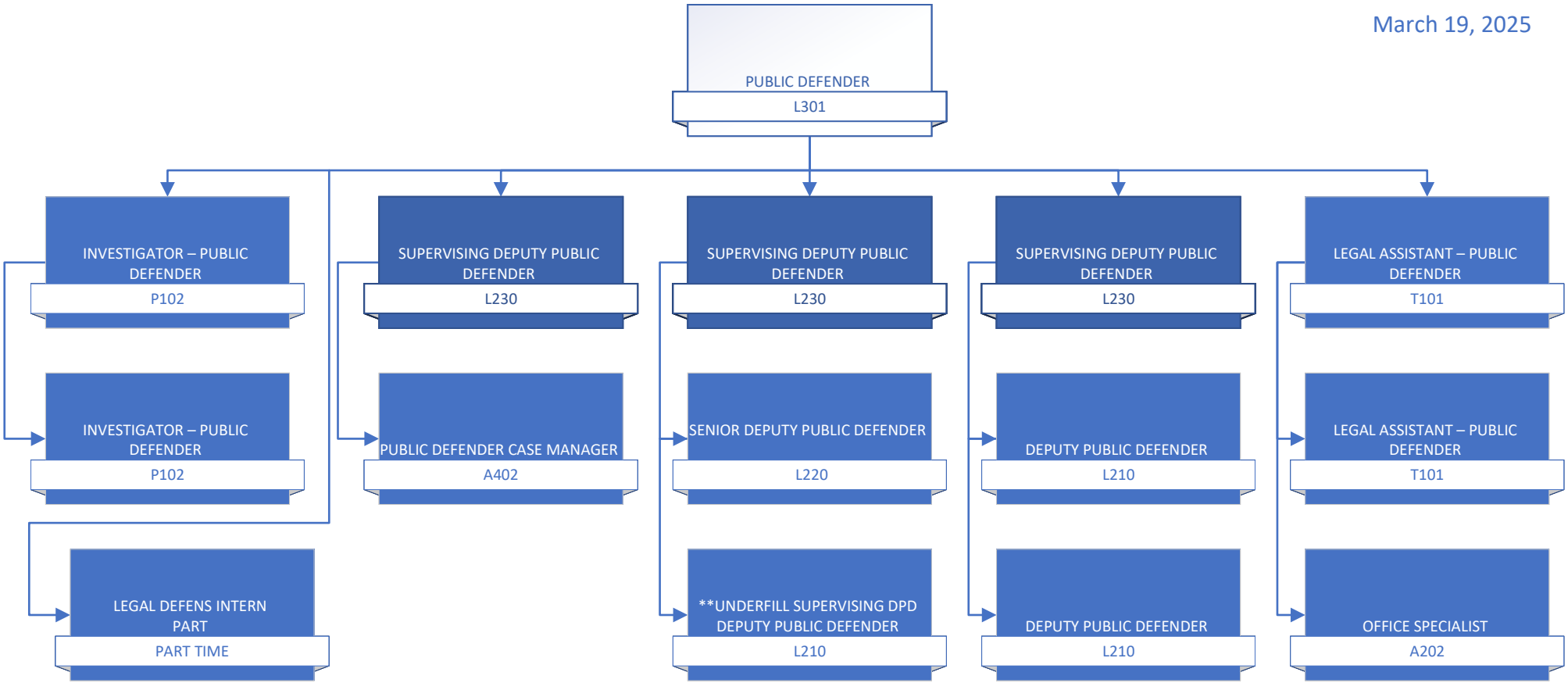
7. *Carson City is an Equal Opportunity Employer.*

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

"Carson City is an Equal Opportunity Employer"


PUBLIC DEFENDER
L301
INVESTIGATOR – PUBLIC DEFENDER
P102
INVESTIGATOR – PUBLIC DEFENDER
P102
LEGAL DEFENS INTERN PART
PART TIME
SUPERVISING DEPUTY PUBLIC DEFENDER
L230
PUBLIC DEFENDER CASE MANAGER
A402
SUPERVISING DEPUTY PUBLIC DEFENDER
L230
SENIOR DEPUTY PUBLIC DEFENDER
L220
**UNDERFILL SUPERVISING DPD DEPUTY PUBLIC DEFENDER
L210
SUPERVISING DEPUTY PUBLIC DEFENDER
L230
DEPUTY PUBLIC DEFENDER
L210
DEPUTY PUBLIC DEFENDER
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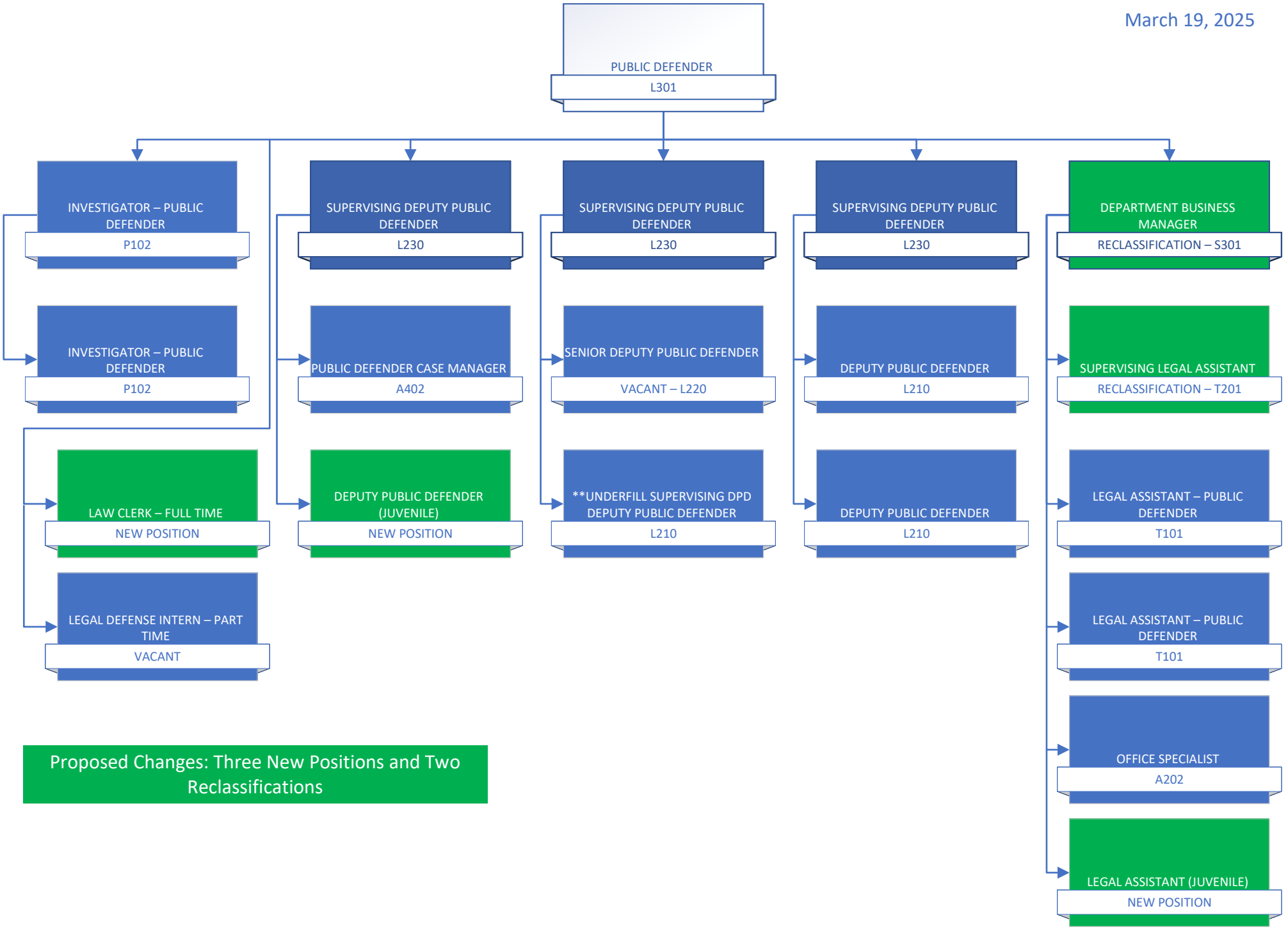
LEGAL ASSISTANT – PUBLIC DEFENDER
T101
LEGAL ASSISTANT – PUBLIC DEFENDER
T101
OFFICE SPECIALIST
A202

March 19, 2025



Proposed Changes: Three New Positions and Two Reclassifications

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**COMMUNITY DEVELOPMENT**	**DEPARTMENT #(ORG)**	5251414 & 1011425

DESCRIPTION OF REQUESTED ITEM:

Requesting to reallocate Assistant Planner from 40% 5251414 and 60% 1011425 to 60% 5251414 and 40% 1011425.

JUSTIFICATION OF REQUEST:

The increase in funding from the building fund is intended to reflect the actual percentage of time spent on building permits. Total increase in cost to building fund is $25,041 and decrease to general fund is $25,041. See attached detail of budget account adjustments.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)					
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ -
				GRAND TOTAL	$ -

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 33.50% and for Public Safety Employees that is 50%

Related One-time / Capital Requests +:

Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Community Development**	**DEPARTMENT #(ORG)**	40% 1011425, 20% 5251414, 25% 1011430, 15% 6027505

DESCRIPTION OF REQUESTED ITEM:

Request for the Position Change of Office Manager to Community Development Manager.

JUSTIFICATION OF REQUEST:

The Community Development Manager position will serve as a critical role with assisting the Community Development Director with supervisory tasks of individuals performing within permit center operations, business licensing operations, code enforcement and clerical administration. The position will require proficiency in many different disciplines including personnel management, project management, customer relations and service, communication skills and knowledge of Carson City Municipal Codes.

The position will be responsible for leading and developing a high-performing team that will continuously foster relationships within the community. The position will assist the Community Development Director with various projects and submissions pertaining to the growth and development of the community ensuring relationships with various stakeholders such as developers and business owners are maintained and improved over time.

This request will not result in an additional FTE. Current position is allocated 75% 1011425, 25% 6027505. The proposed allocation of the position is 40% 1011425, 15% to 6027505, 20% to 5251414 and 25% to 1011430. This results in a total decrease to 1011425 of $26,349, increase to 5251414 of $31,549, increase to 1011430 of $39,438, decrease to 6027505 of $6,156.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase	Account #			Increase
	Amount	Org.	Obj.	Description	Amount
Salary^ (hire rate *2080)	27,845.00				
Workers' Compensation					
Other pay*					
Group Insurance					
Medicare (Salary *.0145)	404.00				
PERS^^	10,233.00				
TOTAL PERSONNEL COSTS	$ 38,482.00			**TOTAL SERVICES AND SUPPLIES**	$ -
				GRAND TOTAL	$ 38,482.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request

^^ For new FTE, please use ER paid A1:G25Salary Rate, and ER paid PERS Rate. For Regular PERS that is 36.75% and for Public Safety Employees that is 58.75%

Related One-time / Capital Requests +:

Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

JOB DESCRIPTION

JOB TITLE:	Community Development Manager	**FLSA:**	Exempt
DEPARTMENT:	Community Development	**GRADE:**	M201
REPORTS TO:	Community Development Director	**DATE:**	July 1, 2025

SUMMARY OF JOB PURPOSE:

Under administrative direction, plans, organizes and administers assigned areas of City's community development function, which includes the buiding permit center, business licensing, business development, code enforcement and planning clerical staff.

ESSENTIAL FUNCTIONS:

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.

- Manages assigned area(s) by reviewing and improving work methods, techniques, systems and equipment; develops and implements organizational or procedural changes to facilitate decision making and more effective operations; supervises assigned staff which includes performance appraisal and discipline; professional development; coaching and mentoring; coordinating leave requests; and conducting performance evaluations.
- Manage and participate in the direction of the development and implementation of goals, objectives, policies, procedures and programs for the assigned areas of responsibility; ensures policies, procedures, and work standards are adhered to ensuring goals and objectives are met in an effective and efficient manner.
- Directs and participates in personnel management activities of the department; interprets City policies and procedures to employees and ensures that departmental activities are in compliance with codes, regulations, codes and procedures.
- Develops and implements procedures for and directs administrative activities such as coordinated records management and storage, word processing, clerical processing, and related activities.
- Provide training to assigned staff on best practices for handlining inquires, resolving concerns, and focusing on customer service.
- Develop the morale, productivity and discipline of assigned staff; plan, organize, administer, review and evaluate the activities and performance of staff; work with staff to establish work priorities and schedules; encourage and provide for staff training and professional development; work with employees to develop goals; establish performance standards and personal development milestones.
- Prepares reports, correspondence and a variety of written materials; prepares and maintains accurate records and documentation of activities.
- Assists with the implementation of goals, objectives, policies, procedures and work standards for the department.

- Assists with the preparation and administration of the department's budget. Compiles budgets and other statistical information, maintains records and prepares reports for the Community Development Department. Evaluates alternatives, recommend solutions, and implement adopted changes.
- Processes invoices for accounts payables; reviews and approves timesheets; and assists with budget management.
- Oversees the execution of all due process requirements designated for the Neighborhood Improvement Districts.
- Coordinates with Parks and Recreation and Public Works on capital project requests in the redevelopment areas as well as the status of the funded projects.
- Uses standard office equipment, including a computer, in the course of the work; drives a motor vehicle or arranges for appropriate transportation in order to attend off-site meetings and visit off-site City locations.
- Demonstrates courteous and cooperative behavior when interacting with elected officials, public, contractors, and staff; acts in a manner that promotes a harmonious and effective workplace environment
- Leads to the efficiency and effectiveness of the Department's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Schedules and arranges for meetings; organizes own work, sets priorities and meets critical deadlines.

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 four (4) years of administrative experience including some supervisory experience; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid driver's license

Required Knowledge and Skills

Knowledge of:

- Principles and practices of public administration.
- Principles and practices of project planning, development and evaluation.
- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Principles and practices of budget development and administration, basic accounting and public finance.

- Principles and practices of budget development and administration, basic accounting and public finance.
- Applicable laws, codes and regulations.
- Computer applications related to the work.
- Correct business English, including spelling, grammar and punctuation.
- Principles and practices of contract negotiation and administration.
- Principles and techniques of making effective oral presentations.
- Computer applications related to the work.
- Business mathematics, including statistics and financial analysis techniques.
- Records management principles and practices.
- Techniques for dealing with a variety of individuals, at all levels of responsibility, in person and over the telephone, often where relations may be confrontational or strained.
- Communicating effectively in oral and written forms.

Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Assisting in developing and implementing goals, objectives, policies, procedures and work standards.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Interpreting, applying and explaining complex federal, state and local laws and regulations.
- Preparing clear and concise reports, policies, procedures, correspondence and other written materials. Using initiative and independent judgment within general policy guidelines.
- Dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone.

SUPERVISION RECEIVED AND EXERCISED:

Under General Direction - Incumbents at this level have considerable latitude in the application of departmental policy, and they follow general guidelines or professional and administrative standards in accomplishing assignments. They are responsible for planning and organizing their own workload, but ordinarily cannot change methods of their assigned work unit, established operations, or departmental policy without supervisor approval. Supervision is minimal, indirect, and usually limited to technical oversight. This is a mid-management position.

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.

CONDITIONS OF EMPLOYMENT:

1. *Unclassified employees are "At Will" and as such, may be terminated at any time for any reason, or no reason.*

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 pay for and submit to a fingerprint-based background investigation and a drug/alcohol screen. 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.ucis.gov.*

7. *Carson City is an Equal Opportunity Employer.*

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

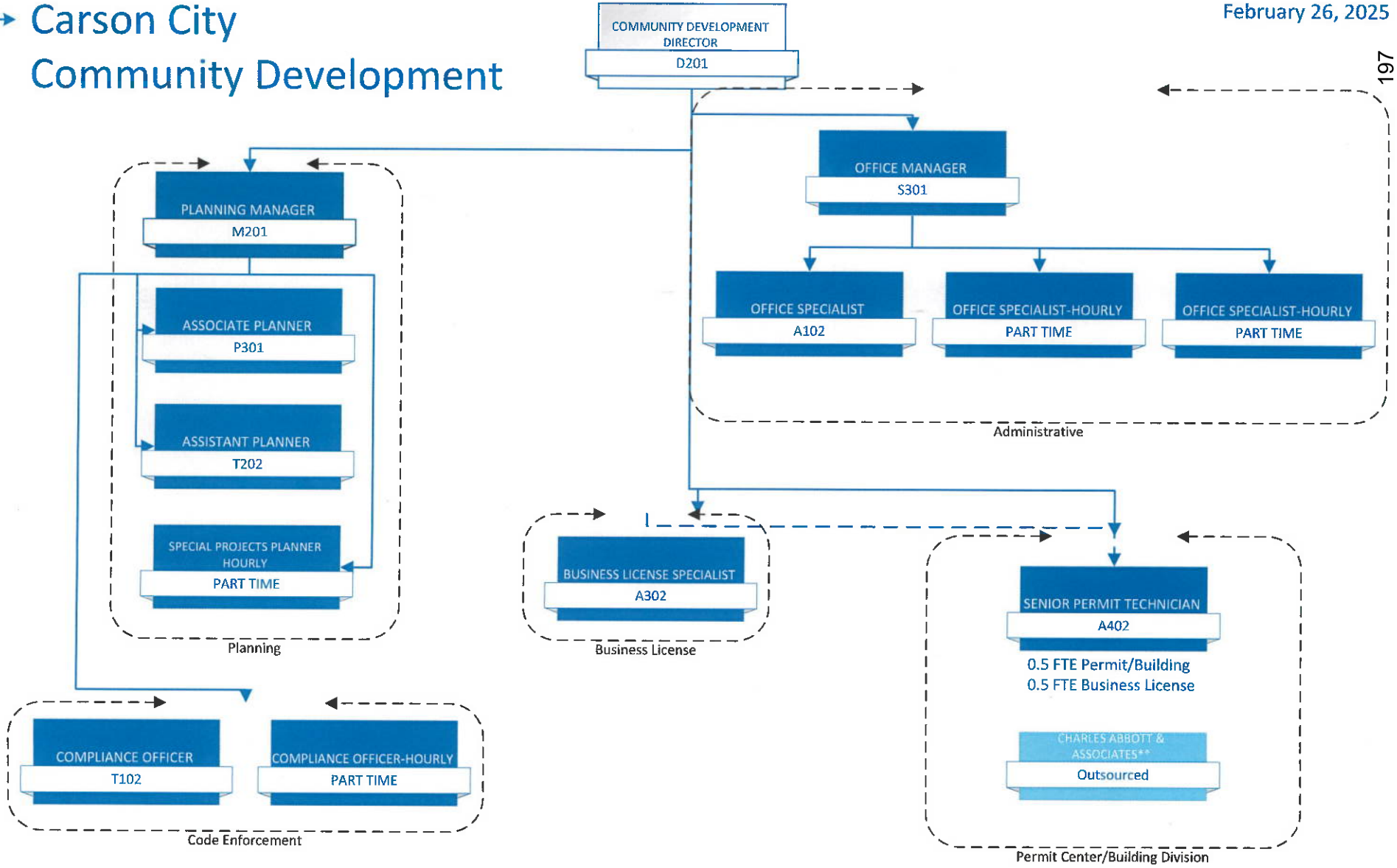
SIGNATURE: _____ **DATE:** _____

"Carson City is an Equal Opportunity Employer"

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

Carson City
Community Development

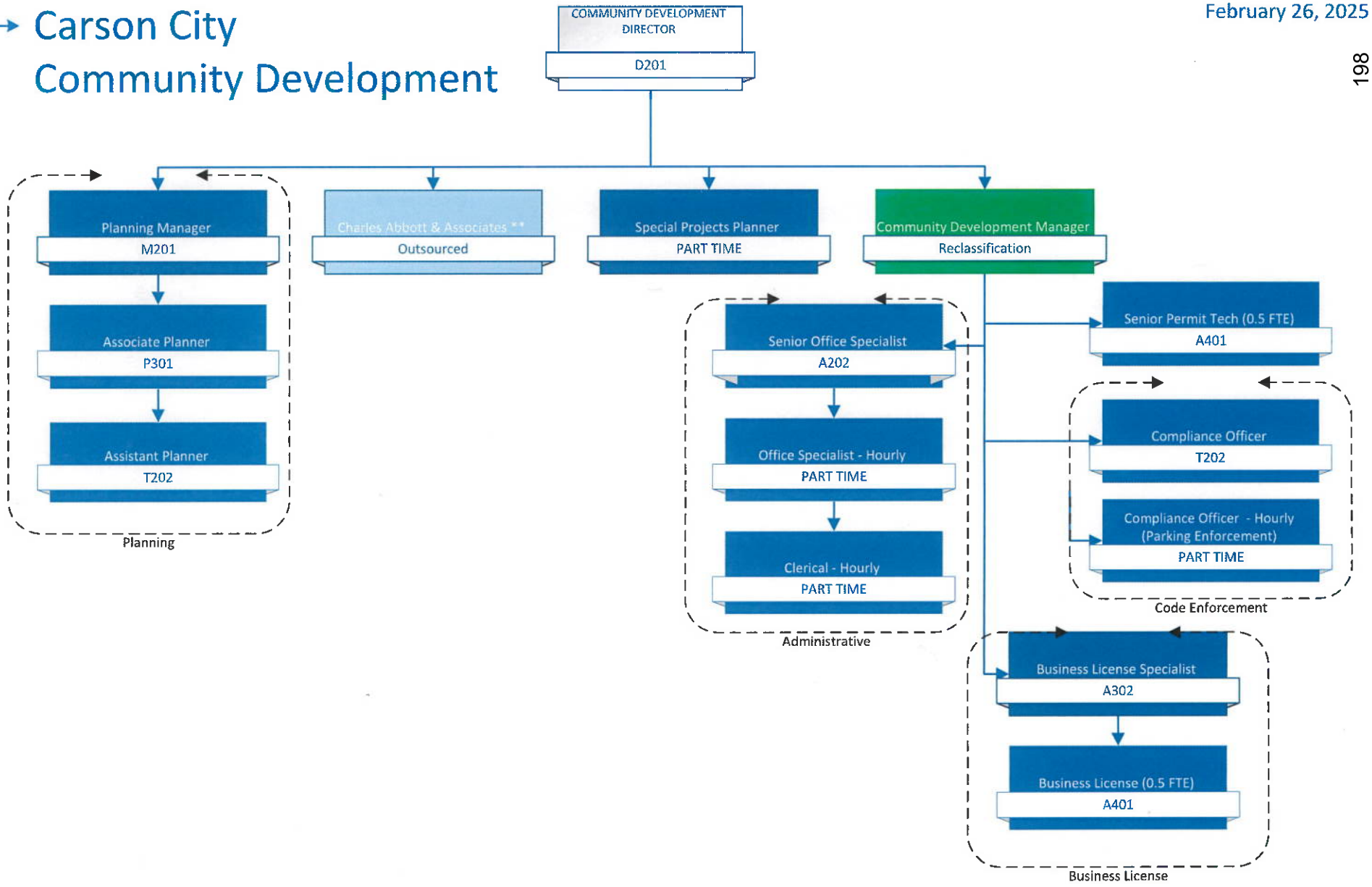
February 26, 2025



**Please note, the Building Division function is contracted to Charles Abbott Associates Inc. and are not Carson City employees.

Carson City
Community Development

February 26, 2025



**Proposed Change – One Reclassification

**Please note, the Building Division function is contracted to Charles Abbott Associates Inc. and are not Carson City employees.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Sheriff's Office - Administration**	**DEPARTMENT #(ORG)**	2005

DESCRIPTION OF REQUESTED ITEM:

New FTE - Public Safety Systems Specialist

JUSTIFICATION OF REQUEST:

With the implementation of Tyler Technologies, the Sheriff's Office needs an expert employee dedicated to implementing, managing, maintaining and supporting all of the public safety and emergency management digital systems. This FTE would be assigned to coordinate and control various applications and programs, including, but not limited to, jail management, computer-aided dispatch, records management, body-worn cameras, fleet cameras, citizen download, statistics, digital evidence, audit systems, making additions, changes and modifications to applications, as well as managing mobile devices and terminals.

With new hardware and software being deployed, this position is mission-critical for implementing and managing these systems. This position is industry standard in an agency of our size, essentially required by the vendor, and if not funded, it may greatly reduce the effectiveness and efficiency of deployment, increase cost, underutilize technology, and jeopardize the safety of first responders and the community.

The funding for this position is proposed at 75% General Fund and 25% 9-1-1 Surcharge Fund.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase	Account #			Increase
	Amount	Org.	Obj.	Description	Amount
Salary^ (hire rate *2040)	92,135.78				
Other pay*	960.00				
Workers' Compensation	2,026.99				
Group Insurance	15,000.00				
Medicare (Salary *.0145)	1,335.97				
PERS^^	33,859.90				
TOTAL PERSONNEL COSTS	$ 145,318.64			**TOTAL SERVICES AND SUPPLIES**	$ -
				GRAND TOTAL	$ 145,318.64

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 33.50% and for Public Safety Employees that is 50%

Related One-time / Capital Requests +:	
Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

JOB DESCRIPTION

JOB TITLE:	Public Safety Systems Specialist	**FLSA:**	Exempt
DEPARTMENT:	Sheriff's Office	**GRADE:**	T401/T402
REPORTS TO:	Assistant Sheriff	**DATE:**	July 2, 2025

SUMMARY OF JOB PURPOSE:

Under general supervision, is responsible for the implementation, maintenance, auditing and support of various public safety and emergency management systems. Serves as the technical expert in public safety operations, such as Computer-Aided Dispatch (CAD), Records Management Systems (RMS), Jail Management System (JMS), mobile data terminals, mobile device management, fleet/body worn cameras, policy and performance management applications as well as other public safety technologies and hardware. The Specialist will work closely with Sheriff Office personnel, other first responders, IT staff, and external vendors to ensure all systems are operational, secure, and optimized for efficient public safety operations.

ESSENTIAL FUNCTIONS:

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.

- Provides support to and serves as project manager for multiple projects for the Sheriff's Office, which includes needs assessments, project planning, cost estimates, analysis, design, testing, conversion and implementation.
- Respond to system issues and emergencies on a 24/7 basis when needed.
- Gather data, analyze, and audit, business processes, evaluate options and develop alternatives, including justifications for the deployment of information technology for the Sheriff's Office.
- Research new information technologies and develop strategies for the implementation of evolving technical architecture; identify staff training and development needs to ensure a high level of staff expertise.
- Serves as liaison between vendors, Sheriff's Office staff, departmental representatives, internal divisions and external agencies to enhance communications and ensure the timely completion of projects.
- Maintains current knowledge of hardware, specialized applications and network technology and recommends upgrades to departmental management.
- Modifies, diagnoses, troubleshoots, tests subscriber devices, computer hardware, specialized hardware components, peripheral devices, standard software, and specialty software applications.
- Responds to inquiries and requests for problem-solving services; interviews user to collect information about technology problems and technical issues, and leads user through diagnostic procedures to determine source of error; defines problems, identifies and isolates errors, and implements technical solutions.

- Move, add, and change users to various systems and sets security and access controls; trains users in effective procedures to perform their work tasks.
- Monitors uptime.
- Documents work completed and maintains records; notifies manager and other technicians of unusual problems or problem trends in order to facilitate continued improvement of system operations; refers complex problems to senior technical staff, and tracks the problem until it has been resolved.
- Cross-trains in a variety of technical skills for maintaining communications system components.
- Act at the Body Worn Camera/Fleet Camera Coordinator.
- Create and update technical documentation, user manuals, and training materials.
- Provide training and support to public safety personnel and staff on system usage and best practices.
- Conduct regular training sessions and workshops to keep staff updated on system changes and features.
- Serves as project manager for multiple projects. Incumbents are responsible for project planning and estimation, requirement gathering, analysis, design, testing, conversion and implementation.
- Audit various functions, systems and processes.

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:

- **Education**: Bachelor's degree in Information Technology, Computer Science, Public Safety Management, or a related field. Equivalent work experience may be considered.
- **Experience**: Minimum of 3-5 years of experience in system administration or IT support, preferably within a public safety or emergency services environment.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid Driver's License
- Any other public safety-specific certifications as required by policy or law

Required Knowledge and Skills

Knowledge of:

- City and Sheriff's Office policies and procedures.
- Principles, theories and methods of information technologies.
- Project planning and management techniques.
- Records management principles and practices.
- Methods of project-oriented budget preparation and monitoring.
- Current developments, trends and technologies of the field.
- State and federal laws and regulations governing management of emergency communications services.
- Public safety communications principals, practices, methods, techniques, and equipment.
- Networked computer system environments and peripheral device capabilities.
- Applicable data privacy practices and laws.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Techniques for dealing with a variety of individuals, at all levels of responsibility, in person and over the telephone.
- Communicating effectively in oral and written forms.

Skill in:

- Analyzing system requirements, determining feasibility and selecting appropriate hardware and software for system design.
- Training users in the use and operation of telecommunications equipment.
- Diagnosing and resolving problems in a technical environment with interlinked and changing priorities
- Responding professionally, effectively, and efficiently to customer service requests.
- Working in a fast paced, high stress environment.
- Establishing and maintaining cooperative working relationships with co-workers, partner agencies, and other regional government agencies.
- Effective business writing to include efficient typing skills
- Microsoft Office 365 to include Word and Excel
- Ability to effectively use public system platforms
- Troubleshooting hardware and software problems.
- Business process and reengineering, demonstrating an understanding of the relationship between processes and policies.
- Analyze data, conceptualize and make appropriate recommendations.
- Write reports, correspondence, user procedures, prioritize projects and handle multiple tasks concurrently.
- Establish and maintain effective working relationships with management and elected officials, user departments, departmental staff, clients, vendors and other agencies.
- Communicate effectively and concisely, both orally and in writing.
- Instructing users in the use of new or enhanced business applications, including explaining technical concepts to non-technical users.
- Working without close supervision in standard work situations; organizing own work, setting priorities, and meeting critical deadlines. Contributing effectively to the accomplishment of a team or work unit's goals, objectives, and activities.

- Demonstrating courteous and cooperative behavior when interacting with elected officials, clients, and staff; acts in a manner that promotes a harmonious and effective workplace environment.

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. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

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.

CONDITIONS OF EMPLOYMENT:

1. *This classification is considered "at will" and as such, the employee may be terminated at any time for any reason, or no reason.*

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 $48.25 and a drug screen which costs $36.50. Employment is contingent upon passing the background and the drug 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.uscis.gov.*

7. *Carson City is an Equal Opportunity Employer.*

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

"Carson City is an Equal Opportunity Employer"

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Sheriff's Office - Investigations**	**DEPARTMENT #(ORG)**	2011

DESCRIPTION OF REQUESTED ITEM:

The Sheriff's Office: Investigations Division is seeking funding to hire and staff a new FTE for **Real-Time Information Center Analyst.** Requested funding is for a CCEA full-time employee with a small stipend for training, which is required for the position. (Proposed job description approved by HR and attached).

JUSTIFICATION OF REQUEST:

Over the past 15 years, the Sheriff's Office has acquired multiple layers of criminal intelligence gathering technology, seizes significant amount of data under court order, and complete real-time monitoring and analysis of intelligence. This information is required to be analyzed in order to be shaped into actionable leads and information for law enforcement officers in the field. The Sheriff's Office is attempting to fund an analyst who can work in our Real-Time Information Center to act as a nexus for these forms of information, while assisting law enforcement, public works, and fire department resources using real time tools and technology. Starting in mid-2024, the CCSO has started a pilot program, which has had significant success in filling this function. This new position will also require annual training to maintain job required certifications and keep up on industry innovation. The department's current training budget will need additional funds to ensure this training takes place. Lastly, this new position will require overtime as department needs will often require work outside of normal business hours.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)	$ 87,951.00	1012011	500330	Training	$ 5,000.00
Other pay*	$ 960.00	1012011	500111	Overtime	$ 10,000.00
Workers' Compensation	$ 1,279.00				
Group Insurance	$ 12,864.00				
Medicare (Salary *.0145)	$ 1,289.00				
PERS^^	$ 32,322.00				
TOTAL PERSONNEL COSTS	$ 136,665.00			**TOTAL SERVICES AND SUPPLIES**	$ 15,000.00
				GRAND TOTAL	$ 151,665.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 36.75% and for Public Safety Employees that is 58.75%

Related One-time / Capital Requests +:		
Description of Item		Amount
N/A		
	Total	$ -

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

JOB DESCRIPTION

JOB TITLE: Real-Time Info. Center Analyst
DEPARTMENT: Sheriff
REPORTS TO: Sergeant (Investigations)
DATE: TBD

FLSA: Non-Exempt
GRADE: P202
PCN: TBD

SUMMARY OF JOB PURPOSE:

Under supervision of the Investigations Division, utilize crime detection systems, investigative research databases, and surveillance systems to provide real-time information on public safety calls for service and pre-planned events to first responders and administrative staff. Also assists law enforcement personnel with investigative research, intelligence, and information in support of the Sheriff's Office and other public safety agencies.

ESSENTIAL FUNCTIONS:

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.

- Provide accurate and timely intelligence information for use in tactical and strategic planning for law enforcement, fire department, and other public safety personnel; develop tactical and strategic recommendations concerning operational deployments and investigations based on patterns and trends identified in the analysis.
- Aid in criminal investigations and in-progress public safety incidents using CCTV systems and other real-time detection tools and sensors.
- Document associations and relationships between people, organizations, and events. Evaluate information, select essential elements, and correlate new information with existing intelligence.
- Monitor and provide information on non-criminal public safety events, such as natural disasters, weather events, etc.
- Conduct background research on criminals or suspected criminals under investigation through direct computer access or personal contact with systems and organizations.

- Use computer databases, electronic spreadsheets, geographic information systems (GIS) applications, desktop publishing, word processing, and statistical applications to manipulate, analyze and present crime data; create GIS layers and maps, develop and deploy GIS web pages, and integrate GIS functionality for the Sheriff's Office; develop and produce crime maps using GIS applications and conduct spatial analysis of crime data.
- Integrate geographic science with spatial design to present criminal intelligence information in a manner that best fits the user's needs.
- Generate reports, maps, charts, graphs, diagrams, etc. as required by the Sheriff's Office staff for strategic deployment of staff, resource allocation, disaster response, and crime prevention.
- Conduct presentations of crime data to law enforcement officers and/or other authorized groups and participate in meetings discussing criminal intelligence and collaborate with local fusion centers.
- Create, maintain and provide information for public dissemination via public safety media and information sharing outlets.
- Produce officer safety and advisory bulletins, intelligence reports, and threat and event assessments on persons, places, or things with a nexus to the region.
- Participate in single and multi-agency task force investigations, public safety work groups or committees, aiding by contributing intelligence analysis and concepts.
- Plan, collect, and analyze data information from surveillance operations, interviews, and a variety of electronic sources such as telephone and cell service systems, pen registers, toll analyses, wire taps, call detail records, cell site location information, etc.

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:

A bachelor's degree from an accredited college or university in criminal justice, criminology, police administration, public administration, GIS, statistics, or a STEM-field OR an equivalent combination of law enforcement or intelligence experience and training as determined by the Sheriff's Office.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid Driver's License
- Completion of the Sheriff's Office RTIC Analyst training program within 12 months of employment
- Completion of 40 hours of law enforcement intelligence and analysis course within 12 months of employment.
- Completion of Real-Time/Tactical Analysis course within 12 months of employment.
- Must obtain and maintain NCIC/NCJIS certification within 12 months of employment.
- Obtain ICS 100, 200, and 700 certifications within 12 months of employment.

Required Knowledge and Skills

Knowledge of:

- Department/division and city policies and procedures.
- Organizational structure of Carson City as it relates to programs, activities, and functions of assigned area(s).
- Principles and practices of crime and intelligence analysis, the criminal intelligence process, intelligence-led policing, and their roles in enhancing public safety.
- The proper handling and collation of criminal intelligence information, including file management and information evaluation.
- Legal, privacy, and ethical issues relating to intelligence and public safety information.
- Federal, state and county laws, regulations and ordinances and agency policies pertaining to criminal justice systems.
- Research methods and sources, including the Internet, information sharing systems, networks, centers, commercial and public databases, and other sources of information.
- The principles, processes, and analyses of critical infrastructure protection plans.

Skill in:

- A variety of computer-based data systems to include Microsoft Office, Adobe Pro, multimedia creation tools, Computer-Aided Dispatch, ArcGIS, video management systems, use of public safety radio systems.
- Accurately record and edit audio/video and effectively integrate into multimedia products.
- Be available for emergency situations for live content feeds.
- Compile, arrange, and present information in a clear and concise manner.

- Maintain composure, alertness and concentration while working for extended periods of time.
- Operate a variety of telecommunications receiving and transmitting equipment including radio transmitting communication equipment and computer equipment.
- Operate specialized public safety computer systems and applications.
- Read and interpret maps or other navigational resources and provide directions.
- Maintain a calm demeanor and process information quickly and accurately in emergency situations.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely in English at a level necessary for successful job performance.

SUPERVISION RECEIVED:

Under Direction - Assignments and objectives are presented to incumbents at this level and established work processes are to be followed. Incumbents have some flexibility in the selection of work methods, the timing of work processes, and the methods of completing tasks. Supervision is periodic and is usually initiated by employee and/or when important problems, significant changes from past procedures, and policy implications are involved.

Exercises no supervision.

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 information on a computer screen; and hearing and speech to communicate in person or over the telephone; work is subject to exposure to periods of intense stress.

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.

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 additional Incident Command System training as a condition of continuing employment.

5. New employees are required to submit to a fingerprint-based background investigation and drug screen, at the employee's expense. Employment is contingent upon passing the background and the drug 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.ucis.gov.

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PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

Carson City is an Equal Opportunity Employee

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Sheriff's Office - Patrol**	**DEPARTMENT #(ORG)**	2012

DESCRIPTION OF REQUESTED ITEM:

Additional deputy to complete a third MOST unit.

JUSTIFICATION OF REQUEST:

CCSO is expecting the State of Nevada to provide the departement with an additional Mental Health Counselor beginning in FY26. This additional counselor will mean that an addtional deputy will be needed to complete a third MOST unit. A third team would be critical in helping Carson City residence and visitors who experience mental health crisis, substance abuse, or suicidal crisis. MOST specializes in connecting these individuals in crisis with available community resources, and a third team would ensure that a greater number of individuals would have access to these resources.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2040)	66,572.00	1012012	500111	Overtime	10,000.00
Other pay*	6,657.00				
Workers' Compensation	5,736.00				
Group Insurance	12,829.00				
Medicare (Salary *.0145)	1,062.00				
PERS^^	39,111.00				
TOTAL PERSONNEL COSTS	$ 131,967.00			**TOTAL SERVICES AND SUPPLIES**	$ 10,000.00
				GRAND TOTAL	$ 141,967.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 36.75% and for Public Safety Employees that is 58.75%

Related One-time / Capital Requests +:

Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

Consolidated Municipality of Carson City

Deputy Sheriff 1/Deputy Sheriff

CLASS CODE	177/178	**SALARY**	$28.53 - $39.04 Hourly $59,334.50 - $81,203.20 Annually
ESTABLISHED DATE	February 12, 2010	**REVISION DATE**	July 06, 2017

Description

Under general supervision, conducts comprehensive criminal investigations for crimes, performs patrol duties, and/or enforces safety and security of detention facility as assigned.

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.

- Assists with the operation of jail facilities including court transportation, classification, booking, release, medical treatment, meals, exercise, personal hygiene, and supervision of inmates while they are incarcerated in the Carson City detention center.
- Assists and interacts with other Sheriff's Office personnel, other City and outside law enforcement organizations and businesses in order to accomplish tasks; maintains the integrity, professionalism, attitudes, positive values and goals of the Sheriff's Office by assuring that all rules and regulations are followed.
- Identifies, attends and or conducts training, educational programs and seminars; participates and presents preventive education and information through community and school awareness projects.
- Patrols and provides security for assigned areas looking for illegal, hazardous and suspicious activities and persons; provides scene security and protection for emergency personnel; operates Office vehicles safely, maintains and cleans Office vehicles; pursue and arrest law violators and criminals.
- Enforces local, state, and federal laws and enforces compliance with regulations and ordinances; maintains traffic enforcement through traffic stops via warnings and citations; investigates traffic accidents.
- Responds to emergency and non-emergency calls for service; interrogates suspects, communicates with victims, witnesses and suspects; identifies and collects evidence; completes detailed reports and paperwork using good English grammar and spelling; performs search and surveillance duties.
- Represents the Office at court hearings and testifies in court cases; serves arrest and search warrants; serves and enforces child and adult orders of protection.

Pursuant to NRS Chapter 289 (SB 225), applicants for certification as a peace officer are required to swear by affidavit that they 1) are not disqualified from serving as a peace officer, 2) have not been discharged, disciplined or asked to resign from a law enforcement agency due to conduct which would constitute grounds for denial of certification or revoke the certificate of a peace officer or 3) have not resigned from employment with any law

enforcement agency while an investigation concerning allegations of conduct which would constitute grounds for denying certification or revoking the certificate of a peace officer, were pending.

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 education or GED; AND successful completion of the Nevada P.O.S.T. police training academy at time of hire (Deputy Sheriff); or equivalent to a high school education or GED; and successful completion of the Nevada P.O.S.T. police training academy within 18 months of employment (Deputy Sheriff 1). In addition, no person may be appointed to perform the duties of a peace officer unless he/she:

- Has undergone a complete and documented investigation of his/her background which verifies that the person has good moral character and meets the minimum standards established by the Nevada P.O.S.T. Commission;
- Is a citizen of the United States;
- Is at least 21 years of age at the time of the appointment; **and**
- Has undergone a medical examination performed by a licensed physician who confirms in writing that no physical condition exists which would adversely affect his/her performance of the duties of a peace officer.

See Nevada Administrative Code (NAC) 289.110

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid driver's license
- Nevada P.O.S.T. Category 1 certificate (Deputy Sheriff) or Nevada P.O.S.T. Category 1 certificate within 18 months of employment (Deputy Sheriff 1)

Required Knowledge and Skills

Knowledge of:

- Principles and techniques of public relations.
- City, state, and federal laws, statutes, ordinances and court decisions related to police activities.
- Principles and practices of effective interrogation.
- Criminal investigation principles, practices and techniques.
- Weaponry and associated safety practices.
- Safety and security policies and procedures.
- First aid and basic CPR methods.
- City geography.
- Personal computers utilizing standard and specialized software applications.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Communicating effectively in oral and written forms.
- 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:

- Analyze situations quickly and objectively.
- Determine proper course of action under emergency conditions.
- Working with individuals who have mental health issues.

- Cope with adverse situations firmly, courteously and with respect for individual rights.
- Use of lethal and non-lethal tools.
- Crime scene preservation and collection of evidence.
- Operate vehicle safely and effectively in normal and emergency situations.
- Traverse terrain safely, understand and carry out oral and written instructions.
- Prepare clear concise and accurate reports.
- Reading, writing and speaking Spanish preferred, but not required.
- Treating people with dignity and respect.
- Establish effective working relationships with departmental personnel, public law enforcement agencies, community groups and general 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. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

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.

Traverse difficult terrain, strength and stamina to physically restrain suspects, running, climbing, standing, squatting, and sitting for prolonged periods of time; occasionally lift and carry up to 100 pounds, strength to subdue persons, to drag, carry and lift persons and objects; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone 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; dexterity to write and to shoot a gun; to be heard in noisy group situation.

Supplemental Information

CONDITIONS OF EMPLOYMENT:

1. All new employees are at-will and 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, or no reason.
1. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
1. 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.
1. Employees may be required to complete Incident Command System training as a condition of continuing employment.
1. In accordance with NAC 289.110, selected candidates will be required to submit to a drug test, truthfulness verification examination, psychological examination and a background investigation. Selected candidates will

also be required to pass an extensive medical examination which includes a heart/lung examination required by NAC Chapter 617 prior to being hired as well as after being hired. Candidates invited to submit to each of the above-stated examinations/investigations and who fail any one or all of the examinations/investigations will not be hired and will be removed from the eligibility list. Employment is contingent upon passing each of the investigations/examinations.

1. 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.ucis.gov.
1. Carson City is an Equal Opportunity Employer.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Sheriff's Office**	**DEPARTMENT #(ORG)**	1012013

DESCRIPTION OF REQUESTED ITEM: Full-time FTE - Civil Division

The Civil Division is requesting an additional FTE beginning 7/1/2025. The additional FTE will be self funded through additional revenue collected through the Civil department. This position is necessary for the processing of garnishment documents, concealed weapons permits, and records requests at the Carson City Sheriff's Office.

JUSTIFICATION OF REQUEST:

This Civil Division collects revenue from a variety of sources. The largest contributor are the fees associated with garnishments. However, the Civil Division also collects fees for records requests, work cards, solicitor permits, concealed weapons permits, fingerprinting, and civil document service. Since 2022, the Civil Division has sent an additional $9,000 in revenue each month on average.

- FY 2022 Total Revenue: $245,100 (2,515 new garnishments and 15,369 total checks processed)
- FY 2023 Total Revenue: $327,400 (2,979 new garnishments and 15,693 total checks processed)
- FY 2024 Total Revenue: $390,000 (5,313 new garnishments and 26,056 total checks processed)

Garnishments is one function of the Civil and Records Division. Other workload indicators have also increased over the last few years.

In the beginning of FY2025, the Civil Division added an additional position. This new Sheriff Support Specialist cost the city approximately $80,800 including salary and benefits. In FY2024, the Civil Division sent an additional $144,900 to the Treasurer's Office when compared to FY2022. This trend is anticipated to continue. This additional revenue can support the creation of an additional Sheriff Support Specialist in FY2026 with remaining revenues.

Workload Indicators	FY2024	FY2023	FY2022
Sex Offender Registrations	618	603	564
CCW Permit Processed	751	615	594
Fingerprints (total people)	4,207	4,265	3,071
Evictions	859	879	875
Police Reports Processed	12,559	13,796	14,690
TPO/EPOs	459	478	581

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)	52,926.00	1012013	500101		
Other pay*					
Workers' Compensation	1,279.00	1012013	500250		
Group Insurance	12,864.00	1012013	500240		
Medicare (Salary *.0145)	767.00	1012013	500225		
PERS^^	19,450.00	1012013	500230		
TOTAL PERSONNEL COSTS	$ 87,286.00	**TOTAL SERVICES AND SUPPLIES**			$ -
				GRAND TOTAL	$ 87,286.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 36.75% and for Public Safety Employees that is 58.75%

Related One-time / Capital Requests +:

Description of Item	Amount
TylerTech - Civil Serve License	9,970.00
Total	9,970.00

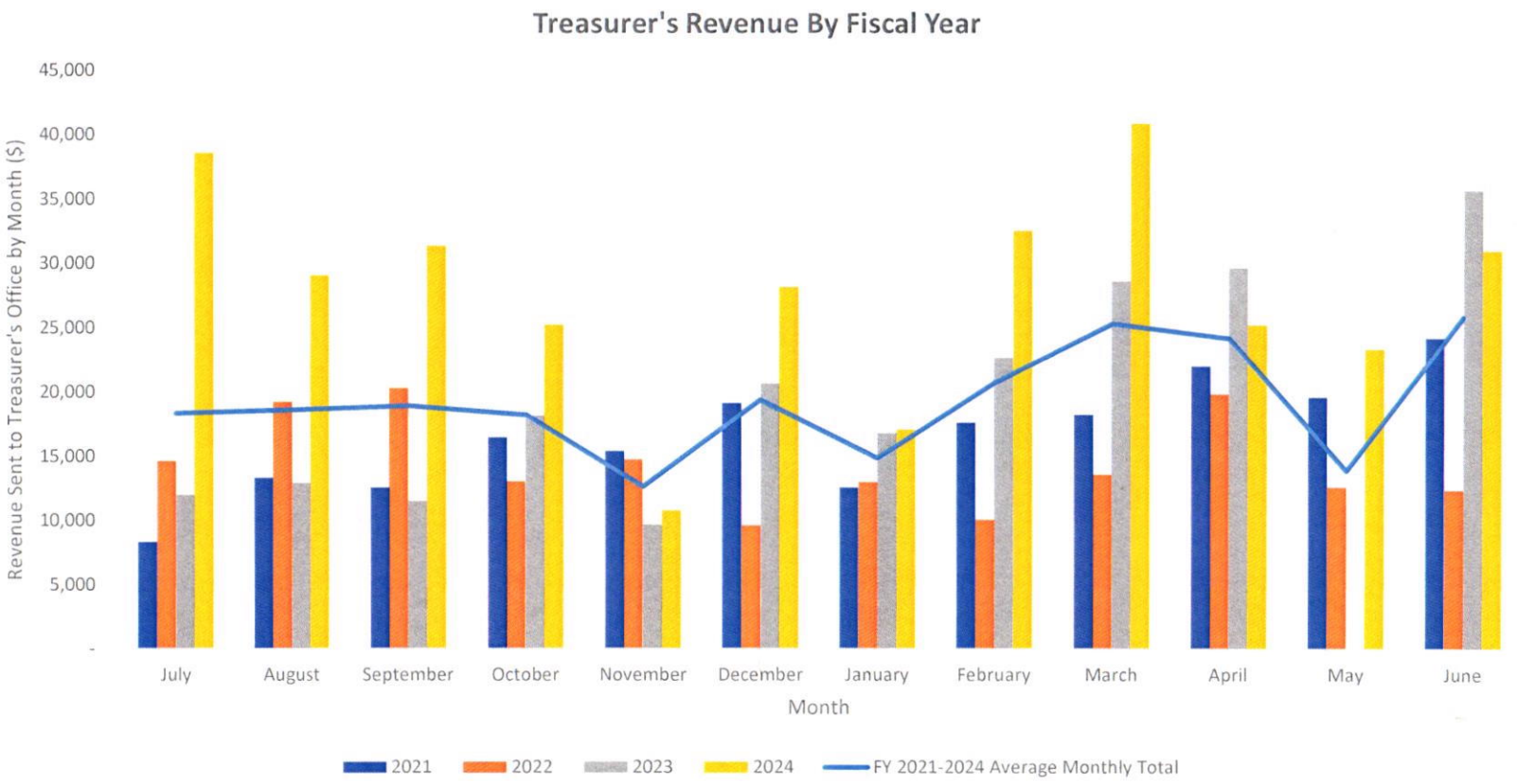
+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

Treasurer's Fees - Fiscal Year	2021	2022	2023	2024	2025	FY 2021-2024 Average Monthly Total
July	8,332.53	14,641.26	12,014.90	38,570.69	22,540.62	**18,389.85**
August	13,338.59	19,236.12	12,943.22	29,040.89	23,209.08	**18,639.71**
September	12,585.91	20,305.75	11,521.02	31,329.22	19,102.27	**18,935.48**
October	16,487.20	13,067.51	18,157.11	25,220.41	27,301.31	**18,233.06**
November	15,423.27	14,775.70	9,672.60	10,775.47	19,693.83	**12,661.76**
December	19,162.48	9,619.91	20,672.58	28,167.69	20,339.52	**19,405.67**
January	12,594.44	13,011.88	16,804.31	17,097.73		**14,877.09**
February	17,646.71	10,058.59	22,676.21	32,529.75		**20,727.82**
March	18,247.04	13,614.92	28,613.37	40,854.02		**25,332.34**
April	22,024.31	19,849.00	29,650.03	25,228.13		**24,187.87**
May	19,618.68	12,625.85	-	23,381.45		**13,906.50**
June	24,212.70	12,368.87	35,692.87	31,002.75		**25,819.30**
Total Disbursements to Treasurer	**199,673.86**	**173,175.36**	**218,418.22**	**333,198.20**	**132,186.63**	**231,116.41**
Average Monthly Disbursements to the Treasurer	**16,639.49**	**14,431.28**	**18,201.52**	**27,766.52**	**22,031.11**	**19,259.70**

Finance is not seeing additional revenue at this time. In FY 2025, the Sheriff requested a Lead Support Specialist and to offset that position, this increased Sheriff's Civil Fees Revenue Budget (Where Garnishments are posted) by $88,351 to $303,219. In FY 2024 the City brought in $279,957.35 in Sheriff's Civil Fees. As of 4/16/2025 the City has $251,028 in Sheriff's Civil Fees. As of today, projected through year end revenue could be as high as $317,088. As this is a projection, it only leaves $13,869 to offset the requested FY 2026 position.

Fiscal Year	FY2025				FY2024			
Treasurer's Fee Breakdown	New Garnishment	Commission	Civil Document Service	Total Per Month	New Garnishment	Commission	Civil Document Service	Total Per Month
July	11,685.00	8,619.62	2,236.00	**22,540.62**	21,432.00	7,268.69	9,870.00	**38,570.69**
August	12,660.00	8,088.08	2,461.00	**23,209.08**	19,841.00	6,507.49	2,692.40	**29,040.89**
September	10,188.00	6,640.27	2,274.00	**19,102.27**	17,620.00	10,754.22	2,955.00	**31,329.22**
October	16,252.00	8,060.31	2,989.00	**27,301.31**	14,950.00	7,518.41	2,752.00	**25,220.41**
November	8,884.00	8,075.43	2,734.40	**19,693.83**	4,716.00	5,923.47	136.00	**10,775.47**
December	10,204.00	7,863.52	2,272.00	**20,339.52**	13,073.00	10,010.49	5,084.20	**28,167.69**
January					9,868.00	5,277.73	1,952.00	**17,097.73**
February					20,199.00	8,271.55	4,059.20	**32,529.75**
March					25,862.00	12,329.02	2,663.00	**40,854.02**
April					12,755.60	9,907.53	2,565.00	**25,228.13**
May					11,332.40	2,148.00	9,901.05	**23,381.45**
June					14,601.60	13,567.15	2,834.00	**31,002.75**
Total	**69,873.00**	**47,347.23**	**14,966.40**	**132,186.63**	**186,250.60**	**99,483.75**	**47,463.85**	**333,198.20**
Yearly Total						**$333,198**		

	FY2023				FY2022			
	New Garnishment	Commission	Civil Document Service	Total Per Month	New Garnishment	Commission	Civil Document Service	Total Per Month
	5,881.59	3,054.31	3,079.00	**12,014.90**	7,392.40	5,183.21	2,065.65	**14,641.26**
	4,606.50	4,724.84	3,611.88	**12,943.22**	8,813.05	5,474.37	4,948.70	**19,236.12**
	6,675.22	1,406.80	3,439.00	**11,521.02**	8,838.00	6,767.65	4,700.10	**20,305.75**
	9,873.03	5,508.08	2,776.00	**18,157.11**	**7,808.00**	4,750.76	508.75	**13,067.51**
	6,232.72	1,155.88	2,284.00	**9,672.60**	**8,183.60**	4,350.98	2,241.12	**14,775.70**
	12,387.00	5,290.58	2,995.00	**20,672.58**	**2,430.00**	3,450.79	3,739.12	**9,619.91**
	8,957.64	5,545.67	2,301.00	**16,804.31**	**6,596.36**	4,958.52	1,457.00	**13,011.88**
	13,490.12	6,863.09	2,323.00	**22,676.21**	**3,625.89**	4,438.70	1,994.00	**10,058.59**
	21,402.78	5,027.39	2,183.20	**28,613.37**	**6,167.16**	4,116.56	3,331.20	**13,614.92**
	18,479.60	8,113.83	3,056.60	**29,650.03**	**12,988.56**	3,440.84	3,419.60	**19,849.00**
	-	-	-	-	**6,472.64**	3,486.21	2,667.00	**12,625.85**
	17,178.00	13,009.87	5,505.00	**35,692.87**	**3,554.00**	5,683.99	3,130.88	**12,368.87**
	125,164.20	**59,700.34**	**33,553.68**	**218,418.22**	**82,869.66**	**56,102.58**	**34,203.12**	**173,175.36**
	$218,418				**$173,175**			


Treasurer's Revenue By Fiscal Year
Revenue Sent to Treasurer's Office by Month ($)
45,000
40,000
35,000
30,000
25,000
20,000
15,000
10,000
5,000
-
July
August
September
October
November
December
January
February
March
April
May
June
Month
2021
2022
2023
2024
FY 2021-2024 Average Monthly Total

Consolidated Municipality of Carson City

Sheriff Support Specialist

CLASS CODE	00548	**SALARY**	$22.45 - $31.43 Hourly $3,891.63 - $5,448.28 Monthly $46,699.54 - $65,379.39 Annually
ESTABLISHED DATE	July 01, 2015	**REVISION DATE**	March 12, 2018

Description

Under general supervision, responsible for assisting customers with the completion of civil paperwork, fingerprints, concealed weapons permits, temporary protective orders, stalking and harassment orders, work permits, eviction notices and other law enforcement programs. Assignments may be in either the Civil Division or the Detention Facility. Employees assigned to the Detention Facility may be required to work varied shifts including nights/swing shift, weekends, and holidays.

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.

- Deals with visitors and callers who may have significant problems or require specialized services or in situations where relations are often confrontational or strained; determines the nature of the visit or the problem and explains detailed policies, procedures and regulations.
- Post and apply garnishment service fees; case service and send out for service; create proofs of service; post and apply garnishment payments; record interrogatories and forward to initiator.
- Collect appropriate fees and fines and record in system.
- Process registration, concealed weapons permits, work cards and fingerprinting.
- Collect appropriate fees, process and enter: evictions, temporary protection orders, stalking and harassment orders, subpoenas and related legal documentation.
- Stamp, date and mail jury summons.
- Arrange extraditions for fugitives from justice and prisoner transports.
- Review reports for accuracy, recognize errors and request corrections as appropriate; forward reports to appropriate jurisdictions/departments.
- Research criminal history data; compile information and forward to requesting jurisdiction/department.
- Supervises and coordinates activities of assigned volunteer staff.
- Process orders to seal records as issued by the Court; verify that information on order matches records; seal all internal records; complete required paperwork and forward to appropriate jurisdiction/department.

- 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 team.
- Prepares reports, correspondence and a variety of written materials; prepares and maintains accurate records and documentation of activities.
- Uses standard office equipment, including a computer, in the course of the work.
- 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.

Additional Functions When Assigned to Detention Facility:

- Assists Sheriff's Deputies with the booking and release process
- Assists Sheriff's Deputies in manning Detention Facility control room, facility security and critical tasks in conjunction with both civilian and sworn staff members
- Employees assigned to the Detention Facility may be required to work varied shifts including nights/swing shift, weekends, and holidays.
- Conduct standardized interviews and make recommendations in pre-trial release investigations.

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 two (2) years of administrative support experience; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid driver's license.

Required Knowledge and Skills
Knowledge of:

- Policies and procedures of the Sheriff's Office.
- Use of specified computer applications involving word processing, data entry and/or standard report generation.
- Record keeping 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 procedures.
- Correct business English, including spelling, grammar and punctuation.
- 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 documents for completeness and accuracy.
- Reviewing, posting, balancing and reconciling financial records.Reading, interpreting and explaining rules, policies and procedures.
- 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 staff at various levels and the public, in person and over the telephone.
- Establishing and maintaining effective work relationships with staff, coworkers, contractors and the public.
- Researching, interpreting and summarizing criminal justice records
- Providing credible testimony in court or during other inquiries

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. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

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, or no reason.*
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. *Employees assigned to the Detention Facility may be required to work varied shifts including nights/swing shift, weekends, and holidays.*
6. *New employees are required to submit to a fingerprint based background investigation which cost the new employee $56.25 and a drug screen which costs $36.50. Employment is contingent upon passing the background and the drug screen.*
7. *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.ucis.gov.*
8. *Carson City is an Equal Opportunity Employer.*

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Sheriff's Office**	**DEPARTMENT #(ORG)**	2017

DESCRIPTION OF REQUESTED ITEM:

New FTE - Assistant Communications Manager

JUSTIFICATION OF REQUEST:

Currently the 911 dispatch center has a division manager and six line-level supervisors. The 911 dispatch manager works and meets with almost every city entity as only a few do not at some point during a 24-hour period continuously go through our 911 dispatch center. This creates a heave offsite workload where the dispatch manager is away from the dispatch center. Additionally, CCSO is in the beginning stages of a major update to our CAD/RMS/JMS systems which has added, and will continue to add, many new work flow tasks. Currently, these tasks will be the responsibility of the dispatch manager, and they will increase the previously mentioned task saturation outside of the center. An intermediate level position from the divisional manager to the line level supervision would greatly improve task saturation for all, span of control balance, and divisional oversight in the event the divisional manager is unavailable due to offsite meetings, major project attention, or out of office on PTO. This assistant manager would also allow for proper delegation of managerial tasks that fall outside of the job description for the line-level supervisors. Lastly, this position will provide further career development in a division with little room for advancement or growth, further motivating longevity and commitment to the dispatching position with the City of Carson City.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)	98,866.00	1012017	500330	Training	5,000.00
Other pay*	960.00				
Workers' Compensation	1,279.00				
Group Insurance	11,678.00				
Medicare (Salary *.0145)	1,434.00				
PERS^^	36,333.00				
TOTAL PERSONNEL COSTS	$ 150,550.00			**TOTAL SERVICES AND SUPPLIES**	$ 5,000.00
				GRAND TOTAL	$ 155,550.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 36.75% and for Public Safety Employees that is 58.75%

Related One-time / Capital Requests +:	
Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

JOB DESCRIPTION

JOB TITLE: Assistant Public Safety Communications Manager
DEPARTMENT: Sheriff
REPORTS TO: P.S. Communications Manager
DATE: July 2025

FLSA: Exempt
GRADE: P203
PCN: TBD

SUMMARY OF JOB PURPOSE:

Under general direction, supervises the staff of the 911 center that dispatches law enforcement, fire, EMS and public works resources; assists the Public Safety Communications Manager with the management of activites of the 911 center; assists with special projects and attaining the strategic plan objectives established by the Sherif's Office and the City.

ESSENTIAL FUNCTIONS:

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.

- Supervises and oversees activities of assigned staff; makes work assignments; follows-up on assignments, creates work schedules.
- Recommends selection of staff; trains staff in work procedures; administers discipline as required, prepares and/or signs evaluation forms and counsel employees as required.
- Assist with the development and implementation of goals, objectives, policies, and priorities for the 911 center; identifies resource needs; recommends and develops policies and procedures.
- Troubleshoots equipment issues; attempts to fix problems; contacts vendors to resolve issues in a timely manner; arranges for maintenance/replacement, updates equipment as required to maintain efficient and effective operations.
- Responds to requests for information from the public, courts, district attorneys, collection agencies, and other outside agencies.
- Receive, review, prepare and process information and documentation related to the 911 center's activities.
- Assists with the development and administration of the division's budget and the forecasting of future needs.
- Occasionally performs duties of Terminal Agency Coordinator (TAC)
- Attends training as required to meet State and Sheriff's Office requirements.
- Monitor radio and telephone traffic
- Evaluate mployee work performance; provide assistance as necessary to line level dispatchers; provide constructive feedback to employees to correct deficiencies
- Provide 911 dispatch floor coverage as necessary by being able to perform the full range of public safety dispatching and 911 duties
- Contribute to the efficiency and effectiveness of the 911 center's service to its customers by offering suggestions and directing or participating as an active member of a work team.

- Uses standard office equipment, including a computer, in the course of the work.
- 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 bachelor's degree in public or business administration, or a closely related field; AND five (5) years of experience in public safety communications, three (3) years of which was in a supervisory role; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid driver's license
- NCIC certification
- Emergency Medical Dispatch certification
- CPR certification

Required Knowledge and Skills

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- City, state, and federal laws, statutes, ordinances and court decisions related to program activities.
- Departmental and divisional regulations, policies, and procedures.
- Computer systems, in general, related to 911 and police dispatching activities, including Computer-aided Dispatch (CAD).
- Law enforcement terminology and police response activities; and
- Standard office practices and procedures, including records management.
- Communicating effectively in oral and written forms.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Developing and implementing goals, objectives, procedures and work standards.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.

- Interpreting, applying and explaining complex federal, state and local laws and regulations.
- Preparing clear and concise reports, policies, procedures, correspondence and other written materials.
- Performing the full range of public safety dispatching and 911 duties
- Using initiative and independent judgment within general policy guidelines.
- Dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone.

SUPERVISION RECEIVED AND EXERCISED:

Under General Direction - Incumbents at this level have considerable latitude in the application of departmental policy, and they follow general guidelines or professional and administrative standards in accomplishing assignments. They are responsible for planning and organizing their own workload, but ordinarily cannot change methods of their assigned work unit, established operations, or departmental policy without supervisor approval. Supervision is minimal, indirect, and usually limited to technical oversight.

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.

CONDITIONS OF EMPLOYMENT:

1. *Unclassified employees are "at will" and as such, may be terminated at any time for any reason, or no reason.*

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 $56.25 and a drug screen which costs $36.50. Employment is contingent upon passing the background and the drug 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.uscis.gov.*

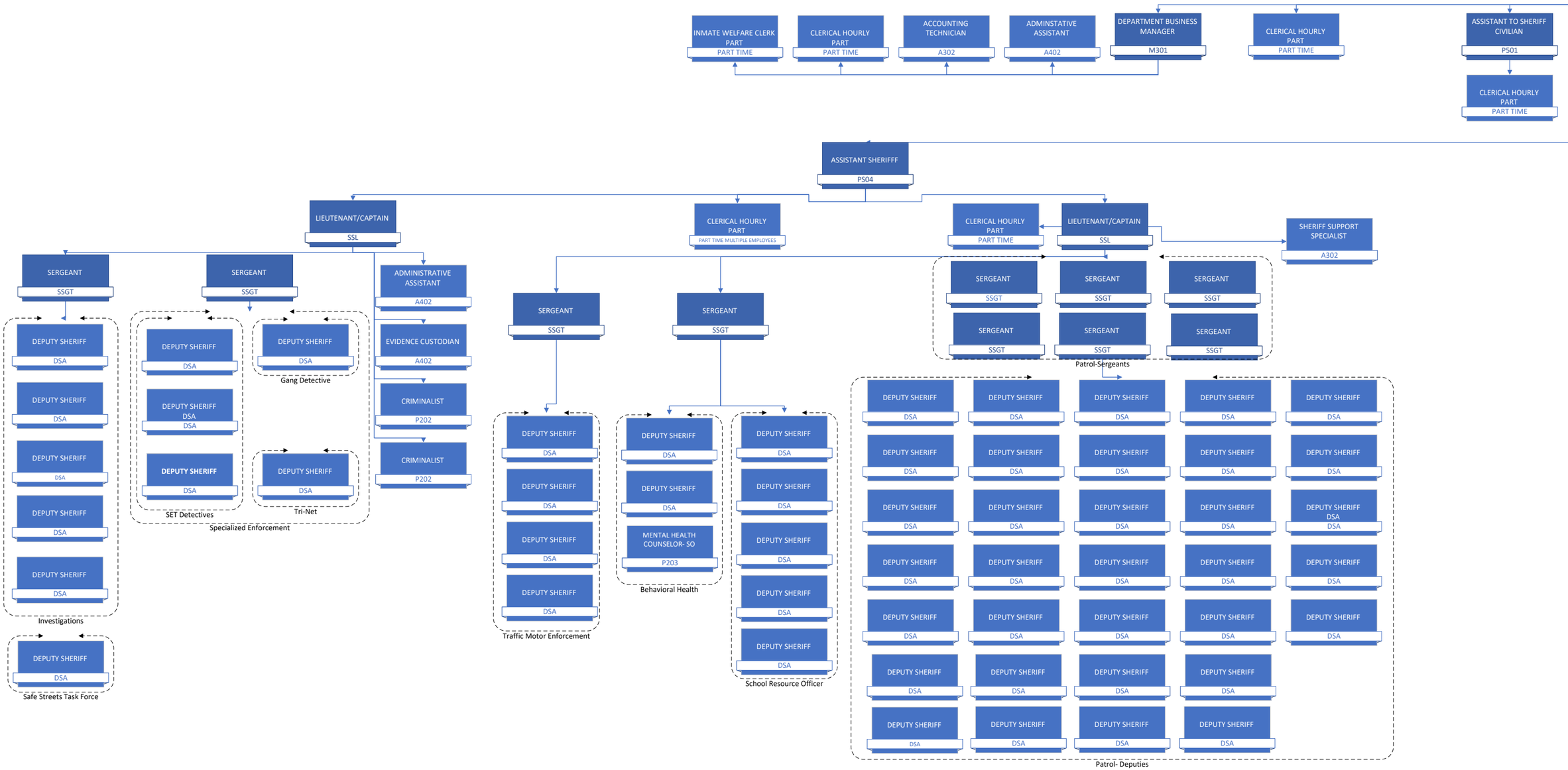
I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

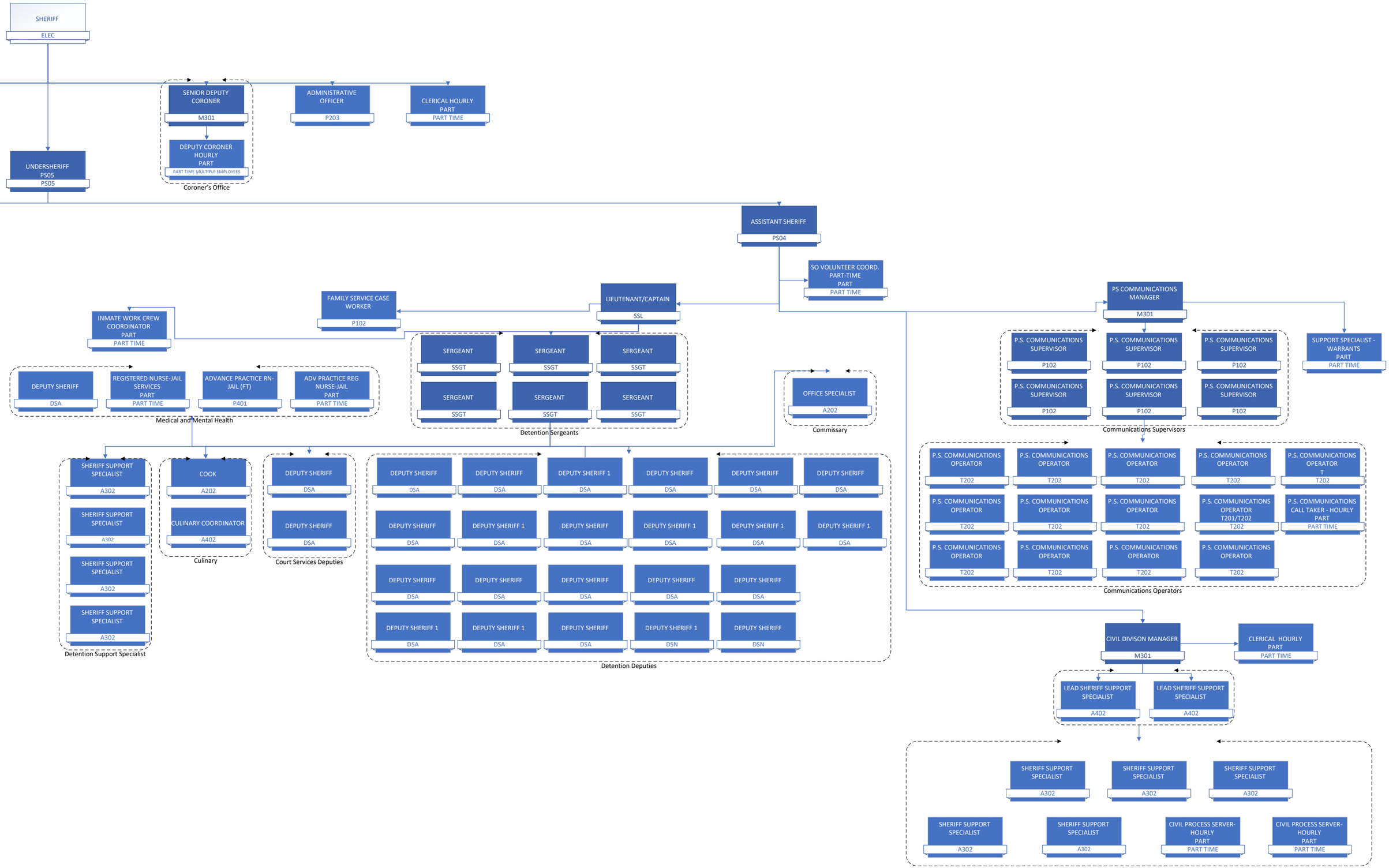
PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

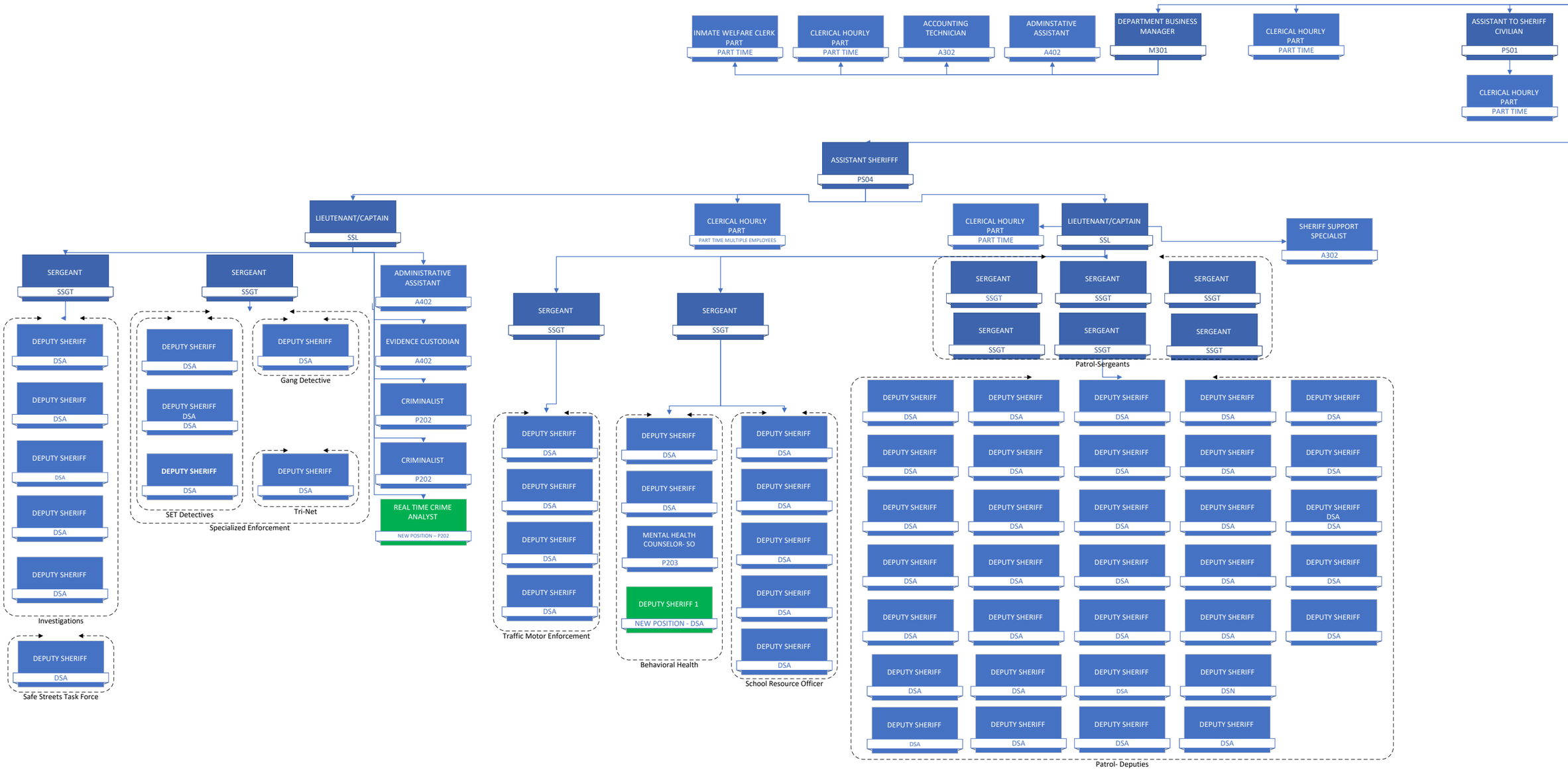
"Carson City is an Equal Opportunity Employer"

Carson City Sheriff's Office




SHERIFF
ELEC
UNDERSHERIFF
PS05
PS05
SENIOR DEPUTY CORONER
M301
DEPUTY CORONER HOURLY PART
PART TIME MULTIPLE EMPLOYEES
Coroner's Office
ADMINISTRATIVE OFFICER
P203
CLERICAL HOURLY PART
PART TIME
ASSISTANT SHERIFF
PS04
SO VOLUNTEER COORD. PART-TIME PART
PART TIME
INMATE WORK CREW COORDINATOR PART
PART TIME
FAMILY SERVICE CASE WORKER
P102
LIEUTENANT/CAPTAIN
SSL
DEPUTY SHERIFF
DSA
REGISTERED NURSE-JAIL SERVICES PART
PART TIME
ADVANCE PRACTICE RN-JAIL (FT)
P401
ADV PRACTICE REG NURSE-JAIL PART
PART TIME
Medical and Mental Health
SERGEANT
SSGT
Detention Sergeants
OFFICE SPECIALIST
A202
Commissary
PS COMMUNICATIONS MANAGER
M301
P.S. COMMUNICATIONS SUPERVISOR
P102
SUPPORT SPECIALIST - WARRANTS PART
PART TIME
Communications Supervisors
P.S. COMMUNICATIONS OPERATOR
T202
P.S. COMMUNICATIONS OPERATOR T
P.S. COMMUNICATIONS CALL TAKER - HOURLY PART
PART TIME
Communications Operators
SHERIFF SUPPORT SPECIALIST
A302
COOK
A202
CULINARY COORDINATOR
A402
Culinary
Court Services Deputies
Detention Support Specialist
DEPUTY SHERIFF 1
DSN
Detention Deputies
CIVIL DIVISON MANAGER
M301
CLERICAL HOURLY PART
PART TIME
LEAD SHERIFF SUPPORT SPECIALIST
A402
CIVIL PROCESS SERVER-HOURLY PART
PART TIME
Civil Division

Carson City Sheriff's Office


INMATE WELFARE CLERK PART
PART TIME
CLERICAL HOURLY PART
PART TIME
ACCOUNTING TECHNICIAN
A302
ADMINSTATIVE ASSISTANT
A402
DEPARTMENT BUSINESS MANAGER
M301
CLERICAL HOURLY PART
PART TIME
ASSISTANT TO SHERIFF CIVILIAN
P501
CLERICAL HOURLY PART
PART TIME
ASSISTANT SHERIFFF
PS04
LIEUTENANT/CAPTAIN
SSL
CLERICAL HOURLY PART
PART TIME MULTIPLE EMPLOYEES
CLERICAL HOURLY PART
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LIEUTENANT/CAPTAIN
SSL
SHERIFF SUPPORT SPECIALIST
A302
SERGEANT
SSGT
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A402
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SSGT
Patrol-Sergeants
DEPUTY SHERIFF
DSA
DEPUTY SHERIFF
DSA
DEPUTY SHERIFF
DSA
Gang Detective
EVIDENCE CUSTODIAN
A402
CRIMINALIST
P202
CRIMINALIST
P202
REAL TIME CRIME ANALYST
NEW POSITION – P202
DEPUTY SHERIFF
DSA
DEPUTY SHERIFF
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DEPUTY SHERIFF
DSA
DEPUTY SHERIFF
DSA
DEPUTY SHERIFF
DSA
DEPUTY SHERIFF
DSA
SET Detectives
Specialized Enforcement
DEPUTY SHERIFF
DSA
Tri-Net
DEPUTY SHERIFF
DSA
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DSA
DEPUTY SHERIFF
DSA
DEPUTY SHERIFF
DSA
Traffic Motor Enforcement
DEPUTY SHERIFF
DSA
DEPUTY SHERIFF
DSA
MENTAL HEALTH COUNSELOR- SO
P203
DEPUTY SHERIFF 1
NEW POSITION - DSA
Behavioral Health
DEPUTY SHERIFF
DSA
DEPUTY SHERIFF
DSA
DEPUTY SHERIFF
DSA
DEPUTY SHERIFF
DSA
DEPUTY SHERIFF
DSA
School Resource Officer
DEPUTY SHERIFF
DSA
Investigations
DEPUTY SHERIFF
DSA
Safe Streets Task Force
DEPUTY SHERIFF
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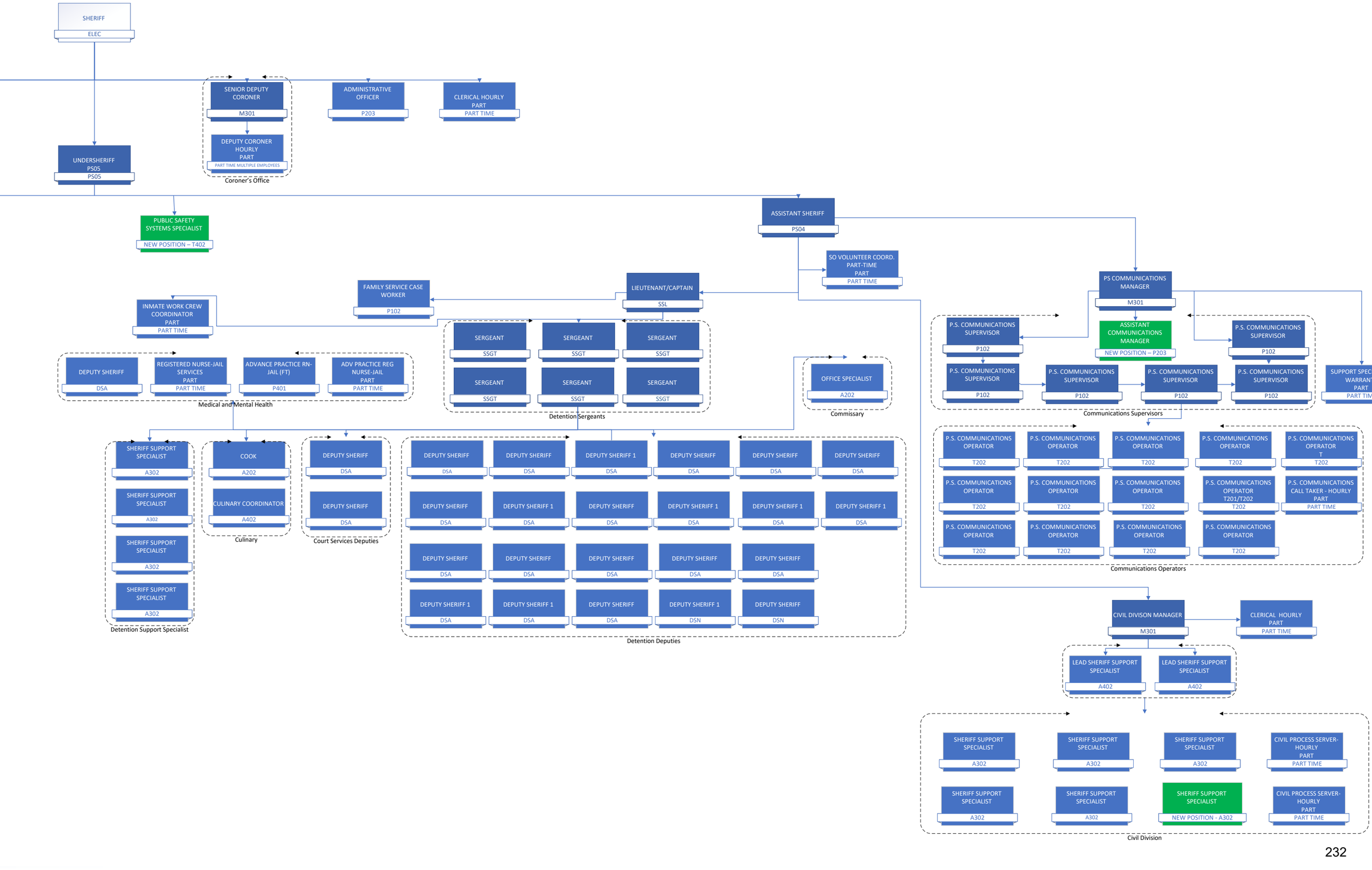
SHERIFF
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ADMINISTRATIVE OFFICER
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CLERICAL HOURLY PART
PART TIME
UNDERSHERIFF
PS05
PS05
PUBLIC SAFETY SYSTEMS SPECIALIST
NEW POSITION – T402
ASSISTANT SHERIFF
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SO VOLUNTEER COORD. PART-TIME PART
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FAMILY SERVICE CASE WORKER
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LIEUTENANT/CAPTAIN
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INMATE WORK CREW COORDINATOR PART
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Detention Sergeants
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PS COMMUNICATIONS MANAGER
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ASSISTANT COMMUNICATIONS MANAGER
NEW POSITION – P203
P.S. COMMUNICATIONS SUPERVISOR
P102
SUPPORT SPECIALIST - WARRANTS PART
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Communications Supervisors
P.S. COMMUNICATIONS OPERATOR
T202
P.S. COMMUNICATIONS OPERATOR T201/T202
P.S. COMMUNICATIONS CALL TAKER - HOURLY PART
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Communications Operators
SHERIFF SUPPORT SPECIALIST
A302
COOK
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CULINARY COORDINATOR
A402
Culinary
Court Services Deputies
Detention Support Specialist
Detention Deputies
CIVIL DIVISON MANAGER
M301
CLERICAL HOURLY PART
PART TIME
LEAD SHERIFF SUPPORT SPECIALIST
A402
CIVIL PROCESS SERVER-HOURLY PART
PART TIME
SHERIFF SUPPORT SPECIALIST
NEW POSITION - A302
Civil Division

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Carson City Juvenile Services**	**DEPARTMENT #(ORG)**	1012705

DESCRIPTION OF REQUESTED ITEM: New Juvenile Services Support Specialist I

Carson City Juvenile Services is requesting a new Juvenile Servies Support Specialist I.

JUSTIFICATION OF REQUEST:

Carson City Juvenile Services currently has 1 Juvenile Services Support Specialist I. This position is responsible for front office duties, processing new referrals, assisting with court reports, filings, file retention responsibilities, and state reports. In 2021 Carson Juvenile Services received 521 new referrals and 74 new petitions. In 2022 Carson Juvenile Services received 714 new referrals and 76 new petitions. 2023 Carson Juvenile Services received 145 new petitions, 42 referrals directly from School Resource Officers and 724 new referrals for a total of 766 total referrals. 2024 Carson Juvenile Services received 112 new petitions, 45 referrals directly from School Resource Officers, and 673 new referrals for a total of 718 referrals. The high amount of referrals and petitions have put a strain on the front office with increased court reports and court filings in addition to the processing of new referrals. To avoid losing vital staff to other agencies, burnout, low morale, and a decrease in the service provided to the community, Carson City Juvenile Services is requesting an additional Juvenile Services Support Specialist I. This request is in line with Carson City's Strategic Goals of Efficient Government and Public Safety.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)	$ 57,185			Overtime	
Other pay*					
Workers' Compensation	1,279				
Group Insurance	12,864				
Medicare (Salary *.0145)	829				
PERS^^	21,015				
TOTAL PERSONNEL COSTS	$ 93,172			**TOTAL SERVICES AND SUPPLIES**	$ -
				GRAND TOTAL	$ 93,172

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate.

Related One-time / Capital Requests +:

Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

Consolidated Municipality of Carson City

Juvenile Services Support Specialist I

CLASS CODE	00723	**SALARY**	$24.26 - $33.96 Hourly $50,457.26 - $70,639.92 Annually
ESTABLISHED DATE	May 18, 2015	**REVISION DATE**	July 06, 2017

Description

Under general supervision, provides difficult, complex, technical, specialized and/or confidential legal office support to various City legal departments.

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.

- Performs difficult and/or specialized confidential legal office support work, which may required the exercise of independent judgment, the application of technical skills, or a knowledge of detailed or specialized activities related to the department to which assigned.
- Receives and screens visitors and telephone calls, providing information regarding the particular area of assignment, which may require the use of the judgment and interpretation of policies and procedures.
- Receives payments, prepares receipts and follows department accounting practices for cash funds.
- Prepares and types both general and legal-related correspondence and documents; uses a computer for word processing and to input or retrieve data and prepare reports.
- Researches and compiles a variety of information for the completion of forms or the preparation of reports.
- Conducts specific projects related to the department or office to which assigned, may obtain information from other organizations to prepare reports.
- Conducts safety inspections and prepares report and recommendations.
- Organizes and maintains chronological and other files.
- Organizes own work, sets priorities and meets critical deadlines.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and participating as an active member of a team.
- Provides a variety of general secretarial and office administrative assistance.
- 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:
High School Diploma or GED, AND one (1) year of clerical or administrative experience in a legal or court office; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- None

Required Knowledge and Skills
Knowledge of:

- Policies and procedures of the department to which assigned.
- The use of specified computer applications involving word processing, data entry and/or standard report generation.
- Business arithmetic, applicable accounting standards.
- Office administrative practices and procedures.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skills in:

- Making accurate arithmetic calculations.
- Establishing, maintaining and researching office files, composing correspondence independently or from brief instructions.
- Preparing clear and concise reports, correspondence and other written materials.
- Providing varied secretarial assistance to one or more Probation Officers and/or associated staff.
- Using initiative and independent judgment within established procedural guidelines.
- Organizing, prioritizing and coordinating work activities and meeting critical deadlines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Dealing successfully with the public, in person and over the telephone, often where relations may be confrontational or strained.

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. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

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.*
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 $56.25 and a drug screen which costs $36.50. Employment is contingent upon passing the background and the drug 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.ucis.gov .*
7. *Carson City is an Equal Opportunity Employer.*

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Carson City Juvenile Services**	**DEPARTMENT #(ORG)**	1012705

DESCRIPTION OF REQUESTED ITEM: New Juvenile Probation Officer Position

Carson City Juvenile Services is requesting a new Juvenile Probation Officer (JPO).

JUSTIFICATION OF REQUEST:

Juvenile Probation currently has 6 Juvenile Probation Officers and 1 Senior Juvenile Probation Officer. The average case load per officer is 39. The officers are required to conduct daily drug testing, case management, school visits, attend treatment team meetings, attend court, write reports, conduct state mandated assessments on every youth initially and maintain updates. These regular duties do not include on-call duties, transports,180-day contracts, arrests on violations and new case assignments. In 2021 Carson Juvenile Services received 521 new referrals and 74 new petitions. In 2022 Carson Juvenile Services received 714 new referrals and 76 new petitions. 2023 Carson Juvenile Services received 145 new petitions, 42 referrals directly from School Resource Officers and 724 new referrals for a total of 766 total referrals. 2024 Carson Juvenile Services received 112 new petitions, 45 referrals directly from School Resource Officers, and 673 new referrals for a total of 718 referrals. The high number of referrals and petitions have put a strain on the juvenile probation officers. To avoid losing officers to other agencies, burnout, low morale, and a decrease in the service provided to the community, Carson City Juvenile Services is requesting a new probation officer. This request is in line with Carson City's Strategic Goals of Efficient Government and Public Safety.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)	$ 77,592				
Other pay*					
Workers' Compensation	4,172				
Group Insurance	12,864				
Medicare (Salary *.0145)	1,125				
PERS^^	45,585				
TOTAL PERSONNEL COSTS	$ 141,338			**TOTAL SERVICES AND SUPPLIES**	$ -
				GRAND TOTAL	$ 141,338

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 36.75% and for Public Safety Employees that is 58.75%

Related One-time / Capital Requests +:

Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

Consolidated Municipality of Carson City

Juvenile Probation Officer

CLASS CODE	00306	**SALARY**	$32.92 - $46.08 Hourly $68,463.62 - $95,849.31 Annually
ESTABLISHED DATE	January 03, 2014	**REVISION DATE**	March 05, 2018

Description

Under general supervision, responsible for monitoring and supervising juvenile probationers and for enforcing adherence to the court ordered conditions of probation.

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.

- Provides direct field supervision of juvenile offenders including home and school visits, weapons and contraband searches and drug testing.; supervises the welfare and conduct of juveniles on probation.
- Enforces adherence to court ordered conditions of probation; investigates and processes probation violations and makes recommendations regarding revocation of probation; arrests, detains and transports probationers who have violated court orders.
- Reviews, investigates and provides recommendations on disposition of juvenile cases to the Court.
- Implements and coordinates correctional and rehabilitation programs for juveniles (ages 8-21) to include: counseling, behavior monitoring and short-term out-of-home placements.
- Organizes, implements and facilitates groups that focus on the re-direction of at-risk youth in the community.
- Counsels and advises probationers and their families regarding pertinent personal, social, educational, financial, vocational and health matters.
- Compiles, investigates, verifies and presents reports on personal, social, educational, financial, vocational, health and/or prior criminal history of probationers; writes and presents reports to various courts, officials and agencies; develops and presents recommendations for case disposition or violation of probation.
- Arrests youth as required; provides Miranda warnings; performs a variety of booking and intake duties and makes determinations about formally processing cases through the court system and about requiring secured detention prior to a court hearing.
- Conducts home assessments, interviews and advises parents, develops and implements a treatment plan for juvenile offenders.
- Teaches and models social skills; applies behavior modification techniques.
- Identifies and develops community resources and support programs; maintains communication and liaison with law enforcement, court, social service and community resource personnel and agencies.

- Maintains a variety of records and case files; writes reports, statements, legal documents, correspondence and other written materials.
- Contributes to the efficiency and effectiveness of the department's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Uses a variety of standard office equipment, including a computer, in the course of the work; drives a personal or City motor vehicle.
- 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:
Bachelor's Degree in Criminal Justice, Psychology, Sociology, Education or a closely related field; AND one (1) year of probation, protective service or similar social service casework experience; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid Driver's License
- Nevada POST certification
- CPR certification within six (6) months of date of hire
- Must pass a pre-employment physical examination.

Required Knowledge and Skills
Knowledge of:

- Principles, practices and techniques practices of juvenile probation service provision.
- Rules, regulations and procedures related to the juvenile probation process.
- Crisis intervention and counseling techniques, methods and practices.
- Community resources and programs available to clients with identified needs.
- Applicable laws, codes and regulations.
- Computer applications related to the work.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be strained.
- Methods of restraint and safety practices related to the work.

Skill in:

- Observing, interpreting and accurately recording behavioral events; Interpreting, applying and explaining complex laws, codes, regulations and procedures.
- Managing assigned cases.

- Assessing cases appropriately and utilizing the most appropriate community and welfare resources to provide effective client services.
- Using initiative and independent judgment within established procedural guidelines.
- Preparing clear and concise reports, correspondence and other written materials.
- Dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.
- Basic mathematical skills.
- Speaking English effectively to communicate in person or over the telephone.
- Taking sound independent action in emergency or crisis situations.

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. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

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.

Traverse difficult terrain, strength and stamina to physically restrain suspects, running, climbing, standing, squatting, and sitting for prolonged periods of time; wear a bullet-proof vest; occasionally lift and carry up to 100 pounds, strength to subdue persons, to drag, carry and lift persons and objects; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone vision to read printed materials; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions and adverse weather conditions when performing required duties. May be exposed to hazardous chemicals, drugs, bodily fluids, infectious and communicable diseases during performance of duties.

Supplemental Information

CONDITIONS OF EMPLOYMENT:

1. *Employees in this position are "At Will" and as such, may be terminated at any time for any reason, or no reason.*

1. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

1. *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.*

1. *Employees may be required to complete Incident Command System training as a condition of continuing employment.*

1. *Employment is contingent upon passing the background and the drug/alcohol screen as outlined in Nevada Revised Statutes (289.510) and Nevada Administrative Code (289.110). The background investigation includes a credit check.*

1. *New employees are required to submit to a fingerprint based background investigation which cost the new employee $56.25 and a drug/alcohol screen which costs $36.50. Employment is contingent upon passing the background and the drug/alcohol screen.*

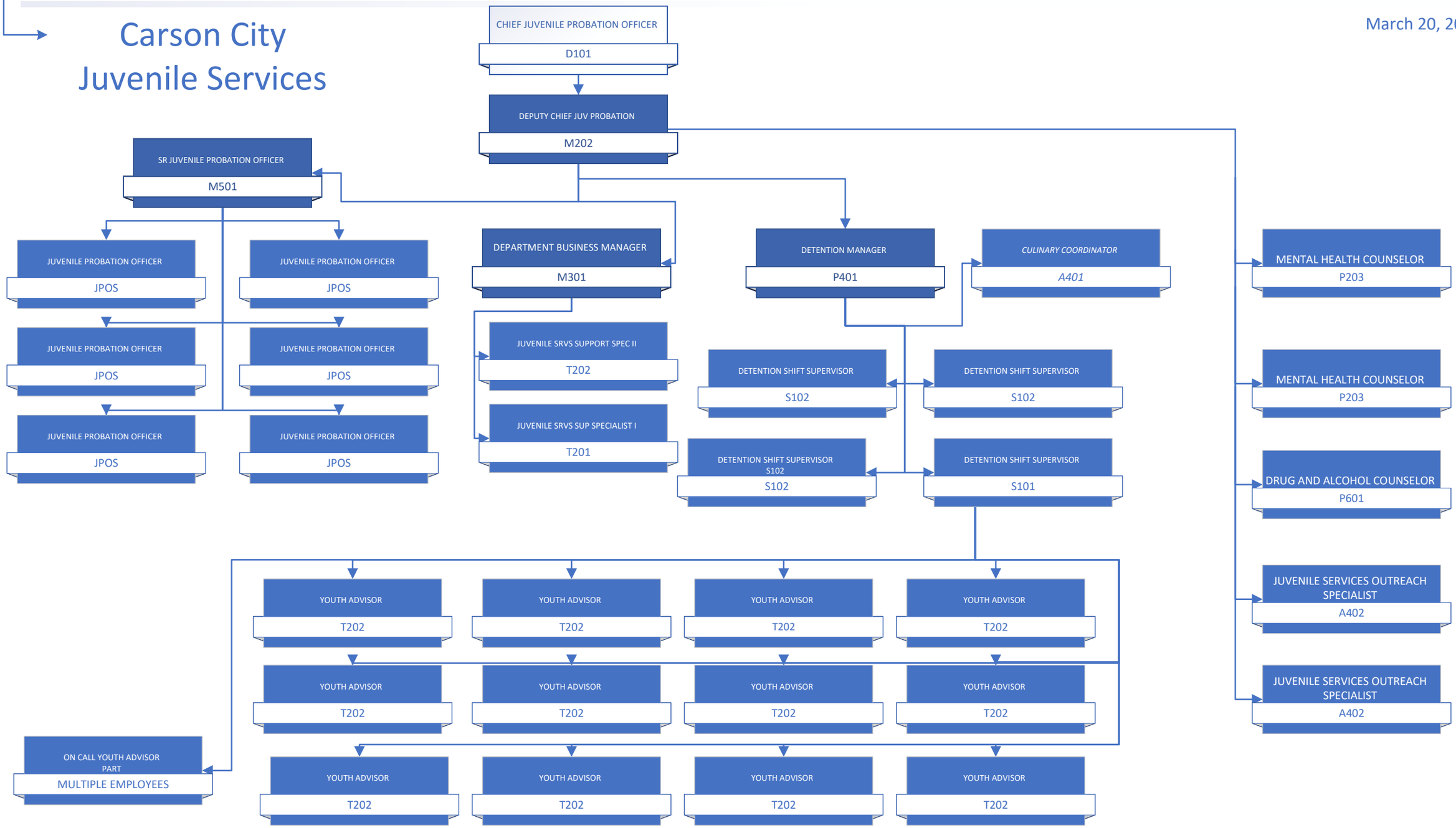
1. *Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must 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.ucis.gov.*

***Special Conditions**:*

If offered employment, applicant will be required to submit to a background investigation, which includes a credit check. Failure to pass background investigation will result in removal from the position. This position is an "at-will" position. Employees must be willing to work overtime, shifts, weekends and holidays.

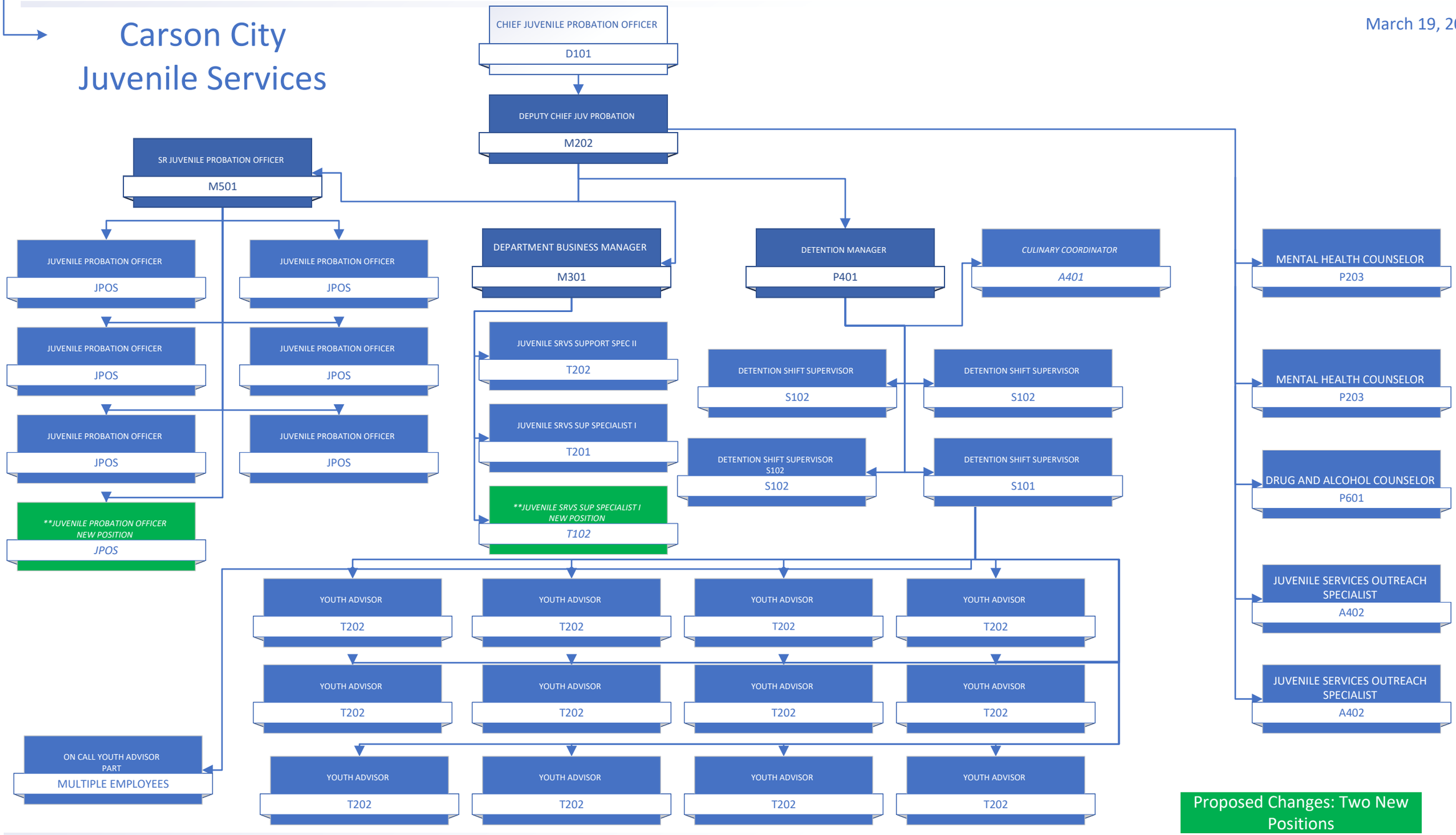
Carson City
Juvenile Services

March 20, 2025



Carson City
Juvenile Services

March 19, 2025



Proposed Changes: Two New Positions

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Department of Alternative Sentencing**	**DEPARTMENT #(ORG)**	1012800

DESCRIPTION OF REQUESTED ITEM:

Contract employee - security for court house through Allied Universal, $81,500.

JUSTIFICATION OF REQUEST:

In September 2024 and January 2025, DAS requested approval from the Board of Supervisors to contract two full-time armed security officers through Allied Universal. The total cost for both is $163,000. The cost of one full-time armed security officer is being funded from the department's existing budget through a permanent transfer of $41,500 from the Hourly/Seasonal account and $40,000 from from Temporary Staffing for a total of $81,500 transferred to Contract Employees account. This supplemental is to request additional funding for the cost of the second full-time officer for $81,500 as approved by the Board of Supervisors on 1/16/2025.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)		1012800	500340	Contract Employees	$ 81,500
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 81,500
				GRAND TOTAL	$ 81,500

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 36.75% and for Public Safety Employees that is 58.75%

Related One-time / Capital Requests +:

Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

Agenda Item No: 13.a

STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** January 16, 2025

Staff Contact: Carol Akers, Purchasing & Contracts Administrator and Marlina Stone, Chief Alternative Sentencing

Agenda Title: For Possible Action: Discussion and possible action regarding authorization to purchase temporary staffing services for a second full-time armed security officer to provide screening and patrols of the courthouse building and to escort employees to their vehicles parked in unsecured locations, for Fiscal Year ("FY") 2025 utilizing State of Nevada joinder contract 99 SWC-NV21-9272 with Allied Universal Services ("Allied"), for a total not to exceed amount of $40,569. (Carol Akers, cakers@carson.org and Marlina Stone mstone@carson.org)

Staff Summary: The Department of Alternative Sentencing ("DAS") provides courthouse security that conducts individual screenings and patrols of the building, and escorts employees to their vehicles parked in unsecured locations. DAS historically has employed part-time, retired law enforcement officers for these positions; however, these positions have been very difficult to retain and fill. Due to the critical need for security at the courthouse, DAS received approval in September 2024 for one full-time armed security officer. This request is for a second security officer.

Agenda Action: Formal Action / Motion **Time Requested:** Consent

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Proposed Motion
I move to approve the purchase authority as presented.

Board's Strategic Goal
Safety

Previous Action
September 19, 2024 (Item 13.A) – The Board of Supervisors approved temporary staffing services for one full-time armed security officer.

Background/Issues & Analysis
DAS provides courthouse security. The security is provided by employees such as part-time retired law enforcement officers who conduct individual screenings and patrols of the building, and escort employees to their vehicles located in unsecured locations. These positions have been very difficult to retain and fill. Many local courts have moved to hiring private security for courthouse security needs. In September 2024, DAS was authorized to hire one full-time armed security officer. Using a private security company has proven successful and provided consistent security services because the company

has sufficient personnel to provide coverage in the event security personnel is absent due to illness, vacation or other reasons.

Given the ongoing nature of these staffing challenges and the critical need for security, DAS is respectfully requesting an additional full-time security officer.

Applicable Statute, Code, Policy, Rule or Regulation
NRS 332.195

Financial Information
Is there a fiscal impact? Yes

If yes, account name/number: General Fund - Alternative Sentencing Department - Contract Employees Account / 1012800-500340

Is it currently budgeted? Yes

Explanation of Fiscal Impact: If approved, account 1012800-500340 will be reduced by a not to exceed amount of $40,569, which will be augmented and added to the FY 2025 budget from contingency, or possible salary savings during FY 2025. Additionally, if approved, Alternative Sentencing Staff will be submitting a supplemental request for FY 2026 to add the cost of an additional full-time contract employee, which will be approximately $81,500, to the current approved budget of $81,500 for a total of $163,000, and additionally, reductions should result in the part time hourly employee's budget.

Alternatives
Do not approve the purchase authority and/or provide alternative direction to staff.

Attachment(s):
Invoice for 2nd armed officer Allied Universal.pdf

Motion: approved

1) Gioni
2) Schuette
5/0/0

Aye/Nay

Willie Scott Hoen
(Vote Recorded By)

ALLIEDUNIVERSAL
There for you.

Addendum to State of Nevada Security Professional Service Agreement

Please see below updates to the State of Nevada Security Service Agreement, contract number 99SWC-S1553. Please indicate your agreement that the original agreement, as hereby revised, supplemented and amended is and remains a valid and subsisting agreement in full force and effect and fully binding on the parties hereto by signing in the space provided below.

Purpose of Addendum:

Adding 1(one) Armed Officer:

Carson City Division of Alternate Sentencing, 885 East Musser Street, Carson City, NV 89703

The primary responsibilities of the officers at this post would include acting as a visual deterrent, conducting regular patrols of the building and parking area, and providing escorts to employees' vehicles.

Schedule of coverage for additional officer:

Monday – Friday 0800-1700, 40 hours per week. Days and duty shifts are determined based on need.

The billing rates for Carson City Division of Alternative Sentencing post shall be as follows:

Armed Officer:

$37.50/hour straight time rate

$56.25 Holiday/overtime rate

Heliaus Phone: $199.00/month if applicable

Terms and conditions shall remain unchanged from the Security Professional Services Agreement with the State of Nevada, contract number 99SWC-S1553.

Client: Carson City ~~Division of Alternative Sentencing~~ DHS

By: Lori Bagwell

Name: Lori Bagwell

Title: MAYOR

Address for Notices:

Universal Protection Service, LLC
d/b/a Allied Universal Security Services

By: Steve Claton
Steve Claton (Dec 23, 2024 13:41 PST)

Name: Steve Claton

Title: President Southwest Region

Address for Notices:

450 Exchange

Irvine, CA 92602

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Department of Alternative Sentencing**	**DEPARTMENT #(ORG)**	1012800

DESCRIPTION OF REQUESTED ITEM:

Reclassify an existing DAS Specialist-Hourly position to a DAS Specialist FTE position.

JUSTIFICATION OF REQUEST:

The upgrade to this position is needed due to the increase in the volumne of work and skills required to successfully perform the job. The position is currently part-time hourly, and over the last few years has been transitioned to Marathon Staffing for the second half of the year. This is the second year that we have asked to upgrade this position. We also applied to receive the funding for this position through the State of Nevada Opiate Funding, however we were unsuccessful. The FTE top of the bottom 1/3 salary is $52,926, less the cost of the current part-time salaries of $18,702, equals a net increase to salaries of $34,224. Additionally, Temporary Staffing savings paid to Marathon is $764/wk for 25 weeks, or $19,100.

.		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)	$ 52,926	1012800	500125	Temporary Staffing	$ (19,100)
Less: Part time Salaries	(19,100)				
Workers' Compensation	1,550				
Group Insurance	12,674				
Medicare (Salary *.0145)	496				
PERS^^	19,450				
TOTAL PERSONNEL COSTS	$ 68,394			**TOTAL SERVICES AND SUPPLIES**	$ (19,100)
				GRAND TOTAL	$ 49,294

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 36.75% and for Public Safety Employees that is 58.75%

Related One-time / Capital Requests +:

Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

Consolidated Municipality of Carson City

Alternative Sentencing Specialist

CLASS CODE	00668	**SALARY**	$22.45 - $31.43 Hourly $46,699.54 - $65,379.39 Annually
ESTABLISHED DATE	July 01, 2015	**REVISION DATE**	September 25, 2017

Description

Under general supervision, places non-violent offenders placed on probation to community services; process court orders and performs related office duties.

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.

- Enter reports from counseling agencies into system for tracking of defendants; refer information to judges as required.
- Process defendants when released from jail on bail or pre-trial supervision; perform intake duties and review/update personal information and conditions of release.
- Check in probationers during reporting period and review case information to monitor compliance; schedule court dates for probation extension when required.
- Process mental health defendants after court appearances; update pertinent information.
- Record, update and provide community service obligation requirements as mandated by courts.
- Answers inquiries, provides information and resolves complaints from clients, the public or City employees regarding the function and activities of the work unit that may require the use of judgment and the interpretation of policies, rules and procedures.
- Places court selected offenders to community service and other conditions as instructed by the courts.
- Complies operational and statistical data and information, maintains various records and prepares special and periodic reports.
- Conducts probationer orientation and review of conditions for individuals placed under the supervision of the department.
- Performs office financial accounting, auditing and record keeping as required.
- Implement color coded drug testing.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Establishes and maintains office and case files; researches and compiles information from such files; closes and purges files according to established procedures.
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.

- Demonstrates courteous and cooperative behavior when interacting with the public, other agencies 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:
High School Diploma or GED; AND two (2) years of experience providing office assistance in a court or legal office environment; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- A valid driver's license.

Required Knowledge and Skills

Knowledge of:

- Policies and procedures of the department to which assigned.
- Use of specified computer applications involving the design and management of databases or spreadsheet files, the development of special report formats, and parallel systems programs.
- 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.
- Collection and analysis of drug testing.
- Correct business English, including spelling, grammar and punctuation.
- 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 legal documents for completeness and accuracy.
- Maintaining accurate compliance records and preparing accurate and timely reports
- Reading, interpreting and explaining rules, policies and procedures.
- 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 the public, in person and over the telephone, often where relations may be confrontational or strained.
- 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. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

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.*
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 $56.25 and a drug screen which costs $36.50. Employment is contingent upon passing the background and the drug 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.ucis.gov.*
7. *Carson City is an Equal Opportunity Employer.*

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Department of Alternative Sentencing**	**DEPARTMENT #(ORG)**	1012800

DESCRIPTION OF REQUESTED ITEM:

Reclassify an existing grant funded DAS Case Worker position to the General Fund, Alternative Sentencing Department

JUSTIFICATION OF REQUEST:

The relassification of this position is needed due to the COSSUP grant funding coming to an end in August 2025. This position requires specific skills to successfully perform the roles and responsibilities. The position has been vital to both the quality and to the increased quantity of services that DAS is providing to the Carson City Courts and to the clients being addressed. Just some of the duties performed by this position are: connecting clients with outside resouces such as housing, education, and family resouces. They monitor drug testing, conduct weekly check ins with low needs clients and work with high needs clients to check with them 2 to 3 times a week, and coordinate information with the Probation Officers.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)	$ 53,613				
Other pay*					
Workers' Compensation	1,279				
Group Insurance	12,864				
Medicare (Salary *.0145)	777				
PERS^^	19,703				
TOTAL PERSONNEL COSTS	$ 88,236			**TOTAL SERVICES AND SUPPLIES**	$ -
				GRAND TOTAL	$ 88,236

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 36.75% and for Public Safety Employees that is 58.75%

Related One-time / Capital Requests +:

Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

Consolidated Municipality of Carson City

DAS Case Worker

CLASS CODE	00746	**SALARY**	$24.59 - $34.43 Hourly
ESTABLISHED DATE	February 22, 2024	**REVISION DATE**	February 22, 2024

Description

Responsible for providing case management services to residents requiring stabilization assistance; provides direct assistance and referrals to a broad array of community resources; interviews applicants to determine financial status, resources, and assessment of barriers preventing self-sufficiency; provides ongoing intensive case management to individuals participating in long-term programs; handles most difficult and complex cases; assists with direction of staff and activities.

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.

- Builds trusting relationships with residents of the community who need stabilization assistance while maintaining strict confidentiality of client records and information.
- Develops and maintains working relationships with clients via group interactions, one-on-one appointments, phone, email and web and social media correspondence, for purposes such as networking, education, job referrals, eligibility, and compliance.
- Assists clients in completing applications; provides factual information regarding various program regulations and procedures; identifies need for other services, and makes referrals to various agencies and community resources available; acts as an advocate between other social service agencies.
- Contributes to the efficiency and effectiveness of service delivery by offering suggestions and directing or participating as an active member of a work team.
- Works independently or as part of a team in a variety of settings to include homes, workplaces, schools, medical facilities, correctional institutions, and outreach locations.
- Creates and maintains case files and databases; maintains accurate documentation on all encounters, logs and compiles reports on work performed; prepares regular and special reports and submits individual recommendations for consideration by manager.
- Seeks and participates in continuing education opportunities regarding changes in mainstream services, new programs and resources, and changing trends.
- Represents the department with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

- Coordinates case management for assigned defendants; supervises and tracks participants to ensure compliance with court orders, court dates, and other related program conditions; evaluates offender's progress and compliance status.
- Administers alcohol preliminary breath tests and drug urine tests; collects, observes, receives, maintains, organizes, stores, tests and maintains chain of custody on samples.
- Presents files in court and testifies as required; prepares reports for judges, attorneys, counselors and/or Chief Alternative Sentencing Officer as required per assigned deadlines.
- Confers with offenders, legal representatives, family members, and other concerned parties; provides information about program; interprets statements made by judges, attorneys and court staff.
- Installs, removes, downloads and monitors house arrest electronic monitoring equipment and monitors interlock equipment.
- Contributes to the overall quality of the program's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.
- Uses standard office equipment, including a computer, in the course of the work; drives a motor vehicle to attend meetings and perform program duties.
- Demonstrates courteous and cooperative behavior when interacting with elected officials, clients, visitors, and 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: Associate's degree in criminal justice, social work, or a related field; AND one (1) year of law enforcement or court administration experience; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid Driver's License.
- CPR and First Aide certification within six (6) months of the date of employment.
- Suicide prevention education within one (1) year of the date of employment.

Required Knowledge and Skills

Knowledge of:

- Program policies and procedures related to the provision of social services.
- Crisis intervention and peer counseling techniques.
- Professional and ethical guidelines related to case management.
- Record keeping principles and practices.
- Local community, state, federal, and private resources available to clients with identified needs.
- Techniques for dealing with a variety of individuals, cultural competency, and socioeconomic levels.
- Strong business English writing, reading, and speaking.
- Standard office procedures, operation of equipment, computer applications related to the work.
- Time management and client coordination skills to effectively provide social service resources and assistance.

- Legal terminology.
- Intervention and counseling techniques.
- Applicable laws, codes and regulations.

Skill in:

- Using initiative and judgment within the established procedural guidelines.
- Managing stressful situations involving individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the phone.
- Contributing effectively to the accomplishment of team or work unit goals, objectives, and activities.
- Organizing own work, setting priorities, and meeting critical deadlines.
- Making appropriate referrals and performing basic case and investigative work.
- Interviewing and investigating to make appropriate eligibility determinations.
- Maintaining accurate records and files related to work performed.
- Communicating effectively in oral and written forms.
- Assessing and managing cases appropriately and utilizing the most appropriate resources to provide effective client services.
- Planning, monitoring and evaluating program goals and objectives and service delivery effectiveness in the programmatic area to which assigned.
- Identifying programmatic and operational problems, investigating and evaluating alternatives and implementing effective solutions.
- Interpreting, applying and explaining Court policies, procedures and relevant laws and regulations.
- Preparing clear and concise reports, correspondence and other written materials.

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. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

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; ability to operate a motor vehicle and safely travel to a variety of offsite locations.

Supplemental Information

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, or no reason.*

1. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

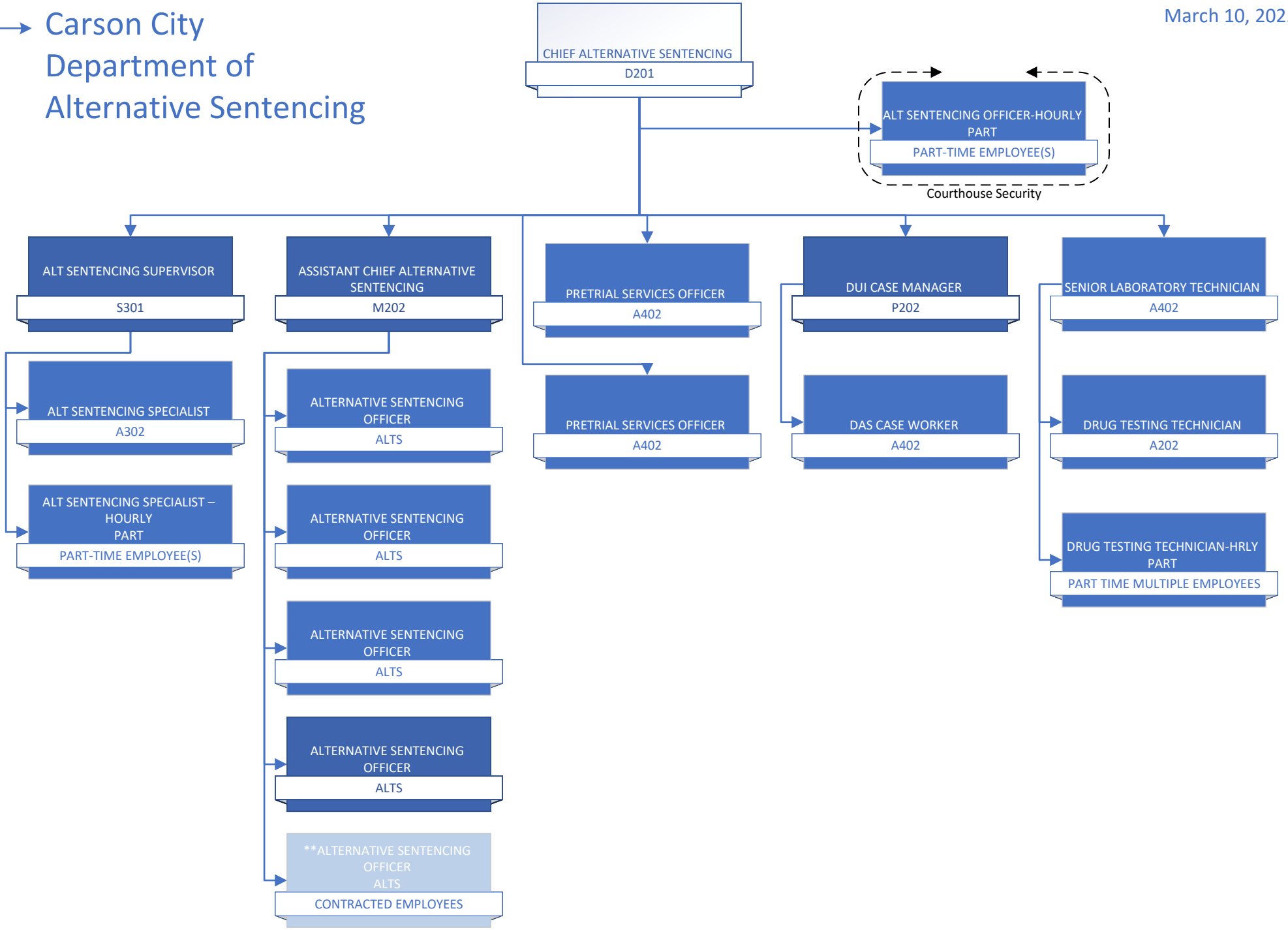
1. *Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*

1. *Employees may be required to complete Incident Command System training as a condition of continuing employment.*

1. *New employees are required to submit to a fingerprint-based background investigation which cost the new employee $48.25 and a drug screen which costs $36.50. Employment is contingent upon passing the background and the drug screen.*
2. *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.uscis.gov .*

Carson City Department of Alternative Sentencing

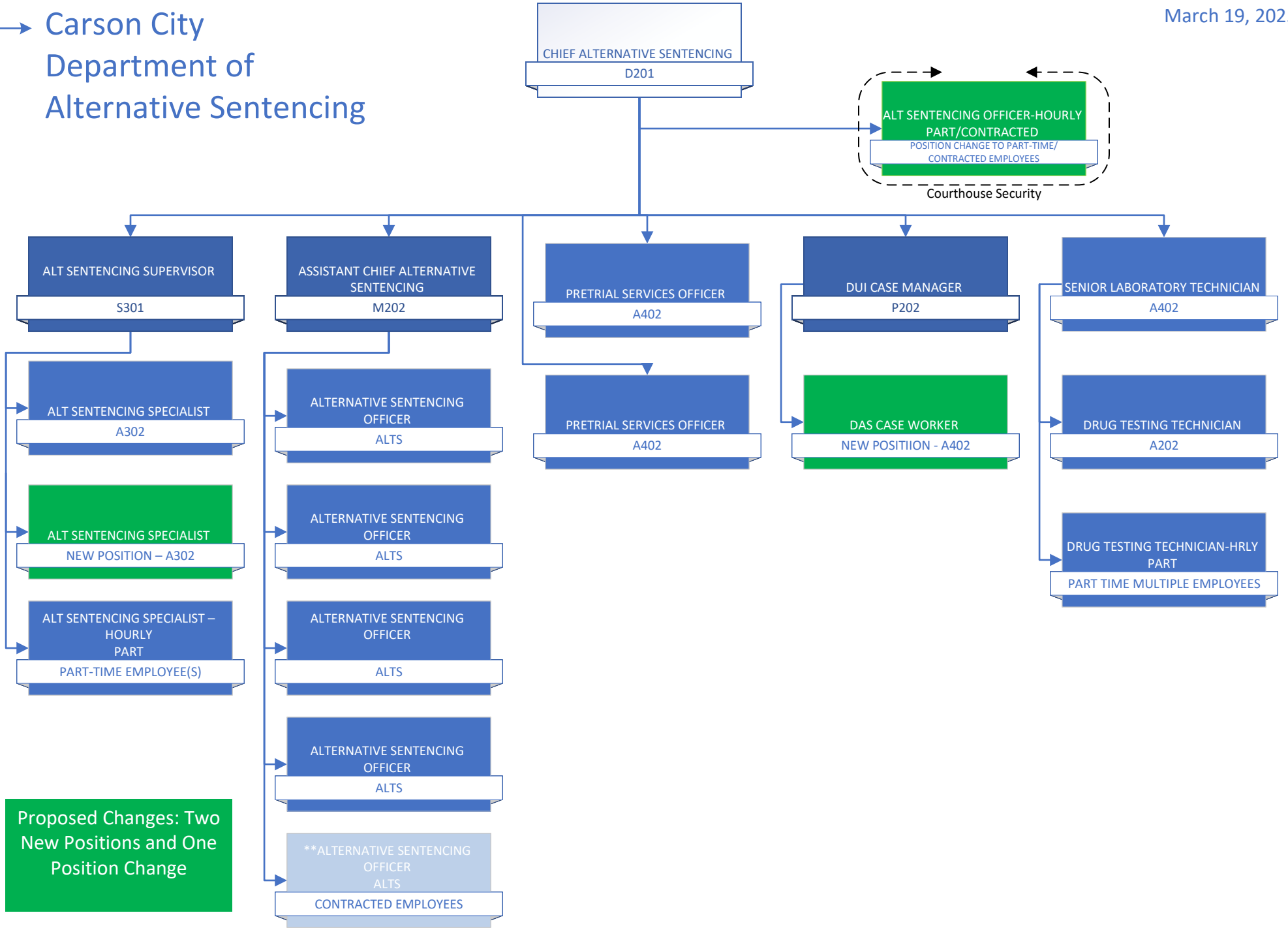
March 10, 2025



**Please note, these are filled with contracted employees and are not Carson City employees.

Carson City Department of Alternative Sentencing

March 19, 2025



**Please note, these are filled with contracted employees and are not Carson City employees.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	District Court - Juvenile Division	DEPARTMENT #(ORG)	4300

DESCRIPTION OF REQUESTED ITEM: Contract Bailiff (Marathon)

The fulltime Security Officer will be assigned to the Juvenile Court to screen the public for weapons and to assist in securing the facility. **Anticipated Hiring Date: January 2026. Eliminate 2 hourly officer positions and transfer budget from Alternative Sentencing to offset costs. Total transfer from DAS Budget 1012800-500102 of $44,000.**

JUSTIFICATION OF REQUEST:

Currently there is 1 FTE Bailiff assigned to the Juvenile Court. Due to the security coverage needs at the main courthouse, the Department of Alternative Sentencing can only assign a part-time Security Officer two to three days per week to assist the Bailiff. It is extremely difficult for one officer to screen the public and secure the courtroom. Often times, the assigned Bailiff must leave the screening area unattended while he secures the courtroom during court hearings. This practice is a security breach and allows individuals to enter the court without screening for weapons. It's imporatant to note that adult matters involving failure to pay child support and 432B (abuse cases where children are removed from homes) are also heard at the Juvenile Court. Contracting with a temporary staffing agency for one additional officer would allow the court to be secure and is reasonable and necessary to protect the public, employees and judicial officers. There is potential risk and liability to continue to operate with one officer.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
Contract (no benefits)	Increase	Account #			Increase
Convert Existing hourly	Amount	Org.	Obj.	Description	Amount
Salary^ (hire rate *2080)		1014300	500125		$ 92,830.00
Other pay* (Overtime)		1012800	500102		$ (44,000.00)
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^	-				
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 48,830.00
				GRAND TOTAL	$ 48,830.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 33.50% and for Public Safety Employees that is 50%

Related One-time / Capital Requests +:		
Description of Item		Amount
	Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

JOB DESCRIPTION FOR TEMPORARY CONTRACT STAFFING

JOB TITLE: Marshal/Bailiff
DEPARTMENT: Justice Court/District Court
REPORTS TO: District Court Judge/Justice of the Peace/Juvenile Magistrate
FLSA: Non-Exempt

SUMMARY OF JOB PURPOSE:
Under direction and depending on the assigned role at the time, supervises individuals awaiting court hearings and specialty court participants; conducts intake and drug/alcohol testing; inputs court information into a computer database and provides courtroom security and protection of Judges.

ESSENTIAL FUNCTIONS:
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.

- Responsible for the safety and security of courthouse facilities and enforces court rules.
- Conducts searches of court facilities and searches individuals for contraband or weapons.
- Directs members of the public, attorneys and court participants on court security and explains court policies and procedures.
- Collects urine samples for drug and alcohol testing.
- Operates metal detectors and x-ray devices to screen the public entering the court facilities; monitors security cameras, alarms, access to secured areas; responds to emergency situations in the court facilities; conducts investigations of injury, accidents, and/or crimes occurring at court facilities.
- Secures evidence and follows applicable chain of custody of evidence requirements.
- Conducts criminal history investigations; takes individuals into custody and executes outstanding warrants on persons in the courtroom. Interviews witnesses and various members of the public to obtain information pertaining to active investigations.
- Picks up and distributes official court documents such as citations, bonds, and release forms; maintains appropriate logs and records; checks custody status of defendants/juveniles/inmates and prepares court appearance forms.
- Transports jurors, witnesses, defendants, and other individuals for court.
- Makes arrests and issues citations when violations of the law are observed pursuant to peace officer powers set forth in Nevada Revised Statutes 289.180 and coordinates with other law enforcement agencies.

Essential Functions (continued):

- Obtains criminal history and driving records utilizing various systems including NCJIS/CJIS/NCIC and Tiburon.
- Attends training to satisfy State and Department/Court requirements.
- Contributes to the efficiency and effectiveness of the Department's/Court's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Uses standard office equipment, including a computer, in the course of the work.
- Demonstrates courteous and cooperative behavior when interacting with the public, other agencies, and City staff; acts in a manner that promotes a harmonious and effective workplace environment.
- Provides court security; maintains order in the Court; remains alert to respond to possible disturbances; protects court participants; removes unruly spectators; responds to and resolves difficult and sensitive citizen inquiries and complaints; opens and announces court sessions; performs courtroom contraband and safety search; locks and secures the courtroom at the beginning and end of each session.
- Provides security for the Judge in attendance; obtains materials needed by the Judge during proceedings; announces the Judge and calls the court to order and provides personal security to the Judge, when required.
- Maintains custody and supervision of jail inmates during court proceedings; works cooperatively with the Sheriff's Office to maintain courtroom security and assists with the supervision of inmates and juveniles.
- Secures and tags evidence during trials and maintains logs and court recordings.
- Provides staff assistance to the Judges; prepares and presents reports, studies, correspondence, and other operational documents; performs a variety of office support work such as maintaining records and files and answering and routing calls.
- Directs and takes charge of jurors during trials and escorts jurors as required.
- Performs the full range of law enforcement work at court facilities.
- Provides recommendations for conditional release or institutionalization of offenders; informs offenders of legal requirements of conditional release and installs, monitors, and removes house arrest electronic monitoring equipment.
- Coordinates case management for assigned defendants; maintains regular contact with defendants; supervises and monitors to ensure compliance with court requirements.
- Appears for scheduled court appearances and testifies in Justice and District Courts.

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:
High school diploma or GED; successful completion of the of the Nevada P.O.S.T. Category I certificate and two years of law enforcement experience is preferred at time of contract hire; or an equivalent combination of education, training and experience as determined by Human Resources.

In addition, no person may be appointed to perform the duties of a peace officer unless he/she:

- Has undergone a complete and documented investigation of his/her background which verifies that the person has good moral character and meets the minimum standards established by the Nevada P.O.S.T. Commission;
- Is a citizen of the United States;
- Is at least 21 years of age at the time of the appointment; **and**
- Has undergone a medical examination performed by a licensed physician who confirms in writing that no physical condition exists which would adversely affect his/her performance of the duties of a peace officer.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:
The following licenses/certificates must be possessed at time of contract hire unless otherwise stated and must remain valid and in good standing during employment:

- Valid driver's license
- Nevada Peace Officers and Standards Training Category 1 certificate. A qualified applicant may be allowed 18 months after appointment to obtain the certificate, however it is preferred at time of hire.
- First aid and CPR certificates

Required Knowledge and Skills
Knowledge of:

- Policies, procedures, regulations and rules of alternative sentencing programs
- City, State and Federal laws, statutes, ordinances, and court decisions relating to Department/Court activities.
- Firearm use and safety and other use of force instruments.
- Courtroom safety and security policies, procedures, and best practices
- First aid and CPR
- Criminal investigations, principles, practices and techniques
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Techniques for dealing with a variety of individuals, at all levels of responsibility, in person and over the telephone.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds.
- Communicating effectively in oral and written forms

Skill in:

- Writing clear and concise reports by gathering information and collecting information, including keeping detailed timelines of incidents.
- Interpreting and explaining laws, rules, regulations, policies and procedures.
- Using firearms and other less lethal use of force instruments and defensive tactics.
- Analyzing situations quickly and objectively and taking the appropriate course of action including the use of force as necessary within legally defined guidelines.

- Working in emergency situations and sometimes in extreme weather conditions.
- Coping with adverse situations firmly, courteously and with respect for individual rights.
- Operating emergency vehicles safely and effectively in emergency and non-emergency situations.
- Traversing difficult terrain.
- Understanding and carrying out oral and written orders.
- Working without close supervision in a standard work environment and in the field; organizing own work, setting priorities, and meeting critical deadlines.
- Contributing effectively to the accomplishment of a team or work unit's goals, objectives, and activities.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

SUPERVISION RECEIVED AND EXERCISED:

Under Direction *– Assignments and objectives are presented to incumbents at this level and established work processes are to be followed. Incumbents have some flexibility in the selection of work methods, the time of work processes, and the methods of completing tasks. Supervision is periodic and is usually initiated by contract employee and/or when important problems, significant changes from past procedures and policy implications are involved.*

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by the contract 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.

Traverse difficult terrain, strength and stamina to physically restrain suspects, running, climbing, standing, squatting, and sitting for prolonged periods of time; occasionally lift and carry up to 100 pounds, strength to subdue persons, to drag, carry and lift persons and objects; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone 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; dexterity to write and to shoot a gun; to be heard in noisy group situation.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	FIRST JUDICIAL DISTRICT COURT - JUSTICE/MUNICIPAL COURT	DEPARTMENT #(ORG)	4700

DESCRIPTION OF REQUESTED ITEM: Supervising Bailiff (Marathon Contract)

The Court contracted with NCSC (paid for by a grant) to evaluate court security, assist with a comprehensive security manual, security training and technology needs to support a cohesive and coordinated security and emergency management program. **The Supervising Bailiff position is critical to oversee court security. Anticipated Contract date is August 2025. As this is a partial year, the estimated budget impact in FY 2026 is $139,926, with the annual cost of $152,646.65.**

JUSTIFICATION OF REQUEST:

NCSC is a national organization that assists courts in evaluating court operations and court security. The NCSC Security Consultants reviewed the current MOU with the City/DAS/Court, the draft security manual/procedures, interviewed all security personnel, judicial officers, and administration, and performed a site visit. The main goal for NCSC is to review and improve court response to potential threats and overall security of the Carson City Courthouse and Juvenile Court for the public, employees, and elected officials. Due to the inordinate amount of recommended security needs, the Courts will be assuming responsibility for Court Security from the Department of Alternative Sentencing. A Supervising Bailiff is critical to ensure the NCSC recommendations are implemented. For this position we are requesting the ability to contract and hire through Marathon Staffing. The individual will have significant experience in leading a team and possess the skills and abilities to oversee court security.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
Supervising Bailiff Contract Rate	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)		1014700	500125		$ 152,647.00
Other pay*Marathon Fee					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 152,647.00
				GRAND TOTAL	$ 152,647.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 33.50% and for Public Safety Employees that is 50%

Related One-time / Capital Requests +:		
Description of Item		Amount
	Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

JOB DESCRIPTION FOR TEMPORARY CONTRACT STAFFING

JOB TITLE: Supervising Bailiff
DEPARTMENT: District Court/Justice Court/Juvenile Court
REPORTS TO: Judges/Court Administration
DATE: March 10, 2025

FLSA: Exempt
GRADE:
PCN: TBD

SUMMARY OF JOB PURPOSE:

Under the direction of the Court Security Oversight Committee consisting of the District Court Judges, Justices of the Peace, Juvenile Magistrate and Court Administration the incumbent is responsible for the day-to-day planning, organization, management and supervision of court security personnel. In addition to maintaining a safe environment within the Carson City Courthouse and the Murphy-Bernardini Regional Juvenile Justice Center; act as a liaison between the community and law enforcement agencies; and perform related duties as assigned.

ESSENTIAL FUNCTIONS:

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.

- Responsible for the safety and security of court facilities.
- Carries out supervisory responsibility, develops and implements security policies, procedures, planning, assigning and directing work; appraising performance; addressing complaints and resolving security issues.
- Plans, organizes, and evaluates daily operation to include scheduling personnel, available equipment and resources, plans short term activities, special projects, develops and implements work objectives for court security personnel.
- Plans and allocate resources to promote safety at courthouse facilities to safeguard the public, employees, elected officials, and judicial officers.
- Plans for the staffing needs and participates in the hiring process for court security personnel.
- Initiates, develops and implements programs, and activities designed to increase security efficiency of daily operations.
- Regularly communicates progress in implementing security plans, projects, and makes recommendations to the Court Security Oversight Committee.
- Communicates and collaborates with Court Administration on key issues and progress toward security objectives.
- Reviews and analyzes data pertinent to court security operations and makes recommendations to the Court Security Oversight Committee.

- Provides leadership, direction and support to court security personnel.
- Foster and promotes a team approach to attain court security goals.
- Ensures compliance with local, state and federal regulations, and Nevada Peace Officers Standards and Training (P.O.S.T.) requirements.
- Obtains quotes for equipment, facility needs and provides information and makes recommendations to the Court Security Oversight Committee.
- Mentors and develop subordinates for administrative responsibilities.
- Increase professional knowledge, and skills development by attending seminars and training programs. Make recommendations to the Court Security Oversight Committee for training needs and priorities.
- Direct or conduct investigations to resolve complaints made by the public.
- Understands budgetary and City contract processes.
- Ensure proper safety procedures are followed, and hazards are reported with corrective action taken.
- Develops and enforces policies, protocols, and procedures to control contraband and weapons from entering court facilities.
- Obtains criminal history and driving records utilizing various systems including NCJIS/CJIS/NCIC and Tiburon.
- Attends training to satisfy and maintain Nevada P.O.S.T. requirements.
- Coordinates Nevada P.O.S.T. training requirements and applicable court security training for court officers.
- Establish and chair the Security Committee and coordinate meetings.
- Develop and coordinate security training for employees working in court facilities.
- Use standard office equipment, including a computer, in the course of the work.
- Demonstrates courteous and cooperative behavior when interacting with the public, other agencies, and court staff; acts in a manner that promotes a harmonious and effective workplace environment.
- Performs the full range of law enforcement work at court facilities.

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 bachelor's degree in criminal justice, psychology, or a closely related field; AND four (4) years of law enforcement experience, two (2) years of which were in a supervisory role; OR an equivalent combination of education, training and experience as determined by Human Resources.

- Current Nevada Category I or II Peace Officer Standards and Training (P.O.S.T.) certificate at time of appointment.
- Nevada Advanced or higher P.O.S.T. certificate. (preferred)
- Must possess a valid state driver's license and maintain satisfactory motor vehicle record and ability to obtain appropriate Nevada state driver's license.

In addition, no person may be appointed to perform the duties of a peace officer unless he/she:

- Has undergone a complete and documented investigation of his/her background which verifies that the person has good moral character and meets the minimum standards established by the Nevada P.O.S.T. Commission;
- Is a citizen of the United States;
- Is at least 21 years of age at the time of the appointment; **and**
- Has undergone a medical examination performed by a licensed physician who confirms in writing that no physical condition exists which would adversely affect his/her performance of the duties of a peace officer.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

The following licenses/certificates must be possessed at the time of contract hire unless otherwise stated and must remain valid and in good standing during employment:

- Valid driver's license
- Nevada Peace Officers and Standards Training Category 2 certificate.
- Nevada Peace Officers and Standards Training Category 1 certificate (preferred).
- First aid and CPR certificates

Required Knowledge and Skills

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Communicating effectively in oral and written forms.
- Prepare clear and concise reports, correspondence, and other written materials.
- City, state, and federal laws, statutes, ordinances and court decisions related to court activities.
- Court facility, safety and security best practices.
- Officer safety procedures, security and liability concerns.
- Court security policies and procedures and best practices.
- Effective officer training techniques and training exercises.
- Court security and emergency preparedness.
- Nevada P.O.S.T. regulations and training requirements.
- Weaponry, firearm use, care, and safety, and other use of force instruments.
- Criminal investigations, principles, practices and techniques.
- Project Management.
- Safe keeping of confidential information.
- Principles and techniques of public relations.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds in person and over the phone.
- First aid and basic CPR methods.
- Personal computers utilize standard and specialized software applications.
- Standard office practices and procedures, including filing and the operation of standard office equipment.

Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of others; instructing others in work procedures.
- Writing clear and concise reports by gathering information and collecting information, including keeping detailed timelines of incidents.
- Interpreting and explaining laws, rules, regulations, policies and procedures.
- Giving clear and concise orders and direction.
- Coping with adverse situations firmly, courteously and with respect for individual rights.
- Using firearms and other less lethal use of force instruments and defensive tactics.
- Analyzing situations quickly and objectively and taking the appropriate course of action including the use of force as necessary within legally defined guidelines.
- Determine proper course of action under emergency conditions.
- Working independently, organizing work, setting priorities/goals, and meeting critical deadlines.
- Navigating and addressing sensitive and/or confidential political issues
- Establish effective working relationships with departmental personnel, public law enforcement agencies, community groups and the public.
- Operate vehicle safely and effectively in normal and emergency situations.
- Traverse terrain safely, understand and carry out oral and written instructions.

SUPERVISION RECEIVED AND EXERCISED:

Under Administrative Direction - Incumbents at this level are responsible for unusual, technical, complex, highly sensitive, political, and far-reaching work-related issues and for policy recommendations to political oversight groups. They plan, organize, and determine work methods, implementation mechanisms, and operating procedures used to achieve goals and objectives set forth by general plans, broad policies, budgetary limitations, and legal and professional standards. The incumbents have responsibility for planning and organizing work, as well as considerable latitude interpreting and applying broad policies, rules, and regulations. Work performance is usually measured by total results and a governing body usually provides supervision.

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

Mobility to regularly 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 a computer screen; 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.

May occasionally be required to traverse difficult terrain and have the strength and stamina to physically restrain suspects, run, climb, stand, and squat for prolonged periods of time; occasionally lift and carry up to 100 pounds, strength to subdue persons, to drag, carry and lift persons and objects; dexterity to write and to shoot a gun.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**District/Justice Court**	**DEPARTMENT #(ORG)**	4700

DESCRIPTION OF REQUESTED ITEM: Contract Bailiff (Marathon)

The full-time Security Officer will be assigned to the District\Justice Court to screen the public for weapons and to assist in securing the facility. The Court contracted with NCSC (paid for by a grant) to evaluate the revised security manual and other security needs in support of a cohesive and coordinated security and emergency management program. **Anticipated Hiring Date: January 2026.**

JUSTIFICATION OF REQUEST:

NCSC is a national organization that assists courts in evaluating court operations with teams of national experts. The NCSC Security Consultants reviewed the current MOU with the City/DAS/Court, the draft security manual/procedures, interviewed all security personnel, judicial officers, and administration, and performed a site visit. The main goal for NCSC is to review and improve court response to potential threats and overall security of the Carson City Courthouse and Juvenile Court for the public, employees, and elected officials. The summary of recommendations is attached. Due to the inordinate amount of recommended security needs, the Courts are requesting this position to assist the Supervising Officer to provide comprehensive security to the courts and to complete current and future projects.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
Contract (no benefits)	Increase	Account #			Increase
Convert Existing hourly	Amount	Org.	Obj.	Description	Amount
Salary^ (hire rate *2080)		1014700	500125		$ 92,830.00
Other pay* (Overtime)					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^	-				
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 92,830.00
				GRAND TOTAL	$ 92,830.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 33.50% and for Public Safety Employees that is 50%

Related One-time / Capital Requests +:		
Description of Item		Amount
	Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

JOB DESCRIPTION FOR TEMPORARY CONTRACT STAFFING

JOB TITLE: Marshal/Bailiff
DEPARTMENT: Justice Court/District Court
REPORTS TO: District Court Judge/Justice of the Peace/Juvenile Magistrate
FLSA: Non-Exempt

SUMMARY OF JOB PURPOSE:
Under direction and depending on the assigned role at the time, supervises individuals awaiting court hearings and specialty court participants; conducts intake and drug/alcohol testing; inputs court information into a computer database and provides courtroom security and protection of Judges.

ESSENTIAL FUNCTIONS:
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.

- Responsible for the safety and security of courthouse facilities and enforces court rules.
- Conducts searches of court facilities and searches individuals for contraband or weapons.
- Directs members of the public, attorneys and court participants on court security and explains court policies and procedures.
- Collects urine samples for drug and alcohol testing.
- Operates metal detectors and x-ray devices to screen the public entering the court facilities; monitors security cameras, alarms, access to secured areas; responds to emergency situations in the court facilities; conducts investigations of injury, accidents, and/or crimes occurring at court facilities.
- Secures evidence and follows applicable chain of custody of evidence requirements.
- Conducts criminal history investigations; takes individuals into custody and executes outstanding warrants on persons in the courtroom. Interviews witnesses and various members of the public to obtain information pertaining to active investigations.
- Picks up and distributes official court documents such as citations, bonds, and release forms; maintains appropriate logs and records; checks custody status of defendants/juveniles/inmates and prepares court appearance forms.
- Transports jurors, witnesses, defendants, and other individuals for court.
- Makes arrests and issues citations when violations of the law are observed pursuant to peace officer powers set forth in Nevada Revised Statutes 289.180 and coordinates with other law enforcement agencies.

Essential Functions (continued):

- Obtains criminal history and driving records utilizing various systems including NCJIS/CJIS/NCIC and Tiburon.
- Attends training to satisfy State and Department/Court requirements.
- Contributes to the efficiency and effectiveness of the Department's/Court's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Uses standard office equipment, including a computer, in the course of the work.
- Demonstrates courteous and cooperative behavior when interacting with the public, other agencies, and City staff; acts in a manner that promotes a harmonious and effective workplace environment.
- Provides court security; maintains order in the Court; remains alert to respond to possible disturbances; protects court participants; removes unruly spectators; responds to and resolves difficult and sensitive citizen inquiries and complaints; opens and announces court sessions; performs courtroom contraband and safety search; locks and secures the courtroom at the beginning and end of each session.
- Provides security for the Judge in attendance; obtains materials needed by the Judge during proceedings; announces the Judge and calls the court to order and provides personal security to the Judge, when required.
- Maintains custody and supervision of jail inmates during court proceedings; works cooperatively with the Sheriff's Office to maintain courtroom security and assists with the supervision of inmates and juveniles.
- Secures and tags evidence during trials and maintains logs and court recordings.
- Provides staff assistance to the Judges; prepares and presents reports, studies, correspondence, and other operational documents; performs a variety of office support work such as maintaining records and files and answering and routing calls.
- Directs and takes charge of jurors during trials and escorts jurors as required.
- Performs the full range of law enforcement work at court facilities.
- Provides recommendations for conditional release or institutionalization of offenders; informs offenders of legal requirements of conditional release and installs, monitors, and removes house arrest electronic monitoring equipment.
- Coordinates case management for assigned defendants; maintains regular contact with defendants; supervises and monitors to ensure compliance with court requirements.
- Appears for scheduled court appearances and testifies in Justice and District Courts.

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:
High school diploma or GED; successful completion of the of the Nevada P.O.S.T. Category I certificate and two years of law enforcement experience is preferred at time of contract hire; or an equivalent combination of education, training and experience as determined by Human Resources.

In addition, no person may be appointed to perform the duties of a peace officer unless he/she:

- Has undergone a complete and documented investigation of his/her background which verifies that the person has good moral character and meets the minimum standards established by the Nevada P.O.S.T. Commission;
- Is a citizen of the United States;
- Is at least 21 years of age at the time of the appointment; **and**
- Has undergone a medical examination performed by a licensed physician who confirms in writing that no physical condition exists which would adversely affect his/her performance of the duties of a peace officer.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:
The following licenses/certificates must be possessed at time of contract hire unless otherwise stated and must remain valid and in good standing during employment:

- Valid driver's license
- Nevada Peace Officers and Standards Training Category 1 certificate. A qualified applicant may be allowed 18 months after appointment to obtain the certificate, however it is preferred at time of hire.
- First aid and CPR certificates

Required Knowledge and Skills
Knowledge of:

- Policies, procedures, regulations and rules of alternative sentencing programs
- City, State and Federal laws, statutes, ordinances, and court decisions relating to Department/Court activities.
- Firearm use and safety and other use of force instruments.
- Courtroom safety and security policies, procedures, and best practices
- First aid and CPR
- Criminal investigations, principles, practices and techniques
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Techniques for dealing with a variety of individuals, at all levels of responsibility, in person and over the telephone.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds.
- Communicating effectively in oral and written forms

Skill in:

- Writing clear and concise reports by gathering information and collecting information, including keeping detailed timelines of incidents.
- Interpreting and explaining laws, rules, regulations, policies and procedures.
- Using firearms and other less lethal use of force instruments and defensive tactics.
- Analyzing situations quickly and objectively and taking the appropriate course of action including the use of force as necessary within legally defined guidelines.

- Working in emergency situations and sometimes in extreme weather conditions.
- Coping with adverse situations firmly, courteously and with respect for individual rights.
- Operating emergency vehicles safely and effectively in emergency and non-emergency situations.
- Traversing difficult terrain.
- Understanding and carrying out oral and written orders.
- Working without close supervision in a standard work environment and in the field; organizing own work, setting priorities, and meeting critical deadlines.
- Contributing effectively to the accomplishment of a team or work unit's goals, objectives, and activities.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

SUPERVISION RECEIVED AND EXERCISED:

Under Direction *– Assignments and objectives are presented to incumbents at this level and established work processes are to be followed. Incumbents have some flexibility in the selection of work methods, the time of work processes, and the methods of completing tasks. Supervision is periodic and is usually initiated by contract employee and/or when important problems, significant changes from past procedures and policy implications are involved.*

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by the contract 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.

Traverse difficult terrain, strength and stamina to physically restrain suspects, running, climbing, standing, squatting, and sitting for prolonged periods of time; occasionally lift and carry up to 100 pounds, strength to subdue persons, to drag, carry and lift persons and objects; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone 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; dexterity to write and to shoot a gun; to be heard in noisy group situation.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	FIRST JUDICIAL DISTRICT COURT - JUSTICE/MUNICIPAL COURT	DEPARTMENT #(ORG)	4700

DESCRIPTION OF REQUESTED ITEM: Reclass existing Bailiff to Senior Bailiff (M501)

The Court contracted with NCSC (paid for by a grant) to evaluate court security, assist with a comprehensive security manual, security training and technolgy needs to support a cohesive and coordinated seurity and emergency management program. **Anticipated Hiring Date: November 2025 (Internal Promotional Recruitment)**

JUSTIFICATION OF REQUEST:

NCSC is a national organization that assists courts in evaluating court operations and court security. The NCSC Security Consultants reviewed the current MOU with the City/DAS/Court, the draft security manual/procedures, interviewed all security personnel, judicial officers, and administration, and performed a site visit. The main goal for NCSC is to review and improve court response to potential threats and overall security of the Carson City Courthouse and Juvenile Court for the public, employees, and elected officials. Due to the inordinate amount of recommended security needs, the Courts will be assuming responsibility for Court Security from the Department of Alternative Sentencing. A Senior Bailiff is critical to assist the Supervising Bailiff and will be "Acting Supervising Bailiff" when the supervising bailiff is not available. The Court plans to hire internally for this position by reclassifying an existing Marshal/Bailiff position.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
Bailiff/Marshal promotion to Senior Bailiff	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)	12,506.41				
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)	181.34				
PERS^^	7,347.51				
TOTAL PERSONNEL COSTS	$ 20,035.26			**TOTAL SERVICES AND SUPPLIES**	$ -
				GRAND TOTAL	$ 20,035.26

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 36.75% and for Public Safety Employees that is 58.75%

Related One-time / Capital Requests +:		
Description of Item		Amount
	Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

JOB DESCRIPTION

JOB TITLE: Senior Bailiff
DEPARTMENT: District Court/Justice Court/Juvenile Court
REPORTS TO: Supervising Bailiff
DATE: March 10, 2025

FLSA: Non-exempt
GRADE: M501
PCN: TBD

SUMMARY OF JOB PURPOSE:

Under direction of the Supervising Bailiff assists with day-to-day planning, organization, management and supervision of security personnel to maintain a safe environment within the Carson City Courthouse and the Murphy-Bernardini Regional Juvenile Justice Center; Performs related work in a manner consistent with court security policies and procedures; and perform related duties as assigned.

ESSENTIAL FUNCTIONS:

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.

- Assists with the supervision of security personnel and with overseeing court scheduling and activities; responds to and assists court security personnel;
- Reviews and briefs security personnel on essential information; answers questions and provides guidance to the public; disseminates and explains polices.
- Reviews reports and documents prepared by subordinates for accuracy, completeness, essential elements, fundamental soundness, and substantiation of recommendations or actions taken.
- Compiles statistical information and other related information.
- Provides work coordination and direction for court security personnel.
- Assists with training for court security personnel to maintain mandated Nevada P.O.S.T. training and other court related security training.
- Assists with the safety and security of courthouse facilities and enforces court rules.
- Oversees a variety of records and case files; writes reports, statements, legal documents, correspondence and other written materials.
- Contributes to the efficiency and effectiveness of the department's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Uses a variety of standard office equipment, including a computer, in the course of the work; drives a personal or City motor vehicle.
- Demonstrates courteous and cooperative behavior when interacting with the public, City, and Court Staff; acts in a manner that promotes a harmonious and effective workplace environment.

- Assist with search of court facilities and search individuals for contraband or weapons.
- Assist with operating metal detectors and x-ray devices to screen the public entering the court facilities; monitor security cameras, alarms, access to secured areas; respond to emergency situations in the court facilities; conduct investigations of injuries, accidents, and/or crimes occurring at court facilities.
- Secure evidence and follows applicable chain of custody of evidence requirements.
- Assist with criminal history investigations; take individuals into custody and execute outstanding warrants on persons in court facilities.
- Transports jurors, witnesses, defendants, and other individuals for court.
- Make arrests when violations of the law are observed pursuant to peace officer powers set forth in Nevada Revised Statutes 289.180 and coordinate with other law enforcement agencies.
- Obtains criminal history and driving records utilizing various systems including NCJIS/CJIS/NCIC and Tiburon.
- Provides courtroom security; maintains order in the Court; remains alert to respond to possible disturbances; protects court participants; removes unruly spectators; responds to and resolves difficult and sensitive citizen inquiries and complaints; opens and announces court sessions; performs courtroom contraband and safety search; locks and secures the courtroom at the beginning and end of each session.
- Provides security for the Judge in attendance; obtains materials needed by the Judge during proceedings; announces the Judge and calls the court to order and provides personal security to the Judge, when required.
- Works cooperatively with Sheriff's Office to maintain custody and supervision of jail inmates during court proceedings; works with law enforcement agencies to maintain courtroom security and assists with the supervision of inmates and juveniles.
- Provides staff assistance to the Judges; prepares and presents reports, studies, correspondence, and other operational documents; performs a variety of office support work such as maintaining records and files and answering and routing calls.
- Directs and takes charge of jurors during trials and escorts jurors as required.
- Performs the full range of law enforcement work at court facilities.
- Appears for scheduled court appearances and testifies in District and Justice Courts.
- Use standard office equipment, including a computer, in the course of the work.
- Contributes to the efficiency and effectiveness of the Department's/Court'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, other agencies, and City staff; acts in a manner that promotes a harmonious and effective workplace environment.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

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:
Bachelor's degree in criminal justice, Behavioral Sciences, or a closely related field; AND three (3) years of law enforcement OR an equivalent combination of education, training and experience as determined by Human Resources.

In addition, no person may be appointed to perform the duties of a peace officer unless he/she:

- Has undergone a complete and documented investigation of his/her background which verifies that the person has good moral character and meets the minimum standards established by the Nevada P.O.S.T. Commission;
- Is a citizen of the United States;
- Is at least 21 years of age at the time of the appointment; **and**
- Has undergone a medical examination performed by a licensed physician who confirms in writing that no physical condition exists which would adversely affect his/her performance of the duties of a peace officer.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:
The following licenses/certificates must be possessed at time of contract hire unless otherwise stated and must remain valid and in good standing during employment:

- Valid Driver's License.
- Nevada POST certification.
- CPR and First Aid certification.
- Must take and pass a pre-employment physical examination.

Required Knowledge and Skills
Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Principles, practices and techniques practices of court security.
- Rules, regulations and procedures related to court security.
- Crisis intervention and emergency management planning.
- City, State and Federal laws, statutes, ordinances, and court decisions relating to Department/Court activities.
- Computer applications related to work.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Record keeping principles and practices.
- Communicating effectively in oral and written forms
- Correct business English, including spelling, grammar and punctuation.

- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be strained.
- Methods of restraint and safety practices related to the work.
- Firearm use and safety and other use of force instruments.
- Courtroom safety and security policies, procedures, and best practices.
- First aid and CPR.
- Criminal investigations, principles, practices and techniques.

Skill in:

- Writing clear and concise reports by gathering information and collecting information, including keeping detailed timelines of incidents.
- Interpreting and explaining laws, rules, regulations, policies and procedures.
- Using firearms and other less lethal use of force instruments and defensive tactics.
- Analyzing situations quickly and objectively and taking the appropriate course of action including the use of force as necessary within legally defined guidelines.
- Observing, interpreting and accurately recording behavioral events; Interpreting, applying and explaining complex laws, codes, regulations and procedures.
- Using initiative and independent judgment within established procedural guidelines.
- Preparing clear and concise reports, correspondence and other written materials.
- Basic mathematical skills.
- Speaking English effectively to communicate in person or over the telephone.
- Taking sound independent action in emergencies or crisis situations.
- Working in emergency situations and sometimes in extreme weather conditions.
- Coping with adverse situations firmly, courteously and with respect for individual rights.
- Operating emergency vehicles safely and effectively in emergency and non-emergency situations.
- Traversing difficult terrain.
- Understanding and carrying out oral and written orders.
- Working without close supervision in a standard work environment and in the field; organizing own work, setting priorities, and meeting critical deadlines.
- Contributing effectively to the accomplishment of a team or work unit's goals, objectives, and activities.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

SUPERVISION RECEIVED AND EXERCISED:
Under Direction - Assignments and objectives are presented to incumbents at this level and established work processes are to be followed. Incumbents have some flexibility in the selection of work methods, the timing of work processes, and the methods of completing tasks. Supervision is periodic and is usually initiated by an employee and/or when important problems, significant changes from past procedures, and policy implications are involved.

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.

Traverse difficult terrain, strength and stamina to physically restrain suspects, running, climbing, standing, squatting, and sitting for prolonged periods of time; wear a bullet-proof vest; occasionally lift and carry up to 100 pounds, strength to subdue persons, to drag, carry and lift persons and objects; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone vision to read printed materials; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions and adverse weather conditions when performing required duties. May be exposed to hazardous chemicals, drugs, bodily fluids, infectious and communicable diseases during performance of duties.

Supplemental Information
CONDITIONS OF EMPLOYMENT:

1. ***Employees in this position are "At Will" and as such, may be terminated at any time for any reason, or no reason.***
2. ***Senior Bailiff receives the benefits established in the applicable Court Administrative Order for court officers.***
3. ***Employees may be required to assist the Carson City Sheriff's Office to preserve public safety by assisting in law enforcement activities such as maintaining order at protests, demonstrations, and community public events.***
4. ***Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.***
4. ***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.***
5. ***Employees may be required to complete Incident Command System training as a condition of continuing employment.***
6. ***Employment is contingent upon passing the background and the drug/alcohol screen as outlined in Nevada Revised Statutes (289.510) and Nevada Administrative Code (289.110). The background investigation includes a credit check.***
7. ***New employees are required to submit to a fingerprint-based background investigation which costs the new employee $56.25 and a drug/alcohol screen which costs $36.50. Employment is contingent upon passing the background and the drug/alcohol screen.***

8. ***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 the 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.ucis.gov.***

Special Conditions:

If offered employment, applicant will be required to submit to a background investigation, which includes a credit check. Failure to pass background investigation will result in removal from the position. This position is an "at-will" position. Employees must be willing to work overtime, shifts, weekends and holidays.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	FIRST JUDICIAL DISTRICT COURT - JUSTICE/MUNICPAL COURT	DEPARTMENT #(ORG)	4700

DESCRIPTION OF REQUESTED ITEM: FTE Marshal/Bailiff

The Court contracted with NCSC (National Center for State Courts (NCSC) Security Recommendations, paid for by a grant) to evaluate the revised security manual and other security needs in support of a cohesive and coordinated security and emergency management program. **Anticipated Hire Date: January 2026.**

JUSTIFICATION OF REQUEST:

NCSC is a national organization that assists courts in evaluating court operations with teams of national experts. The NCSC Security Consultants reviewed the current MOU with the City/DAS/Court, the draft security manual/procedures, interviewed all security personnel, judicial officers, and administration, and performed a site visit. The main goal for NCSC is to review and improve court response to potential threats and overall security of the Carson City Courthouse and Juvenile Court for the public, employees, and elected officials. An additional officer is needed to perform security duties.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
1 FTE Benefits	Increase	Account #			Increase
Salary projected 12 mos.	Amount	Org.	Obj.	Description	Amount
Salary^ (hire rate *2080)	76,275.10				
Other pay*					
Workers' Compensation	2,776.34				
Group Insurance	8,687.73				
Medicare (Salary *.0145)	1,105.99				
PERS^^	44,811.62				
TOTAL PERSONNEL COSTS	$ 133,656.78			**TOTAL SERVICES AND SUPPLIES**	$ -
				GRAND TOTAL	$ 133,656.78

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 33.50% and for Public Safety Employees that is 50%

Related One-time / Capital Requests +:		
Description of Item		Amount
	Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

Consolidated Municipality of Carson City

Marshal/Bailiff

CLASS CODE	00836	**SALARY**	$32.92 - $46.08 Hourly
ESTABLISHED DATE	April 28, 2017	**REVISION DATE**	November 02, 2023

Description

Under direction and depending on the assigned role at the time, supervises individuals awaiting court hearings and specialty court participants; supervises misdemeanor probationers, felony probationers; conducts intake and drug/alcohol testing; processes and serves arrest warrants, summons and other court orders; inputs court information into a computer database and provides courtroom security and protection of Judges.

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.

- Responsible for the safety and security of courthouse facilities and enforces court rules.
- Conducts searches of court facilities and searches individuals for contraband or weapons.
- Directs members of the general public, attorneys and court participants on court security and explains court policies and procedures.
- Collects urine samples for drug and alcohol testing.
- Operates metal detectors and x-ray devices to screen the public entering the court facilities; monitors security cameras, alarms, access to secured areas; responds to emergency situations in the court facilities; conducts investigations of injury, accidents, and/or crimes occurring in and outside court facilities.
- Secures evidence and follows applicable chain of custody of evidence requirements.
- Conducts criminal history investigations; serves and processes such orders of the Court which are specifically directed by the Court or the presiding judge thereof to him or her for service; takes individuals into custody and executes outstanding warrants on persons in the courtroom and in the field. Interviews witnesses and various members of the public to obtain information pertaining to active investigations or to locate individuals for document service or arrest and booking.
- Picks up and distributes official court documents such as citations, bonds and release forms; maintains appropriate logs and records; checks custody status of defendants/juveniles/inmates and prepares court appearance forms.
- Transports jurors, witnesses, defendants and other individuals for court.
- Makes arrests and issues citations when violations of the law are observed pursuant to peace officer powers set forth in Nevada Revised Statutes 289.180 and coordinates with other law enforcement agencies.
- Obtains criminal history and driving records utilizing various systems including NCJIS/CJIS/NCIC and Tiburon.

- Attends training to satisfy State and Department/Court requirements.
- Contributes to the efficiency and effectiveness of the Department's/Court's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Uses standard office equipment, including a computer, in the course of the work.
- Demonstrates courteous and cooperative behavior when interacting with the public, other agencies and City staff; acts in a manner that promotes a harmonious and effective workplace environment.
- Provides court security; maintains order in the Court; remains alert to respond to possible disturbances; protects court participants; removes unruly spectators; responds to and resolves difficult and sensitive citizen inquiries and complaints; opens and announces court sessions; performs courtroom contraband and safety search; locks and secures the courtroom at the beginning and end of each session.
- Provides security for the Judge in attendance; obtains materials needed by the Judge during proceedings; announces the Judge and calls the court to order and provides personal security to the Judge, when required.
- Maintains custody and supervision of jail inmates during court proceedings; works cooperatively with the Sheriff's Office to maintain courtroom security and assists with the supervision of inmates and juveniles.
- Secures and tags evidence during trials and maintains logs and court recordings.
- Provides staff assistance to the Judges; prepares and presents reports, studies, correspondence and other operational documents; performs a variety of office support work such as maintaining records and files and answering and routing calls.
- Directs and takes charge of jurors during trials and escorts jurors as required.
- Performs the full range of law enforcement work in the field and in the office.
- Supervises and monitors defendants/probationers by means of regular and random contact and searches at residential confinement facilities and homes; conducts random drug and alcohol tests; verifies defendants/probationers are complying with Court ordered conditions and reports or arrests defendants/probationers who are not complying with Court ordered conditions.
- Confers with offenders, legal representatives, family members and other concerned persons; reviews documents pertaining to legal and social history of offenders when conducting presentencing investigations and formulates rehabilitation plans; communicates policies, rules and expectations.
- Provides recommendations for conditional release or institutionalization of offenders; informs offenders of legal requirements of conditional release and installs, monitors and removes house arrest electronic monitoring equipment.
- Coordinates case management for assigned defendants; maintains regular contact with defendants; supervises and monitors to ensure compliance with court requirements.
- Appears for scheduled court appearances and testifies in Justice and District Courts.

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:

High school diploma or GED; successful completion of the of the Nevada P.O.S.T. Category I certificate and two years of law enforcement experience is preferred at time of hire; or an equivalent combination of education, training and experience as determined by Human Resources.

In addition, no person may be appointed to perform the duties of a peace officer unless he/she:

- Has undergone a complete and documented investigation of his/her background which verifies that the person has good moral character and meets the minimum standards established by the Nevada P.O.S.T. Commission;
- Is a citizen of the United States;
- Is at least 21 years of age at the time of the appointment; **and**
- Has undergone a medical examination performed by a licensed physician who confirms in writing that no physical condition exists which would adversely affect his/her performance of the duties of a peace officer.

See Nevada Administrative Code (NAC) 289.110.

- Marshal must be a qualified elector of the county and shall give a bond in the sum of $2,000, conditioned for the faithful performance of his or her duty. ***See*** Nevada Revised Statute 4.353
- Bailiff must be a qualified elector of the county and shall give a bond in the sum of $2,000, conditioned for the faithful performance of his or her duty. ***See*** Nevada Revised Statute 3.310

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

The following licenses/certificates must be possessed at time of hire/promotion unless otherwise stated and must remain valid and in good standing during employment:

- Valid driver's license
- Nevada Peace Officers and Standards Training Category 1 certificate. A qualified applicant may be allowed 18 months after appointment to obtain the certificate, however it is preferred at time of hire.
- First aid and CPR certificates

Knowledge of:

- Policies, procedures, regulations and rules of alternative sentencing programs
- City, State and Federal laws, statutes, ordinances and court decisions relating to Department/Court activities
- Firearm use and safety and other use of force instruments
- Courtroom safety and security policies, procedures and best practices
- First aid and CPR
- Criminal investigations, principles, practices and techniques
- Carson City streets and geography
- Standard office practices and procedures, including filing and the operation of standard office equipment
- Techniques for dealing with a variety of individuals, at all levels of responsibility, in person and over the telephone
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds
- Communicating effectively in oral and written forms

Skill in:

- Writing clear and concise reports by gathering information and collecting information, including keeping detailed timelines of incidents.
- Interpreting and explaining laws, rules, regulations, policies and procedures
- Using firearms and other less lethal use of force instruments and defensive tactics
- Analyzing situations quickly and objectively and taking the appropriate course of action including the use of force as necessary within legally defined guidelines
- Working in emergency situations and sometimes in extreme weather conditions
- Coping with adverse situations firmly, courteously and with respect for individual rights
- Operating emergency vehicles safely and effectively in emergency and non-emergency situations

- Traversing difficult terrain
- Understanding and carrying out oral and written orders
- Working without close supervision in a standard work environment and in the field; organizing own work, setting priorities, and meeting critical deadlines
- Contributing effectively to the accomplishment of a team or work unit's goals, objectives, and activities
- Establishing and maintaining effective working relationships with those contacted in the course of the work

Under Direction *– Assignments and objectives are presented to incumbents at this level and established work processes are to be followed. Incumbents have some flexibility in the selection of work methods, the time of work processes, and the methods of completing tasks. Supervision is periodic and is usually initiated by employee and/or when important problems, significant changes from past procedures and policy implications are involved.*

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.

Traverse difficult terrain, strength and stamina to physically restrain suspects, running, climbing, standing, squatting, and sitting for prolonged periods of time; occasionally lift and carry up to 100 pounds, strength to subdue persons, to drag, carry and lift persons and objects; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone 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; dexterity to write and to shoot a gun; to be heard in noisy group situation.

Supplemental Information

CONDITIONS OF EMPLOYMENT

1. *Employees hired by the Carson City Justice/Municipal Court or the First Judicial District Court are at-will employees. At-will employees may be terminated at any time for any reason, or no reason.*
2. *Marshals and Bailiffs receive the benefits established in the applicable Court Administrative Order.*
3. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
4. *Employees are 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.*
5. *Employees may be required to complete Incident Command System training as a condition of continuing employment.*
6. *Employment is contingent upon passing the background and the drug screen. In accordance with NAC 289.110, selected candidates will be required to submit to a drug test, truthfulness verification examination, psychological examination and a background investigation. An employee will be required to pass an extensive medical examination which includes a heart/lung examination required by NAC Chapter 617 prior to being hired as well as after being hired. Candidates invited to submit to each of the above-stated examinations/investigations and who fail any one or all of the examinations/investigations will not be hired and will be removed from an eligibility list. Employment is contingent upon passing each of the investigations/examinations.*

7. *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.uscis.gov.*
8. *Carson City is an Equal Opportunity Employer.*

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Courts**	**DEPARTMENT #(ORG)**	4700

DESCRIPTION OF REQUESTED ITEM: 1 FTE Information Technology Systems Technician

The Court Technology Systems Technician will report to the Court Technology Project Coordinator. We used the same salary range for technicians working in the Carson City Information Technology Department. The cost of the FTE position is to be offset 50% by funds available in the District and Justice Courts restricted expense accounts.

Anticipated Hire Date: July 2025.

JUSTIFICATION OF REQUEST:

The District Court and Justice/Municipal Court Judges agree to pay 50% of the salary and benefits for 1 FTE Court Technology Systems Technician. The Courts have been sharing the costs for a contract position since 12/1/2023. The Court Technology Systems Technician assists the Court Technology Project Coordinator with court technology projects and supports the employees and judges with technology issues/needs. Due to the growing number of court technology projects, and in anticipation for the new case management systems being implemented in 2026, the Court Technology Systems Technician will be critical to assist the Courts without drawing upon resources from City IT. Approximately, 47 employees will need to be set up/trained on the new case management systems.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
Range T202 (Mid-hire rate)	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)	63,611.00	1014710	500878	Restricted Funds	(34,018.00)
Other pay*		1014710	500811	Restricted Funds	(17,009.00)
Workers' Compensation	1,279.00				
Group Insurance	12,865.00				
Medicare (Salary *.0145)	922.00				
PERS^^	23,377.00				
TOTAL PERSONNEL COSTS	$ 102,054.00			**TOTAL SERVICES AND SUPPLIES**	$ (51,027.00)
				GRAND TOTAL	$ 51,027.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 33.50% and for Public Safety Employees that is 50%

Description of Item		Amount
City Contribution - General Fund		51,027.00
District Court Restricted Fund Account #101-4710-500878		34,018.00
Justice Court Restricted Fund Account #101-4710-500811		17,009.00
	Total	$ 102,054.00

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

JOB DESCRIPTION

JOB TITLE: Court IT Systems Technician
FLSA: Non-Exempt
DEPARTMENT: Justice Court/District Court/Juvenile Court
GRADE: T202
REPORTS TO: Court Technology Project Coordinator
DATE: March 20, 2025

SUMMARY OF JOB PURPOSE:

Under general supervision, provides technical support to Court employees regarding the use of computers, networks, peripheral hardware and software, as it relates to the court. Assists Court Technology Project Coordinator with projects and other technological duties.

ESSENTIAL FUNCTIONS:

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.

- Designs, installs, tests documents, troubleshoots and resolves hardware and software problems.
- Monitors and responds in a timely manner to requests received.
- Maintains personal computer systems; assists users in determining their hardware and software needs; install and customizes software to ensure appropriate functionality.
- Trains users in use of software and hardware.
- Confers with the Court Technology Project Coordinator to determine information system needs; research vendor hardware and software options; makes recommendations for acquisition and upgrading.
- Instructs department staff in the operation of hardware and software; ensures that there is proper written documentation and instructions for non-technical personal computer and network users.
- Maintains accurate records and files related to work performed.
- Contributes to the efficiency and effectiveness of court staff by analyzing and evaluates possible solutions to problems; advises court staff regarding problem resolution and directs staff to take specific actions to define and resolve such problems.
- Provides on-site assistance for problem resolution.
- Uses standard office equipment in the course of the work; may drive a motor vehicle or be able to arrange for appropriate transportation to various work sites to perform on-site trouble shooting and attend meetings.
- Participates in departmental projects as assigned.
- Installs, tests, and configures new court workstations, peripheral equipment, and software.

- Under guidance from the Court Technology Project Coordinator, supports various court enterprise-level applications systems and platforms, such as financial systems, document management systems, Case management Systems (CMS), Jury Management Systems (JMS), and Audio and Visual Systems.
- Demonstrates courteous and cooperative behavior when interacting with public, users, and 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:

An Associate degree with major course work in computer science, information systems or a field related to the work OR two (2) years of technical experience which involved the use of telecommunications or personal computers and various standard software applications; OR an equivalent combination of education, training and experience as determined by Court Management.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid Driver's License
- Some positions may require specialized certification which will be identified at the time of recruitment.

Required Knowledge and Skills

Knowledge of:

- Operational principles and characteristics of telecommunications, personal computers, and related peripheral equipment.
- Operational principles and procedures of standard word processing, data base, spreadsheet, and related business applications software.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Record keeping principles and practices.
- Techniques for troubleshooting and problem solving.
- Techniques for customer problem analysis and problem solving.
- Techniques for dealing with a variety of individuals, at all levels of responsibility, in person and over the telephone.
- Communicating effectively in oral and written forms.

Skill in:

- Understanding and using a variety of personal computer hardware and software.
- Analyzing computer operational problems and effecting solutions in person and over the telephone.
- Defining and resolving difficult, technical and/or computer operational problems
- Maintaining accurate records of work performed.
- Preparing clear and concise reports, instructions, and other written materials.
- Working without close supervision in standard work situations.

- Organizing own work, setting priorities, and meeting critical deadlines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives, and activities.
- Dealing effectively with customers that may be frustrated, upset or confrontational.

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. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by the 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 and stand for extended periods of time; strength to lift and carry up to 50 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.

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 required working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

4. Employees are 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 costs the new employee $56.25 and a drug screen which costs $36.50. Employment is contingent upon passing the background and the drug 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 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.ucis.gov.*

7. *Carson City is an Equal Opportunity Employer.*

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	Justice/Municipal Court	DEPARTMENT #(ORG)	4700

DESCRIPTION OF REQUESTED ITEM: Justice of the Peace Pay Increase

Increase the two Justice of the Peace salaries from $145,000 to $205,000 base pay. **Anticipated Date: July 2025.**

JUSTIFICATION OF REQUEST:

The Board of Supervisors reviewed the base salary for the Justice of the Peace positions at the Board meeting on December 21, 2017. At that time, the base pay was raised from $125,000 to $145,000 effective January 1, 2019. In 2017, the Carson City Director's maximum salary was $159,349. The difference in salary rate between the Directors and the Justice of the Peace was $14,349. As of July 1, 2025, the maximum salary is $209,685 for City Directors and the Juvenile Magistrate with an increase of 2% each fiscal year therafter. The salary is $64,685 higher than the Justice of the Peace base salary of $145,000. The Justice of the Peace salary has not been increased for over 6 years. On January 4, 2027, the base salary for the District Court Judges will be increased by 37.5% to $220,000. Longevity pay is paid at a maximum of 22%. Every sixth year thereafter, the District Court Judge's salary will be raised again by an amount equal to the cumulative percentage increase in the salaries of the classified employees of the State during the immediately preceding 6 years. Because Carson City is a consolidated municipality, the two Justice of the Peace are required to also preside over Municipal Court matters. Unlike judges in the majority of Nevada counties, where a Justice of the Peace is only responsibile for adjudicating Justice Court matters and the Cities pay Municipal Court judges. Carson City is receiving the benefit of paying for two judges when other counties/cities must pay for four judges for Justice Court and Municipal Court matters. The Justice of the Peace salaries were not raised when the 2024 Pontifex Study was adopted. The request is to raise the base salary to $205,000 effective July 1, 2025. The Court believes this is a reasonable and necessary request to ensure that the Justice of the Peace are paid an equitable salary for the work they perform.

		(2) SERVICES AND SUPPLIES**:			
$205,000 Base Salary	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)	120,000.00				
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)	1,740.00				
PERS^^	44,100.00				
TOTAL PERSONNEL COSTS	$ 165,840.00			**TOTAL SERVICES AND SUPPLIES**	$ -
				GRAND TOTAL	$ 165,840.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

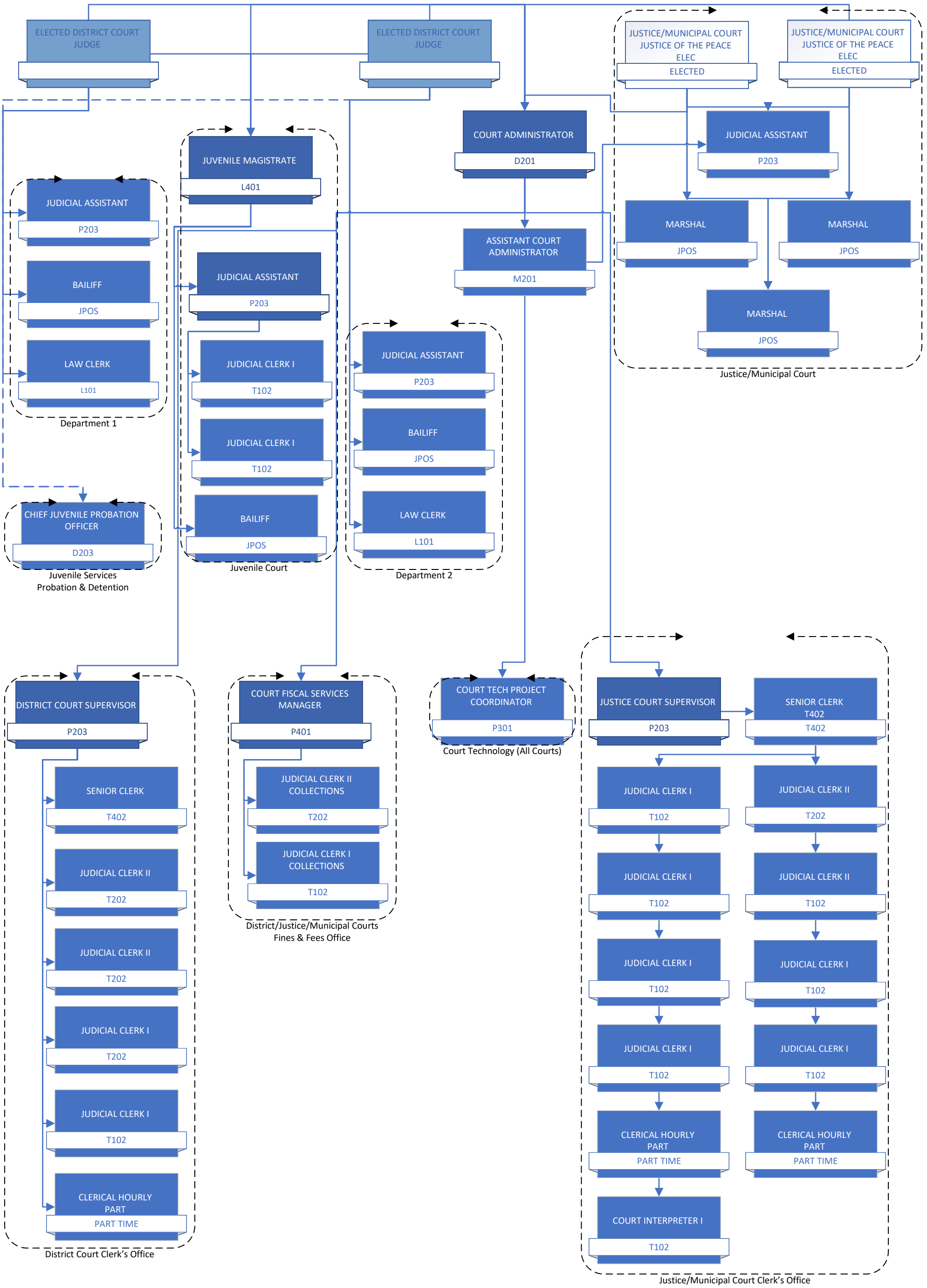
** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 36.75% and for Public Safety Employees that is 58.75%

First Judicial District
Carson City

March 20, 2025



**Please note, District Court Judges are not Carson City employees.

First Judicial District
Carson City

March 19, 2025

ELECTED DISTRICT COURT JUDGE

ELECTED DISTRICT COURT JUDGE

JUSTICE/MUNICIPAL COURT JUSTICE OF THE PEACE ELEC — ELECTED

JUSTICE/MUNICIPAL COURT JUSTICE OF THE PEACE ELEC — ELECTED

COURT ADMINISTRATOR — D201

JUDICIAL ASSISTANT — P203

JUVENILE MAGISTRATE — L401

JUDICIAL ASSISTANT — P203

MARSHAL — JPOS

MARSHAL — JPOS

ASSISTANT COURT ADMINISTRATOR — M201

MARSHAL — JPOS

Justice/Municipal Court

JUDICIAL ASSISTANT — P203

BAILIFF — JPOS

LAW CLERK — L101

Department 1

JUDICIAL CLERK I — T102

JUDICIAL CLERK I — T102

BAILIFF — JPOS

Juvenile Court

JUDICIAL ASSISTANT — P203

BAILIFF — JPOS

LAW CLERK — L101

Department 2

Court Security See Page 2

Court Security

CHIEF JUVENILE PROBATION OFFICER — D203

Juvenile Services
Probation & Detention

DISTRICT COURT SUPERVISOR — P203

SENIOR CLERK — T402

JUDICIAL CLERK II — T202

JUDICIAL CLERK II — T202

JUDICIAL CLERK I — T202

JUDICIAL CLERK I — T102

CLERICAL HOURLY PART — PART TIME

District Court Clerk's Office

COURT FISCAL SERVICES MANAGER — P401

JUDICIAL CLERK II COLLECTIONS — T202

JUDICIAL CLERK I COLLECTIONS — T102

District/Justice/Municipal Courts
Fines & Fees Office

COURT TECH PROJECT COORDINATOR — P301

COURT IT SYSTEMS TECHNICIAN — POSITION CHANGE PART TIME TO FULL TIME – T202

Court Technology (All Courts)

JUSTICE COURT SUPERVISOR — P203

SENIOR CLERK T402 — T402

JUDICIAL CLERK I — T102

JUDICIAL CLERK II — T202

JUDICIAL CLERK I — T102

JUDICIAL CLERK II — T102

JUDICIAL CLERK I — T102

JUDICIAL CLERK I — T102

JUDICIAL CLERK I — T102

JUDICIAL CLERK I — T102

CLERICAL HOURLY PART — PART TIME

CLERICAL HOURLY PART — PART TIME

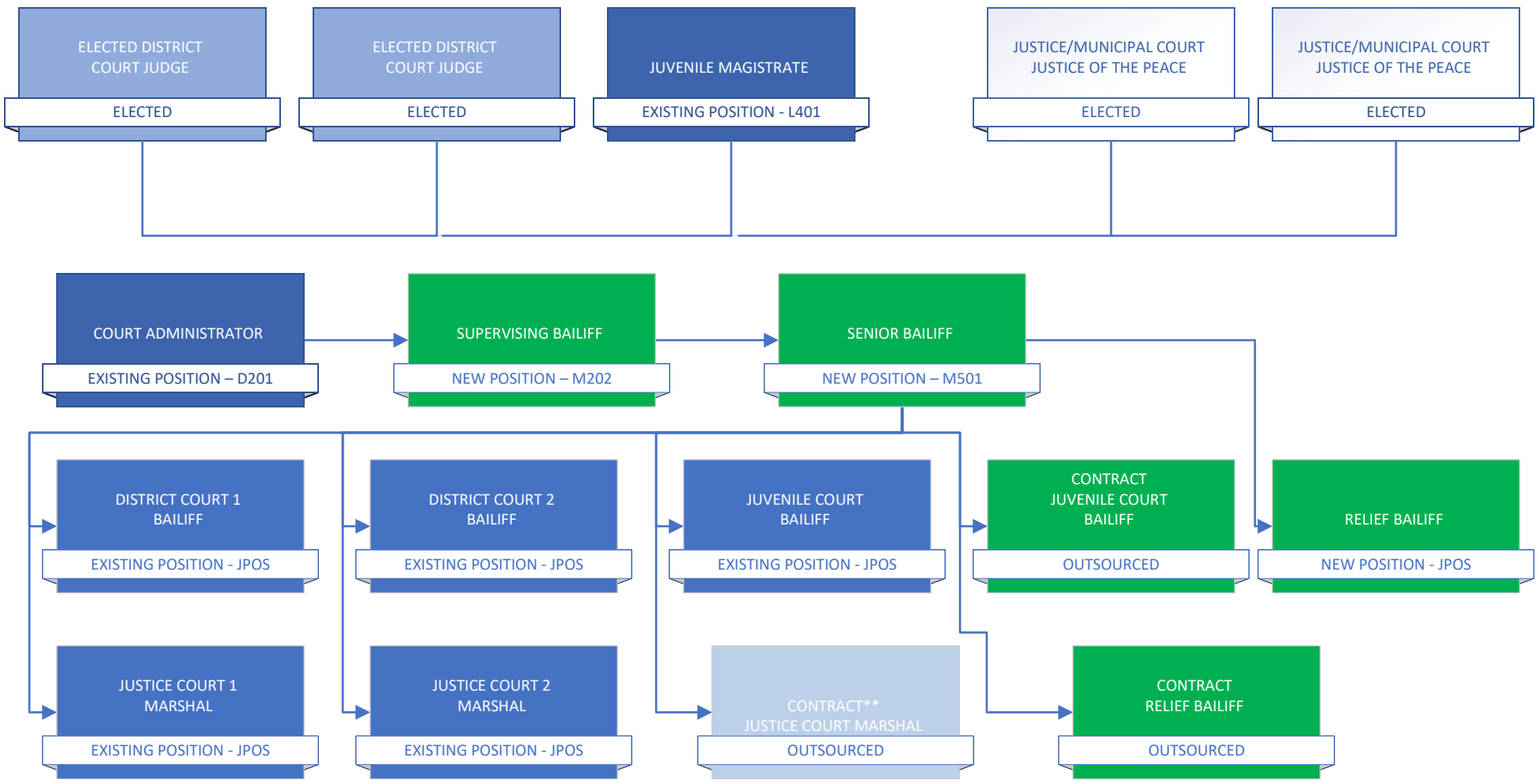
COURT INTERPRETER I — T102

Justice/Municipal Court Clerk's Office

**Please note, District Court Judges are not Carson City employees.

First Judicial District
Carson City

Future FY 2026
Court Security Oversight Committee



Proposed Changes: Five New Positions

**Please NOTE, District Court Judges are not Carson City Employees.
Justice Court Marshal is a contracted position.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	Parks, Recreation & Open Space	DEPARTMENT #(ORG)	1015012

DESCRIPTION OF REQUESTED ITEM:

This request, if approved, would authorize a re-organization of the Parks Maintenance Division to include: new positions (3 FTE) , re-classification of the Parks Shop Coordinator position to Parks Supervisor (1 FTE), and a pay grade adjustment to the Sports Field Coordinator. Please see additional attachments for the breakdown of position descriptions as well as proposed funding re-allocations utilizing a diverse and sustainable funding strategy that limits the impact to the general fund, while improving level of service:

- **Urban Forestry Supervisor (Unclassified) P601 -NEW**
- **Sports Field Coordinator (paygrade adjustment T102-A402)**
- **Parks Supervisor (Unclassified) S301(Re-classification of Shop Coordinator)**
- **Parks Equipment Technician (CCEA Classified) A302 - NEW**
- **Parks Irrigation Coordinator (CCEA Classified) A402 - NEW**

To support this growth and ensure there are adequate services and supplies, with a focus on 50+ rights-of-way, services and supply increases are requested as outlined below. While the staff funding component will be completely absorbed through staff re-allocations (see attachment) within the existing department budget, some support from not park funding is needed for the rights-of-ways supplies to ensure success.

JUSTIFICATION OF REQUEST:

This proposal has been reviewed by the Human Resources (HR) Director, Carson City Employee Association (CCEA) President, City Manger/Deputy CIty Manager, Parks and Recreation Commission, and the entire Parks Maintenance Division. All required paperwork has been subitted to HR. Re-organization, will improve maintenance deficiencies and overall level of service, while providing growth opportunities for staff. As proposed, the addition of 3 new FTE positions, reclassifying the current Parks Shop Coordinator to a Parks Supervisor, adjusting the pay grade of the Sports Field Coordinator and adding 1 new FTE Irrigation Coordinator (also would adjust the existing Irrigation Specialist Job Description to ensure separation of duties). Goals include increasing level of services to 50+ rights-of-way and non-turf landscaping areas throughout the city, improve response and maintenance to city irrigation systems, increase opportunities for advancement, disperse direct reports to improve response times related to staff recruitment, corrective communications and annual reviews. Attached is a draft organizational chart and re-allocation strategy for consideration that includes:

- **Urban Forestry Supervisor (Unclassified) P601 classification - 1 NEW FTE**
- **Irrigation Coordinator (CCEA Classified) A402 classification - 1 NEW FTE**
- **Parks Equipment Technician (CCEA Classified) A302 classification - 1 NEW FTE**
- **Parks Supervisor (Unclassified) S301 Classification (Re-classification of Parks Shop Coordinator).**

The diversified and sustainable funding strategy is derived primarily from re-allocations of staff to ensure staff is being charged to funds based on work location/task, as well as contributing seasonal/pt staff dollars and funds identified for third party employment contracts (Marathon) that the Department has not been able to fill. The Department has had no pt seasonals for several years and has been more successful in obtaining full time employment. This proposal continues in that direction. If approved, an increase in services and supplies account to outfit the positions and ensure staff has adequate resources (ex. irrigation supplies to perform their functions) would be critical to their success. Also for consideration is a one time capital request to purchase a utility work trailer with tools. The Department has adequate vehicles in its current fleet to accommodate all positions. The Sports Field Coordinator pay-grade adjustment ensures that the pay is consistent with the other coordinators, but is a no-cost change to the FY26 budget, as that position is already within the entrance rate and pay scale post adjustment. Minor revisions to the Irrigation Specialist Job Description are needed as a result, but no fiscal impact with that modification.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)		1015012	500439	Fertilizer/Chemical	$5,000
Other pay*		1015012	500441	Irrigation	$7,000
Workers' Compensation		1015012	500545	Member/Pub	$1,000
Group Insurance		1015012	500601	Office Supplies	$1,000
Medicare (Salary *.0145)		1015012	500672	Supplied Uniform	$2,000
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 16,000.00
				GRAND TOTAL	$ 16,000.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 33.50% and for Public Safety Employees that is 50%

Related One-time / Capital Requests +:	
Description of Item	Amount
Office Computer for Urban Forestry position	$2,500
Office Furniture for new positions	$4,000
Utility Work Trailer for Urban Forestry Crew	$15,000
Power Tools and hand tools for Urban Forestry Crew	$5,000
Total	$26,500

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

Break-out of Parks Department Salaries is listed right behind the Supplementals Agenda.

PARKS, RECREATION & OPEN SPACE - FY26 PARK MAINTENANCE RE-ORG BUDGET PROPOSALS AND REALLOCATIONS

EMP NO	NAME		JOB TITLE	GRADE	ALLOCATIONS

REALLOCATIONS (positive yellow or pink numbers indicate savings - negative numbers indicate uses or additional salaries)

EMP NO	NAME	JOB TITLE	GRADE	FY26 CURRENT ALLOCATION					FY26 PROPOSED ALLOCATION					
4661	JENNIFER BUDGE	PARKS DIRECTOR	D201	GF-Admin	QOL-MAINT	QOL-OS	SCHULZ	TOTALS	GF-ADMIN	QOL-MAINT	QOL-CAP	QOL-OS	SCHULZ	TOTALS
				1015012	2545012	2545047	2355015		1015012	2545012	2545046	2545047	2355015	
				75%	5%	15%	5%	100%	70%	5%	5%	15%	5%	100%
				$ 228,676	$ 15,244	$ 45,736	$ 15,244	$ 304,900	$ 213,432	$ 15,244	$ 15,244	$ 45,736	$ 15,244	$ 304,900
									$ 15,244.00			$ (15,244.00)		
3203	DAVID NAVARRO	PARKS OPERATIONS SUPERINTENDENT	M201	GF-Maint	QOL-MAINT	SCHULZ	TOTALS		GF-Maint	QOL-MAINT	SCHULZ	TOTALS		
				1015012	2545012	2355015			1015012	2545012	2355015			
				80%	10%	10%	100%		80%	15%	5%	100%		
				$ 148,605	$ 18,576	$ 18,576	$ 185,757		$ 148,605.00	$ 27,864.00	$ 9,287.85	$ 185,756.85		
									$ -	$ (9,288.00)	$ 9,288.00			
4582	JOHN COSTELLO	SENIOR PARK RANGER	M301	GF-Maint	QOL-OS	TOTALS			GF-Maint	GF-RANGE	QOL-OS	SCHULZ	TOTALS	
				1015012	2545047				1015012	1015059	2545047	2355015		
				29%	71%	100%			24%	5%	71%	0%	100%	
				38,422.00	$ 94,067.00	$ 132,489.00			$ 31,798.00	$ 6,624.00	$ 94,067.00	$ -	$ 132,489.00	
									$ 6,624.00	$ (6,624.00)	$ -	$ -		
4831	ALEXIA BERGER-HUNTER	PARK RANGER	T102	QOL-MAINT	QOL-OS	INDIGENT	TOTALS		QOL-MAINT	QOL-OS	SCHULZ	INDIGENT	TOTALS	
				2545012	2545047	2086550			2545012	2545047	2355015	2086550		
				20%	50%	30%	100%		15%	50%	5%	30%	100%	
				$ 16,308.00	$ 40,768.00	$ 24,461.00	$ 81,537.00		$ 12,231.00	$ 40,768.00	$ 4,077.00	$ 24,461.00	$ 81,537.00	
									$ 4,077.00		$ (4,077.00)			
4094	DAN KASTENS	PARKS OPERATIONS MANAGER	M301	GF-Maint	REDEV	TOTALS			GF-Maint	CEMETERY	SCHULZ	REDEV	TOTALS	
				1015012	6027505				1015012	5305067	2355015	6027505		
				80%	20%	100%			70%	5%	5%	20%	100%	
				$ 123,765.00	$ 30,942.00	$ 154,707.00			$ 108,295.00	$ 7,735.00	$ 7,735.00	$ 30,942.00	$ 154,707.00	
									$ 15,470.00	$ (7,735.00)	$ (7,735.00)			
4873	ISRAEL DUENES-ESTRELLA	IRRIGATION SPECIALIST	A302	GF-Maint	TOTALS				GF-Maint	QOL-MAINT	SCHULZ	TOTALS		
				1015012					1015012	2545012	2355015			
				100%	100%				90%	10%	0%	100%		
				$ 84,979.00	$ 84,979.00				$ 76,481.00	$ 8,498.00	$ -	$ 84,979.00		
									$ 8,498.00	$ (8,498.00)	$ -			
4684	PATTI LIEBESPECK	DEPARTMENT BUSINESS MANAGER	M301	GF-Admin	QOL-MAINT	QOL-OS	CEMETERY	SCHULZ	TOTALS	GF-Admin	QOL-MAINT	QOL-CAP	QOL-OS	CEMETERY	SCHULZ	TOTALS
				1015005	2545012	2545047	5305067	2355015		1015005	2545012	2545046	2545047	5305067	2355015	
				65%	5%	15%	10%	5%	100%	50%	10%	10%	15%	10%	5%	100%
				$ 88,480.00	$ 6,806.00	$ 20,419.00	$ 13,612.00	$ 6,806.00	$ 136,123.00	$ 68,062.00	$ 13,612.00	$ 13,612.00	$ 20,419.00	$ 13,612.00	$ 6,806.00	$ 136,123.00
										$ 20,418.00	$ (6,806.00)	$ (13,612.00)				

General Fund Changes

Other Fund Changes

				FY26 CURRENT ALLOCATION		FY26 PROPOSED ALLOCATIONS		
3926	APRIL LIVESAY	SENIOR OFFICE SPECIALIST	A301	GF-Admin 1015005	TOTALS	GF-Admin 1015005	QOL-OS 2545047	TOTALS
				100%	100%	95%	5%	100%
				105,724.00	105,724.00	$ 100,438.00	$ 5,286.00	$ 105,724.00
						5,286.00	(5,286.00)	

				FY26 CURRENT ALLOCATION					FY26 PROPOSED ALLOCATIONS					
5767	KRISTI SANCHEZ	SENIOR OFFICE SPECIALIST	A301	GF-Admin 1015005	QOL-MAINT 2545012	QOL-OS 2545047	SCHULZ 2355015	TOTALS	GF-Admin 1015005	QOL-MAINT 2545012	QOL-CAP 2545046	QOL-OS 2545047	SCHULZ 2355015	TOTALS
				70%	5%	15%	10%	100%	65%	10%	10%	10%	5%	100%
				$ 71,684.00	$ 5,117.00	$ 15,360.00	$ 10,241.00	$ 102,402.00	$ 66,562.00	$ 10,240.00	$ 10,240.00	$ 10,240.00	$ 5,120.00	$ 102,402.00
									$ 5,122.00	$ (5,123.00)	$ (10,240.00)	$ 5,120.00	$ 5,121.00	

				FY26 CURRENT ALLOCATION			FY26 PROPOSED ALLOCATIONS			
6165	ROBERT TONSETH	OPEN SPACE FOREMAN	T502	QOL-OS 2545047	QOL-MAINT 2545012	TOTALS	GF-Maint 1015012	QOL-MAINT 2545012	QOL-OS 2545047	TOTALS
	$133,340.52	$73,881.60 + 2% COLA = $76,059		85%	15%	85%	5%	0%	95%	100%
3.55%		WC: $1,279		$113,339.44	$20,001.08	$133,340.52	$ 6,667.03		$ 126,673.49	$ 133,340.52
1.45%		Medicare:$1,086.76					$ (6,667.03)	$20,001.08	(13,334.05)	
36.75%		PERS/ER: $27,543.76								
10%		Insurance: $20,275								
33%		Overhead on Insurance: $7,097.00								

				FY26 CURRENT ALLOCATION		FY26 PROPOSED ALLOCATIONS		
PEND	ERICK LANDIS	SPORTS FIELD COORDINATOR	T102	GF-Maint 1015012	TOTALS	GF-Maint 1015012	YSA 1015018	TOTALS
	$118,163.39	$62,400 + 2% COLA = $65,077		100%	100%	80%	20%	100%
3.55%		WC: $1,279		118,163.39	118,163.39	94,530.71	23,632.68	118,163.39
1.45%		Medicare:$927.52				$ 23,632.68	$ (23,632.68)	
36.75%		PERS/ER: $23,507.87						
10%		Insurance: $20,275.00						
33%		Overhead on Insurance: $7,097						

				FY26 CURRENT ALLOCATION			FY26 PROPOSED ALLOCATIONS		
VACANT	REPLACE WITH PARKS SUPERVISOR GRADE A302	PARKS SHOP COORDINATOR	A402	GF-Maint 1015012	QOL-OS 2545047	TOTALS	GF-Maint 1015012	QOL-OS 2545047	TOTALS
				90%	10%	100%	90%	10%	100%
				$ 104,687.00	$ 11,632.00	$ 116,319.00	$ -	$ -	
							$ 104,687.00	$ 11,632.00	

GENERAL FUND SALARY SAVINGS	$ 198,314.65	
Rifle Range: Increase	$ (6,624.00)	
YSA: Increase	$ (23,632.68)	
GF 1015012-500102	$13,884.00	Hourly reduction
TOTAL GF SAVINGS	$ 181,941.97	
PROPOSED NEW POSITIONS	$ (346,632.20)	
GF SAVINGS FOR OVERAGES	-$164,690.23	Effect on General Fund

Other Funds		ReAllocation	Requested New Positions	Total	Funds Available Undesignated	Capital Requested	Available	Undesignated in Current Yr	
2545046	QOL - CAPITAL: INCREASE	$ 39,096.00	35,187.60	74,283.60	1,366,158.00	(600,000.00)	766,158.00	897,516.00	Okay
2545012	QOL - MAINTENANCE:	$ 5,636.92	$ 8,951.00	14,587.92	530,557.00	(344,085.00)	186,472.00	16,540.00	Okay
2545047	QOL - OPEN SPACE: DECREASE	$ 1,868.05	24,612.00	26,480.05	4,524,116.00	(2,657,000.00)	1,867,116.00	4,269.00	Okay until undesignated runs out
235	SCHULZ: INCREASE	$ 11,812.00	21,984.20	33,796.20	755,540.00	(257,500.00)	498,040.00	32,817.00	Okay until undesignated runs out
530	CEMETERY: INCREASE	$7,735.00	0.00	7,735.00	143,388.00	(55,000.00)	88,388.00	7,000.00	Okay until undesignated runs out
		$66,147.97	90,734.80	156,882.77					
		General Fund	$ 346,632.20	Operating Income, should always exceed operating expenses, or undesignated will eventually run out - short term solution.					
			$437,367.00						

NEW POSITIONS

ESTIMATES

4858	PAUL GRIFFITTS - RECLASS		PARKS SUPERVISOR (UNCLASSIFIED)	S301
	$128,015.00		Salary: $73,362.30 - 10% inc. after 7/1	
	Phone $960	3.55%	WC: $1,279	
	Foul Weather - $150	1.45%	Medicare:$1,040.33	
		36.75%	PERS/ER: $26,367.07	
		10%	Insurance: $22,497.71	
		33%	Overhead on Insurance: $2,358.74	

FY26 PROPOSED ALLOCATIONS				
GF-Maint	QOL-MAINT	QOL-OS	TOTALS	
1015012	2545012	2545047		
100%	0%	0%	100%	
$ 128,015.00	$ -	$ -	$ 128,015.00	$ -

	NEW - ESTIMATE		URBAN FORESTER (UNCLASSIFIED)	P601
	$123,060.00		Salary: $78,145.55	
	Phone $960	3.55%	WC: $1,279	
	Foul Weather - $150	1.45%	Medicare:$1,133.11	
		36.75%	PERS/ER: $28,718.49	
		10%	Insurance: $10,094.56	
		33%	Overhead: $2,578.80	

FY26 PROPOSED ALLOCATIONS						
GF-Maint	QOL-MAINT	QOL-CAP	QOL-OS	CEMETERY	SCHULZ	TOTALS
1015012	2545012	2545046	2545047	5305067	2355015	
65%	0%	5%	20%	0%	10%	100%
$ 79,989.00	$ -	$ 6,153.00	$ 24,612.00	$ -	$ 12,306.00	$ 123,060.00

	NEW - ESTIMATE		IRRIGATION COORDINATOR (CLASSIFIED	A402
	$96,782.00		Salary: $59,131.21	
	Phone $960	3.55%	WC: $1,279	
	Foul Weather - $150	1.45%	Medicare:$857.40	
		36.75%	PERS/ER: $21,730.72	
		10%	Insurance: $5,913.12	
		33%	Overhead: $1,951.33	

FY26 PROPOSED ALLOCATIONS					
GF-Maint	QOL-MAINT	QOL-CAP	CEMETERY	SCHULZ	TOTALS
1015012	2545012	2545046	5305067	2355015	
60%	0%	30%	0%	10%	100%
$ 58,069.20	$ -	$ 29,034.60	$ -	$ 9,678.20	$ 96,782.00

	NEW - ESTIMATE		PARKS EQUIPMENT TECH (CLASSIFIED)	A302
	$89,510.00		Salary: $52,926.21 + 2% COLA = $53,984.73	
	Phone $960	3.55%	WC: $1,279	
	Foul Weather $150	1.45%	Medicare:$623.28	
		36.75%	PERS/ER: $19,839.39	
		10%	Insurance: $5,398.47	
		33%	Overhead: $1,781.50	

FY26 PROPOSED ALLOCATIONS				
GF-Maint	QOL-MAINT	QOL-OS	TOTALS	
1015012	2545012	2545047		
90%	10%	0%	100%	
$ 80,559.00	$ 8,951.00	$ -	$ 89,510.00	

Total New Positions	$ 437,367.00

JOB DESCRIPTION - DRAFT

JOB TITLE:	Parks Supervisor	**FLSA:**	Exempt
DEPARTMENT:	Parks, Recreation & Open Space	**GRADE:**	S301/302
REPORTS TO:	Parks Operations Manager	**PCN:**	
DATE:	July 1, 2025		

Description

The Park Maintenance Supervisor is responsible for overseeing the maintenance and cleanliness of parks, recreation areas, and public spaces. This position ensures that facilities are safe, functional, and aesthetically pleasing, meeting the needs of the public and supporting the goals of the Department. The supervisor will manage maintenance staff, coordinate repair and upkeep schedules, and ensure compliance with safety regulations and environmental guidelines.

EXAMPLES 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.

- Supervise and manage park maintenance staff, including assigning tasks, providing training, and conducting performance evaluations.
- Oversee the maintenance and repair of park facilities, including playgrounds, sports fields, walking trails, restrooms, and landscaping areas.
- Monitor and inspect park areas to ensure they are clean, safe, and well-maintained.
- Develop and implement preventive maintenance schedules for park equipment and infrastructure.
- Maintain inventory of tools, equipment, and materials necessary for park maintenance and ensure that staff are using them appropriately.
- Ensure compliance with local, state, and federal regulations related to safety, environmental protection, and park management.
- Collaborate with other departments, contractors, and vendors for larger maintenance projects and repairs.
- Assist in budget preparation and manage expenditures related to park maintenance operations.

- Respond to public inquiries and concerns regarding park facilities and conditions.
- Handle emergency situations, such as park hazards, natural disasters, or maintenance-related incidents.
- Coordinate seasonal tasks, such as snow removal, irrigation system management, or planting and trimming landscaping.
- Prepare reports on park conditions, maintenance activities, and staffing needs for senior management.
- Contacts vendors regarding delivery, quality and quality problems; arranges for the return of damaged or incorrect materials and supplies; maintains a current knowledge of materials and supplies used by the department to which assigned and makes recommendations for purchase.
- Performs the full range of storekeeping duties, such as: unpacking materials, supplies, tools and equipment and verifying articles received against packing lists and purchase orders and notes discrepancies or damaged items; issuing materials, supplies and equipment to departmental staff upon presentation of appropriate request forms; packing and returning damaged, surplus, inappropriate or outdated material.

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:

- High school diploma or equivalent (Associate's or Bachelor's degree in Parks Management, Horticulture, or related field preferred).
- Proven experience in park maintenance or related field, with at least 3-5 years of supervisory experience.
- Experience with **public parks**, **recreational facilities**, or **municipal grounds maintenance** preferred

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Certification or training in Certified Playground Safety Inspection (CPSA) within (1) year of hire.
- Must possess and maintain Certified Pesticide Applicator License
- Must possess and maintain OSHA 30 certification
- Must possess and maintain OSHA 10 General Construction certification
-

- A valid Class A commercial driver's license (CDL) must be obtained within the first year of employment and maintained through the course of employment for this position.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- **Grounds Maintenance**: Proficiency in parks and facility maintenance, including turf management, planting, irrigation systems, tree care, and pest management.
- **Equipment**: Familiarity with landscaping and maintenance equipment (e.g., lawn mowers, leaf blowers, chainsaws, tractors, and irrigation systems).
- **Environmental and Safety Awareness**: Understanding of environmental issues, sustainable practices, and safety protocols. Knowledge of local, state, and federal safety regulations and environmental laws. Modern theories and applications of landscape design
- **Budgeting and Resource Management**: Experience in managing a budget, ordering supplies, and allocating resources for maintenance operations.
- Construction methods and activities affecting tree health and tree/structural integrity issues.
- Basic tree and shrub identification including indications of under/over-watering, potential infestations and signs of disease.
- Procedures, equipment, and materials employed in the installation and maintenance of landscaped streetscapes and community spaces
- Symbols and terminology used in urban forestry, landscape drawings, green stormwater infrastructure.
- National programs like Tree City USA and international Society of Arboriculture certifications; and symbols and terminology used in urban forestry, landscape drawings, green stormwater infrastructure.

Skill in:

- Strong written and verbal communication skills to coordinate with staff, supervisors, and the public.
- Ability to **communicate effectively** with the community, addressing concerns or complaints and promoting the value of parks and recreation services.

- Customer service orientation with the ability to interact diplomatically with the public, vendors, and contractors.
- Proficiency in using basic office software (Microsoft Office Suite) and scheduling software.
- Familiarity with **GIS mapping** or park management software for inventory tracking, field assessments, and maintenance scheduling.
- Ability to identify and resolve issues related to maintenance, safety, or staffing effectively and in a timely manner.
- Strong critical thinking skills to determine the best course of action in situations involving budgets, personnel, or unexpected maintenance challenges.
- Ability to **develop and implement training programs** for staff on proper maintenance practices and safety procedures.

SUPERVISION RECEIVED AND EXERCISED:

Under General Direction - Incumbents at this level have considerable latitude in the application of departmental policy, and they follow general guidelines or professional and administrative standards in accomplishing assignments. They are responsible for planning and organizing their own workload but ordinarily cannot change methods of their assigned work unit, established operations, or departmental policy without supervisor approval. Supervision is minimal, indirect, and usually limited to technical oversight.

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.

Strength and mobility to work in a typical park maintenance setting, including ability to safely operate hand and power tools; stamina to perform sustained physical labor, including standing, walking, climbing and working in confined or awkward spaces for extended periods of time; strength to lift and maneuver materials and equipment weighing up to 50 pounds and in excess of 50 pounds with proper equipment or assistance; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone.

Work outdoors, sometimes in adverse weather conditions and extreme temperatures. Work with exposure to potentially hazardous herbicides and pesticides. Work with exposure to animals, insects and/or noxious plants.

SUPPLEMENATL 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, or no reason.*
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 costs the new employee $56.25 and a drug/alcohol screen which costs $84.00. 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 the 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.ucis.gov.

7. *All positions of the Parks and Cemetery Divisions of the Parks and Recreation Department will be subjected to working with prison inmate and jail trustee workers in the course of their duties. All employees must be willing to do so and comply with all departmental policies and procedures related to these work programs as a condition of employment.*
8. *This position is covered under the authority of the Federal Motor Carrier Safety Administration (FMCSA).*
    i. *All employees covered by this job description are subject to drug and alcohol testing in accordance with the requirements of the FMCSA, as set forth in 49 CFR part 382 as amended; and the Carson City FMCSA Anti-Drug and Alcohol Misuse Prevention Program; which are hereby referenced and made part of this job description, that mandates urine testing and breath alcohol testing for safety-sensitive positions, as well as those positions that require a commercial driver's license (CDL); and provides for immediate termination of employment when there is a positive test result.*
    ii. *The US Department of Transportation (DOT) also imposes 49 CFR part 40 as amended, which is hereby referenced and made part of this job description, that establishes standards for collection and testing of urine and breath specimens.*
    iii. *Copies of parts 382, 655 and 40 are available in the Alcohol Program Manager's office and on the internet at the Office of Drug and Alcohol Policy on Compliance website* https://www.transportation.gov/odapc
9. *Carson City is an Equal Opportunity Employer.*

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

DRAFT

JOB DESCRIPTION - DRAFT

JOB TITLE:	Urban Forestry Supervisor	**FLSA:** Exempt
DEPARTMENT:	Parks, Recreation & Open Space	**GRADE:** P601/602
REPORTS TO:	Parks Operations Manager	**PCN:**
DATE:	July 1, 2025	

Description

We are seeking a dedicated and passionate Urban Forester to manage, protect, and expand the urban tree canopy within our community. The Urban Forester will be responsible for assessing and maintaining the health of trees in urban areas, including City parks and along City rights-of-ways; developing sustainable urban forestry programs, and collaborating with various stakeholders to enhance green spaces. The ideal candidate will have expertise in arboriculture, environmental science, and urban planning, with a focus on promoting the benefits of trees in urban environments.

EXAMPLES 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.

- **Urban Tree Management**: Develop and implement programs for tree planting, maintenance, and care in urban settings, ensuring the health and longevity of the urban tree canopy.
- **Inventory and Mapping**: Conduct tree inventories and assessments to identify tree species, age, condition, and risk factors; use GIS software to map tree locations, growth, tree health monitoring and replacement.
- **Tree Pruning and Removal**: Oversee the pruning, removal, and replacement of trees that pose safety hazards or are in poor health.
- **Tree Planting**: Plan and supervise tree planting projects, ensuring appropriate species selection and optimal planting locations based on soil, climate, and space conditions.
- **Community Engagement**: Educate the public about the benefits of trees and urban forestry practices through outreach programs, workshops, and events.
- **Policy and Advocacy**: Support urban forestry policies that promote sustainable tree management, including local ordinances, tree preservation, and environmental standards.

- **Collaboration:** Work closely with city planners, landscape architects, environmental groups, and community organizations to integrate trees into urban development projects and green infrastructure.
- **Environmental Stewardship:** Promote biodiversity and ecosystem health within the urban environment by fostering sustainable tree care practices and monitoring tree performance.
- **Budget and Resource Management:** Assist in securing funding for urban forestry initiatives through grant opportunities and manage allocated resources for ongoing projects and maintenance.
- Performs snow removal activities as required.
- Performs trail maintenance and construction duties, including trail repairs, clearing downed trees, erosion control; maintains and constructs drainage systems, trail bridges, culverts, fences and gates.
- Observes safe work methods and uses appropriate Personal Protective Equipment; secures worksites from safety hazards as necessary; ensures safe storage and disposal of hazardous materials; reports and documents safety concern and attends safety meetings.
- Operates a full range of light and heavy maintenance and grounds equipment including tractors, backhoes, skid steers, bobcats, dump trucks, boom trucks, forklifts, riding lawn mowers and snow removal equipment.
- Responds to questions and complaints from the public; carry out assignments in a non-disruptive manner in areas receiving heavy public use.
- Maintains basic records of work performed and completes work orders as assigned.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as a member of a work team.
- Instructs, trains, and directs the work of Park Maintenance full-time staff, seasonal employees, volunteers, inmates or less experienced staff.
- 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:

- Bachelor's degree in Urban Forestry, Environmental Science, Arboriculture, Horticulture, Natural Resource Management, or a related field; OR an equivalent combination of education, training and experience as determined by Human Resources
- Applicants must have at least 2-5 years experience in urban forestry, arboriculture, or a related environmental field, with a focus on tree care and management in urban areas.
- Experience in developing or managing urban forestry programs, including tree planting and care initiatives, inventory assessments, and long-term sustainability planning.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- ISA Certified Arborist (International Society of Arboriculture) or equivalent certification required. Re-certification option within one year of employment may be considered.
- Certification or training in GIS (Geographic Information Systems) or tree inventory software within (8) months of hire.
- Must possess and maintain Certified Pesticide Applicator License. Re-certification option within one year of employment may be considered.
- Must possess and maintain OSHA 30 Certification
- Must possess and maintain OSHA 10 General Construction certification
- Valid Driver's License

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Operations, services, and activities of an urban forestry program.
- Various tree species, characteristics, and cultivation requirements of trees.
- Advanced methods and techniques of tree and stump removal and pesticide and fertilizer applications.
- Modern theories and applications of landscape design.
- Construction methods and activities affecting tree health and tree/structural integrity issues.
- Basic tree and shrub identification, including indications of tree stress, including under/over watering, potential pest infestations and signs of disease.
- Procedures, equipment, and materials employed in the installation and maintenance of landscaped streetscapes and community spaces
- Symbols and terminology used in urban forestry, landscape drawings, green stormwater infrastructure.

- National programs like Tree City USA and international Society of Arboriculture certifications; and symbols and terminology used in urban forestry, landscape drawings, green stormwater infrastructure.

Skill in:

- Strong knowledge of **tree biology**, species identification, pest and disease management, and urban tree care best practices.
- Familiarity with **tree risk assessment** methods and tools (e.g., visual tree inspections, resistance testing, etc.).
- Experience with landscape planning and green infrastructure.
- Familiarity with local tree species, invasive species, and environmental challenges specific to the region.
- Strong **written and verbal communication skills** to effectively engage with the public, community groups, governmental agencies, and other stakeholders.
- Ability to **educate and engage** the community on the importance of urban trees, sustainability, and proper tree care.
- Experience in **collaborating** with multidisciplinary teams, including city planners, landscape architects, environmental groups, and community organizations.

SUPERVISION RECEIVED AND EXERCISED:

Under General Direction - Incumbents at this level have considerable latitude in the application of departmental policy, and they follow general guidelines or professional and administrative standards in accomplishing assignments. They are responsible for planning and organizing their own workload but ordinarily cannot change methods of their assigned work unit, established operations, or departmental policy without supervisor approval. Supervision is minimal, indirect, and usually limited to technical oversight.

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.

Strength and mobility to work in a typical park maintenance setting, including ability to safely operate hand and power tools; stamina to perform sustained physical labor, including standing, walking, climbing and working in confined or awkward spaces for extended periods of time; strength to lift and maneuver materials and equipment weighing up to 50 pounds and in excess of 50 pounds with proper equipment or assistance; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone.

Work outdoors, sometimes in adverse weather conditions and extreme temperatures. Work with exposure to potentially hazardous herbicides and pesticides. Work with exposure to animals, insects and/or noxious plants.

SUPPLEMENATL 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, or no reason.*
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 costs the new employee $56.25 and a drug/alcohol screen which costs $84.00. 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 the 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.ucis.gov.

7. *All positions of the Parks and Cemetery Divisions of the Parks and Recreation Department will be subjected to working with prison inmate and jail trustee workers in the course of their duties. All employees must be willing to do so and comply with all departmental policies and procedures related to these work programs as a condition of employment.*
8. *This position is covered under the authority of the Federal Motor Carrier Safety Administration (FMCSA).*
    i. *All employees covered by this job description are subject to drug and alcohol testing in accordance with the requirements of the FMCSA, as set forth in 49 CFR part 382 as amended; and the Carson City FMCSA Anti-Drug and Alcohol Misuse Prevention Program; which are hereby referenced and made part of this job description, that mandates urine testing and breath alcohol testing for safety-sensitive positions, as well as those positions that require a commercial driver's license (CDL); and provides for immediate termination of employment when there is a positive test result.*
    ii. *The US Department of Transportation (DOT) also imposes 49 CFR part 40 as amended, which is hereby referenced and made part of this job description, that establishes standards for collection and testing urine and breath specimens.*
    iii. *Copies of part 382, 655 and 40 are available in the Alcohol Program Manager's office and on the internet at the Office of Drug and Alcohol Policy on Compliance website* https://www.transportation.gov/odapc
9. *Carson City is an Equal Opportunity Employer.*

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

DRAFT

JOB DESCRIPTION REVISED DRAFT

JOB TITLE:	Parks Irrigation Specialist	**FLSA:** Non-Exempt
DEPARTMENT:	Parks, Recreation & Open Space	**GRADE:** A301/A302
REPORTS TO:	Parks Operation Manager	**PCN:**
DATE:	July 1, 2025	

Description

Under general supervision, performs semi-skilled and skilled work in the care, maintenance, repair and restoration of city irrigation systems. This includes playing fields, cemeteries, native and landscaped areas, trails, and recreation amenities. The Park Irrigation Specialist is a skilled and experienced level within the Parks Maintenance Team and is expected to perform assigned duties with minimal supervision. Additionally, this position will use and operate a variety of manual and power tools and equipment, respond to requests and inquiries from the public, provide visitor information as necessary and perform related work as required.

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.

- Basic understanding and principles of all types of irrigation systems and their components.
- Performs a variety of semi-skilled and skilled work in the care, maintenance, repair, and restoration of City Irrigation systems to ensure safe and efficient operation.
- Responds to Underground Services Alerts (USA or 811) locate service request as necessary.
- Observes and makes corrective adjustments in the operation of pumps and water lines ensuring proper pressure and coverage of irrigation system.
- Operates a full range of light and heavy maintenance and grounds equipment including tractors, backhoes, skid steers, bobcats, dump trucks, boom trucks, forklifts, riding lawn mowers and snow removal equipment.
- Under general supervision, mixes and applies herbicides, fungicides, and pesticides.

- Maintains and performs repair work on a variety of park equipment; may paint facilities, assists with plumbing and carpentry work; maintains or conducts basic repairs on hardscapes (paved trails), builds basic concrete forms and assists with finishing work.
- Operates and maintains a variety of hand and power landscaping tools and equipment, including mowers, tractors, spreaders, edgers, blowers, hedge trimmers, weed eaters, chainsaws, rakes, shovels, brooms, and other tools; operates trucks, small utility vehicles, trailers, and tractors with attachments.
- Performs snow removal activities as required.
- Responds to questions and complaints from the public; carries out assignments in a non-disruptive manner in areas receiving heavy public use.
- Maintains basic records of work performed and completes work orders as assigned.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as a member of a work team.
- Instructs, trains, and directs the work of seasonal employees, volunteers, inmates, or less experienced staff.
- 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.
- Performs snow removal activities as required.
- Cleans and maintains park and recreation facilities; restrooms and picnic shelters; check and replenish tissue, towels, and soap; gather and remove garbage and litter from grounds and facilities.
- Monitors irrigation systems operations at assigned parks, landscapes, and sport complexes; determine daily watering needs and checks for broken lines, heads, valves and other parts; repairs or replaces sprinklers, valves, clocks, pipes, backflow prevention devices and wiring.

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 education or GED; AND 2 (two) years of irrigation system maintenance, repair or installation experience; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid driver's license.
- A valid Class A commercial driver's license (CDL) must be obtained within the first year of employment and maintained through the course of employment for this position.
- Must possess and maintain Certified Pesticide Applicator License
- Must possess and maintain an OSHA 10 General Construction certificate

Required Knowledge and Skills

Knowledge of:

- Methods and techniques used in the installation, maintenance and repair of irrigation systems including drip systems, sprinklers, electric and manual valves, backflow prevention devices, controllers and pumps.
- Maintenance principles, practices, tools, and equipment for maintaining and repairing open spaces, parks, and related facilities.
- Nozzle matching, head to head sprinkler coverage, evapotranspiration and pressure reading techniques.
- Methods and techniques used in the installation, maintenance and repair of irrigation systems including drip systems, sprinklers, electric and manual valves, backflow prevention devices, controllers and pumps.
- Basic electrical diagnostic techniques including wire tracing, toners and operation of a volt meter.
- Safe operation and routine maintenance of commonly used hand and power landscape maintenance, excavation and irrigation tools and equipment.
- Principles and standard practices of trades as they apply to parks construction and maintenance such as basic painting, plumbing, concrete and carpentry methods, tools, and techniques.
- Safe work methods and safety practices pertaining to the work.
- Shop mathematics.

Skill in:

- Performing a variety of construction, modification, maintenance and repair work with accuracy, speed, and minimal supervision.
- Understanding and following oral and written directions.

- Communicating effectively, basic record keeping and reporting of work performed.
- Working without close supervision in standard work situations.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing, maintaining, and fostering positive and effective working relationships with those contacted in the course of work.

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.

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.

Strength and mobility to work in a typical park maintenance setting, including ability to safely operate hand and power tools; stamina to perform sustained physical labor, including standing, walking, climbing and working in confined or awkward spaces for extended periods of time; strength to lift and maneuver materials and equipment weighing up to 50 pounds, and in excess of 50 pounds with proper equipment or assistance; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone.

Work outdoors, sometimes in adverse weather conditions and extreme temperatures. Work with exposure to potentially hazardous herbicides and pesticides. Work with exposure to animals, insects and/or noxious plants.

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, or no reason.*
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 $56.25 and a drug/alcohol screen which costs $84.00. 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 the 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.ucis.gov.*
7. *All positions of the Parks and Cemetery Divisions of the Parks and Recreation Department will be subjected to working with prison inmate and jail trustee workers in the course of their duties. All employees must be willing to do so and comply with all departmental policies and procedures related to these work programs as a condition of employment.*

8. *This position is covered under the authority of the Federal Motor Carrier Safety Administration (FMCSA) and/or the Federal Transit Administration (FTA).*

   a. *All employees covered by this job description are subject to drug and alcohol testing in accordance with the requirements of the FMCSA, as set forth in 49 CFR part 382 as amended; or the FTA, as set forth in 49 CFR part 655 as amended; and the Carson City Anti-Alcohol Misuse Prevention Program; which are hereby referenced and made part of this job description, that mandate urine testing and breath alcohol testing for safety-sensitive positions, as well as those positions that require a commercial driver's license (CDL); requires termination of employment when there is a positive test result.*
   b. *The US Department of Transportation (DOT) also imposes 49 CFR part 40 as amended, which is hereby referenced and made part of this job description, that establishes standards for collection and testing of urine and breath specimens.*
   c. *Copies of parts 382, 655 and 40 are available in the Alcohol Program Manager's office and on the internet at the Office of Drug and Alcohol Policy and Compliance website www.dot.gov/ot/dapc/index.html.*
9. *Carson City is an Equal Opportunity Employer.*

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

JOB DESCRIPTION DRAFT

JOB TITLE:	Parks Equipment Technician	**FLSA:**	Non-Exempt
DEPARTMENT:	Parks, Recreation & Open Space	**GRADE:**	A301/A302
REPORTS TO:	Parks Supervisor	**PCN:**	
DATE:	July 1, 2025		

Description

A Parks Equipment Technician is responsible for the maintenance, repair, and servicing of various equipment and machinery used in parks and recreational facilities. This includes lawnmowers, tractors, and other ground maintenance equipment, as well as specialized tools used for landscaping, tree care, and facility upkeep. The technician ensures that all equipment is operational, performs regular inspections, and addresses any malfunctions or breakdowns promptly. Additionally, the role involves maintaining an organized inventory of parts and supplies, following safety protocols, and supporting park staff in ensuring the equipment is ready for use. Strong mechanical skills and a working knowledge of park operations are essential for this position.

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.

- Ability to communicate effectively with supervisors, coworkers, and external vendors.
- Strong customer service skills to work with park staff who rely on equipment for daily operations.
- Team-oriented, with the ability to collaborate with others in maintaining equipment and ensuring operational efficiency.
- Ability to provide clear verbal or written reports on maintenance activities, equipment status, and repair needs.
- Strong problem-solving abilities to identify and repair mechanical issues efficiently.
- Ability to make sound decisions under pressure when addressing equipment failures or unexpected maintenance challenges.
- Strong attention to detail when diagnosing problems, sourcing parts, and making repairs.

- Operates and maintains a variety of hand and power landscaping tools and equipment, including mowers, tractors, spreaders, edgers, blowers, hedge trimmers, weed eaters, chainsaws, rakes, shovels, brooms, and other tools; operates trucks, small utility vehicles, trailers, and tractors with attachments.
- Performs snow removal activities as required.
- Observes safe work methods and uses appropriate personal protective equipment; secures worksites from safety hazards as necessary; ensures safe storage and disposal of hazardous materials; reports and documents safety concerns and attends safety meetings.
- Performs a variety of landscape maintenance tasks including, but not limited to: mowing, trimming, edging, fertilizing, seeding/re-seeding; and aerating turf areas and sports fields; maintains native and landscaped areas; weeds, prunes, mulches; prepares soil for planting; plants trees, and shrubs; performs trail maintenance and construction duties, including trail repairs, clearing downed trees, erosion control; maintains and constructs drainage systems, trail bridges, culverts, fences and gates.
- Maintains basic records of work performed and completes work orders as assigned.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as a member of a work team.
- Instructs, trains, and directs the work of seasonal employees, volunteers, inmates, or less experienced staff.
- 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:

- High School Diploma or GED required.
- Associate's degree or certificate program in Diesel Mechanics, Automotive Technology, or a related field preferred.
- 2-4 years of experience in maintenance and repair of parks equipment, small engines, or other related mechanical equipment (e.g., lawn mowers, tractors, generators, trucks, power tools).

- Experience in hydraulics, electrical systems, and heavy machinery maintenance is highly preferred.
- Previous experience in municipal parks maintenance, groundskeeping, or a similar field is an advantage.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- A valid Class A commercial driver's license (CDL) must be obtained within the first year of employment and maintained through the course of employment for this position.
- Small Engine Repair Certification must be obtained within (1) one year of hire.
- Forklift Certification must be obtained within (1) one year of hire.
- Must possess and maintain an OSHA 10 General Construction certificate

Required Knowledge and Skills

Knowledge of:

- Mechanical systems, including engines, transmissions, and electrical systems of various park equipment (e.g., mowers, tractors, snowplows, leaf blowers, and utility vehicles).
- Equipment Diagnosis and Repair and ability to perform troubleshooting, diagnostics, and repairs on a wide variety of park equipment.
- Hydraulics and pneumatics is highly valuable.
- Preventive Maintenance with performing routine preventive maintenance on equipment to minimize breakdowns, including lubrication, fluid checks, and tire maintenance.
- Safety standards: Protocols related to equipment operation and repair, including the use of personal protective equipment (PPE) and safe handling of hazardous materials.
- Welding and Fabrication Skills: Ability to weld and perform basic fabrication tasks to repair equipment or modify machinery when necessary.
- Blueprint and Manual Interpretation: Ability to read and interpret service manuals, schematics, and technical blueprints for various types of equipment.
- GPS systems or equipment that uses fleet management software for tracking maintenance schedules.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

- Snow removal equipment or winterization of park equipment.
- Green energy options for park equipment (e.g., electric-powered machinery or sustainable practices for fleet management)

Skill in:

- Ability to communicate effectively with supervisors, coworkers, and external vendors.
- Strong customer service skills to work with park staff who rely on equipment for daily operations.
- Team-oriented, with the ability to collaborate with others in maintaining equipment and ensuring operational efficiency.
- Ability to provide clear verbal or written reports on maintenance activities, equipment status, and repair needs.
- Proficiency in the use of diagnostic tools and electronic testing devices for troubleshooting.
- Familiarity with equipment maintenance software or tools for tracking repair history, service intervals, and inventory.
- Ability to operate heavy machinery safely (e.g., skid steers, backhoes, or forklifts) for maintenance or repair purposes.

SUPERVISION RECEIVED AND EXERCISED:

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Work outdoors, sometimes in adverse weather conditions and extreme temperatures. Work with exposure to potentially hazardous herbicides and pesticides. Work with exposure to animals, insects and/or noxious plants.

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CONDITIONS OF EMPLOYMENT:

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policies and procedures related to these work programs as a condition of employment.

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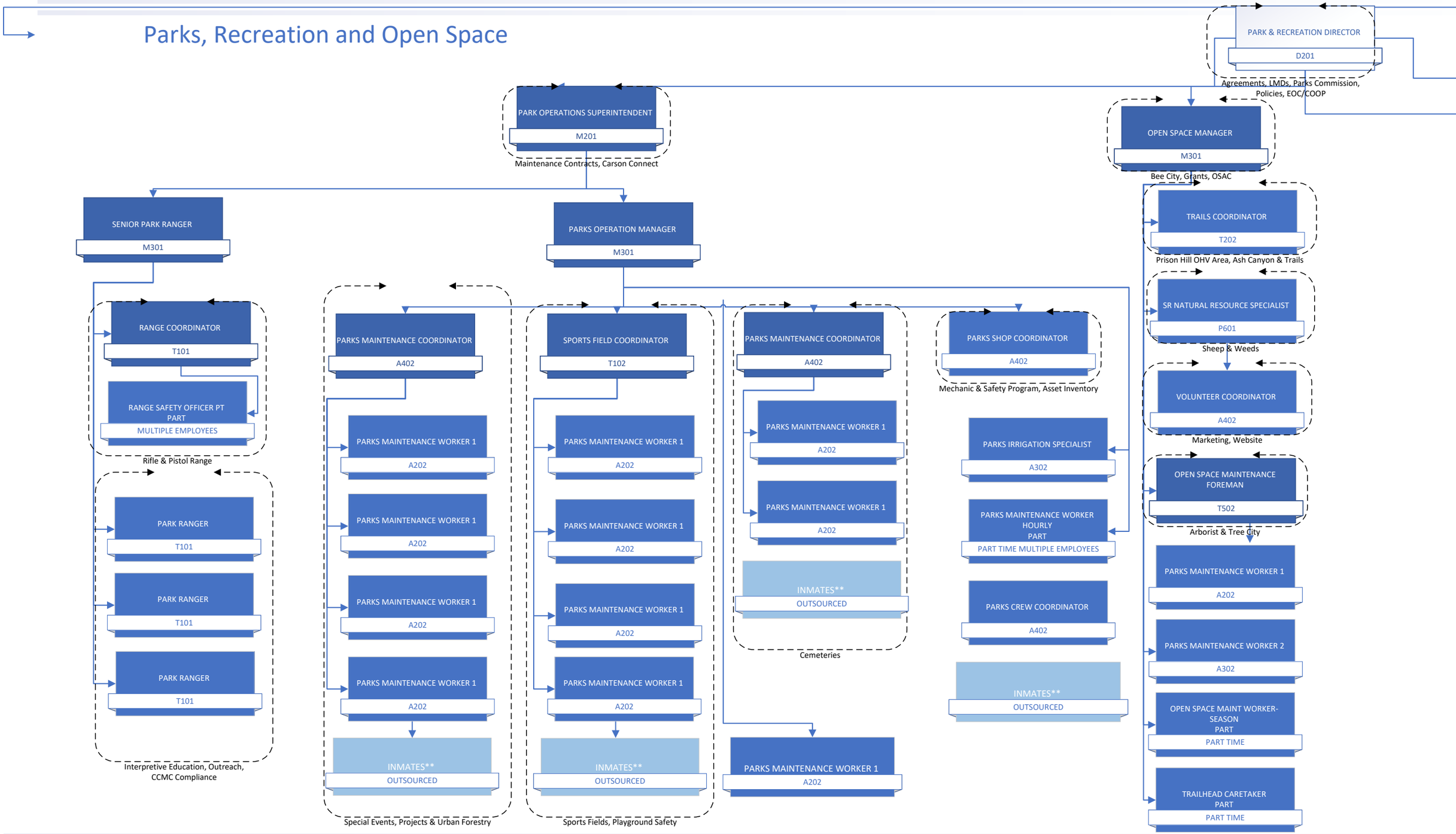
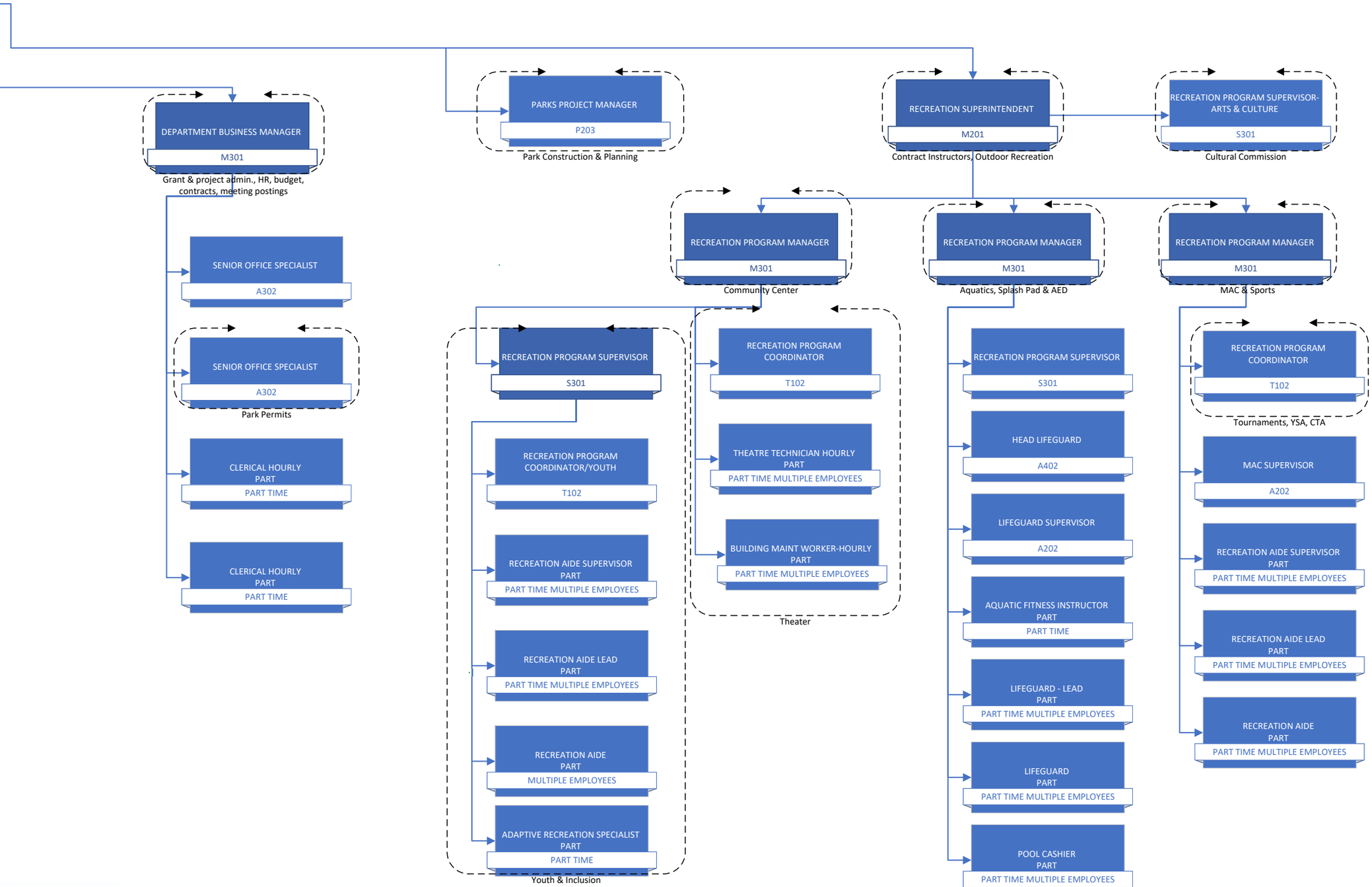
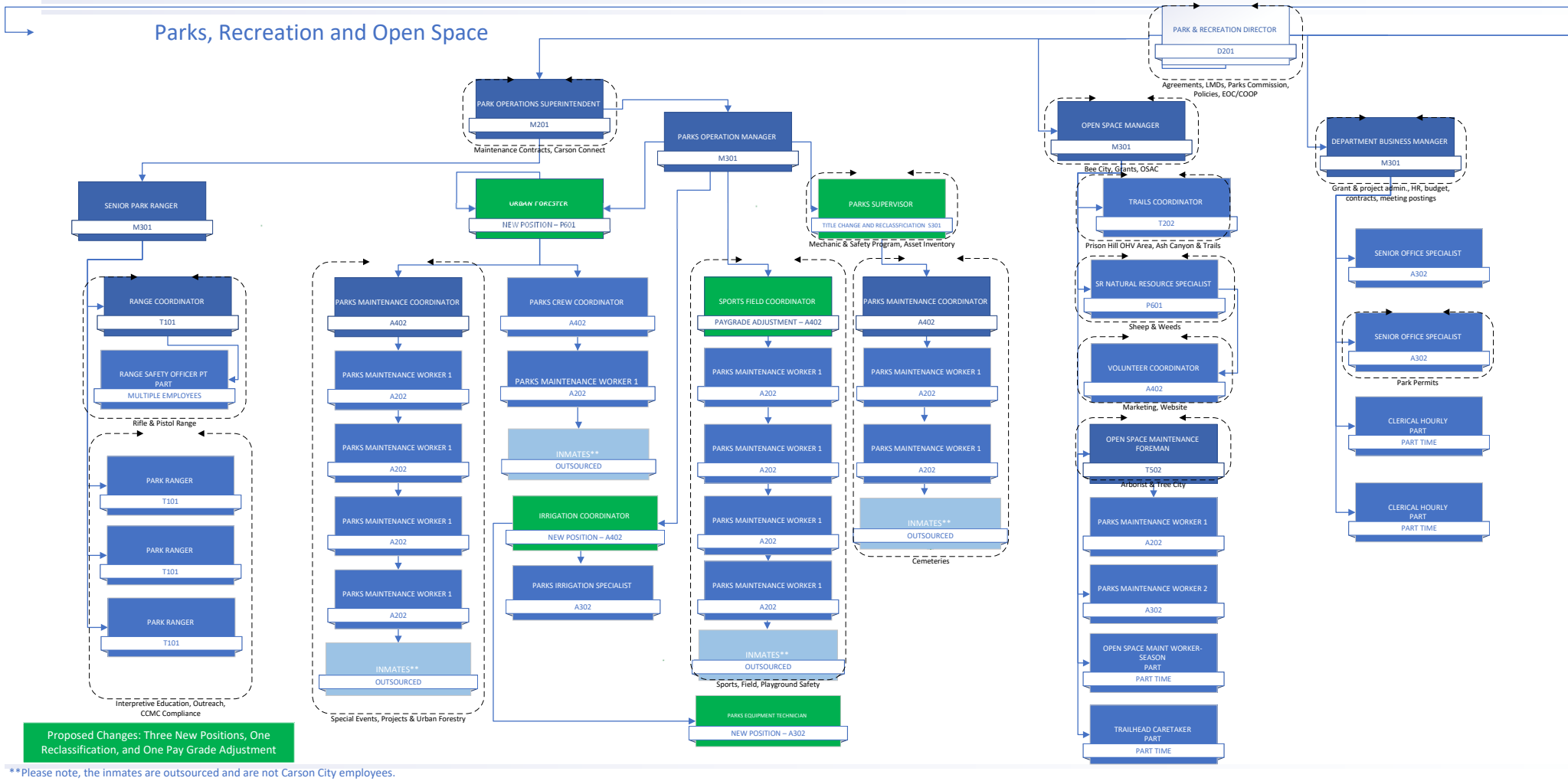
Parks, Recreation and Open Space



**Please note, the inmates are outsourced and are not Carson City employees.

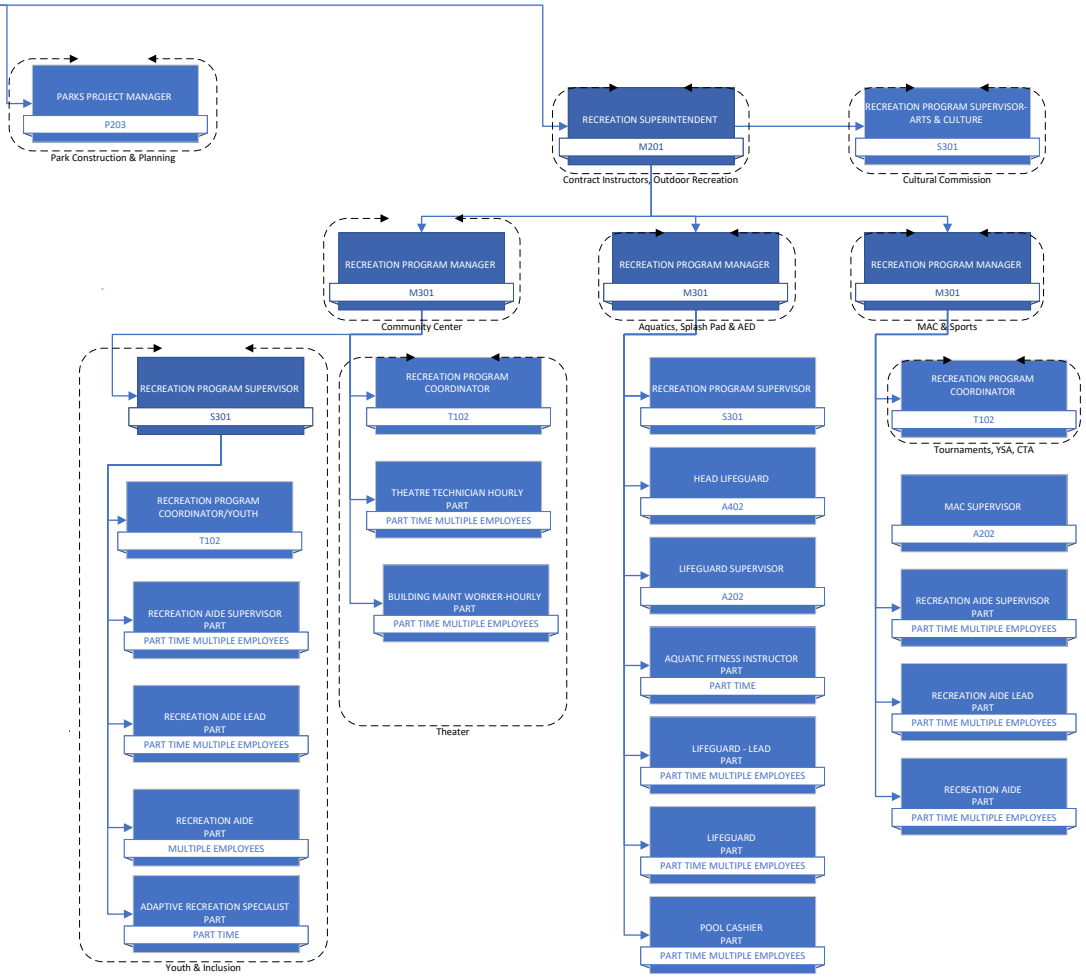

DEPARTMENT BUSINESS MANAGER
M301
Grant & project admin., HR, budget, contracts, meeting postings
PARKS PROJECT MANAGER
P203
Park Construction & Planning
RECREATION SUPERINTENDENT
M201
Contract Instructors, Outdoor Recreation
RECREATION PROGRAM SUPERVISOR-ARTS & CULTURE
S301
Cultural Commission
SENIOR OFFICE SPECIALIST
A302
SENIOR OFFICE SPECIALIST
A302
Park Permits
CLERICAL HOURLY PART
PART TIME
CLERICAL HOURLY PART
PART TIME
RECREATION PROGRAM MANAGER
M301
Community Center
RECREATION PROGRAM MANAGER
M301
Aquatics, Splash Pad & AED
RECREATION PROGRAM MANAGER
M301
MAC & Sports
RECREATION PROGRAM SUPERVISOR
S301
RECREATION PROGRAM COORDINATOR/YOUTH
T102
RECREATION AIDE SUPERVISOR PART
PART TIME MULTIPLE EMPLOYEES
RECREATION AIDE LEAD PART
PART TIME MULTIPLE EMPLOYEES
RECREATION AIDE PART
MULTIPLE EMPLOYEES
ADAPTIVE RECREATION SPECIALIST PART
PART TIME
Youth & Inclusion
RECREATION PROGRAM COORDINATOR
T102
THEATRE TECHNICIAN HOURLY PART
PART TIME MULTIPLE EMPLOYEES
BUILDING MAINT WORKER-HOURLY PART
PART TIME MULTIPLE EMPLOYEES
Theater
RECREATION PROGRAM SUPERVISOR
S301
HEAD LIFEGUARD
A402
LIFEGUARD SUPERVISOR
A202
AQUATIC FITNESS INSTRUCTOR PART
PART TIME
LIFEGUARD - LEAD PART
PART TIME MULTIPLE EMPLOYEES
LIFEGUARD PART
PART TIME MULTIPLE EMPLOYEES
POOL CASHIER PART
PART TIME MULTIPLE EMPLOYEES
RECREATION PROGRAM COORDINATOR
T102
Tournaments, YSA, CTA
MAC SUPERVISOR
A202
RECREATION AIDE SUPERVISOR PART
PART TIME MULTIPLE EMPLOYEES
RECREATION AIDE LEAD PART
PART TIME MULTIPLE EMPLOYEES
RECREATION AIDE PART
PART TIME MULTIPLE EMPLOYEES

Parks, Recreation and Open Space



Proposed Changes: Three New Positions, One Reclassification, and One Pay Grade Adjustment

**Please note, the inmates are outsourced and are not Carson City employees.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THEATRE TECHNICIAN HOURLY PART
PART TIME MULTIPLE EMPLOYEES
BUILDING MAINT WORKER-HOURLY PART
PART TIME MULTIPLE EMPLOYEES
Theater
RECREATION PROGRAM SUPERVISOR
S301
HEAD LIFEGUARD
A402
LIFEGUARD SUPERVISOR
A202
AQUATIC FITNESS INSTRUCTOR PART
PART TIME
LIFEGUARD - LEAD PART
PART TIME MULTIPLE EMPLOYEES
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PART TIME MULTIPLE EMPLOYEES

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Public Works - Facilities Management**	**DEPARTMENT #(ORG)**	1013034

DESCRIPTION OF REQUESTED ITEM:

1 New FTE - Trades Technician (Public Works) T201/T202

JUSTIFICATION OF REQUEST:

The Facilities Maintenance division currently consists of six Skilled Trades Technicians who maintain over 685,000 square feet across 90 buildings in Carson City. Over the last 24 years, at least seven new buildings representing approximately 110,000 square feet of area to be maintained have been added without an addition to Facilities Maintenance staff. While the Northgate building consisting of 15,000 square feet was disposed, the new Emergency Operation Center and Fire Station will soon be completed, which is approximately 18,000 square feet. There is currently over $23 million identified as needed for Deferred Maintenance, which further illustrates the need for additional staffing in this division. Facilities Maintenance is currently performed by Skilled Trades Technicians. This work largely requires the skillset of a Skilled Trades Technician which is journeyman type level of expertise; however, some work is more remedial in nature (painting, basic repair, furniture moving, and other entry-level tasks). Creation of a Trades Technician will provide a lower-skilled, entry level position in the work class who would focus on these types of tasks while gaining skills and experience to qualify for the Skilled Trades Technician position when one becomes available.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)	62,904.00				
Other pay*	-				
Workers' Compensation	1,279.00				
Group Insurance	12,864.00				
Medicare (Salary *.0145)	912.00				
PERS^^	23,117.00				
TOTAL PERSONNEL COSTS	$ 101,076.00			**TOTAL SERVICES AND SUPPLIES**	$ -
				GRAND TOTAL	$ 101,076.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 33.50% and for Public Safety Employees that is 50%

Related One-time / Capital Requests +:

Description of Item	Amount
Vehicle - ¾ ton Pickup	75,000.00
Total	$ 75,000.00

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

JOB DESCRIPTION

JOB TITLE:	Trades Technician	**FLSA:**	Non-Exempt
DEPARTMENT:	Public Works	**GRADE:**	T201/T202
REPORTS TO:	Facilities Maintenance Manager	**Revised:**	February 2025

SUMMARY OF JOB PURPOSE:

Under general supervision, performs heavy manual labor and semi-skilled work in the installation, maintenance and repair of mechanical, electrical, HVAC, security and structural systems and elements of City buildings and facilities.

ESSENTIAL FUNCTIONS:

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.

- Participates in the design, layout and planning of office, public facility, shop, and other remodeling, repair or modification projects affecting City buildings and facilities; takes measurements; prepares working drawings and sketches; assists in preparing project specifications.
- Estimates materials, tools and equipment needed for work assignments; orders and picks up materials and supplies from outside vendors as appropriate; prepares cost estimates for job.
- Performs heavy manual labor and semi-skilled craft work in the installation, maintenance and repair of furniture, carpentry, plumbing, HVAC, electrical, security, and related facility systems and components.
- Inspects fire/safety alarms, fire extinguishers, boilers, HVAC equipment, generators, pumps, motors and similar mechanical/electrical equipment on a regular basis; troubleshoots problems and repairs as required; performs safety inspections.
- Assists in welding and brazing on piping systems and mechanical components; fabrication of metal elements as for facility and equipment repair.
- Tests and treats water in air conditioning and heating systems; assists in recharging refrigeration systems.
- Assists in repairs and installation of doors and door hardware; performs semi-skilled rough and finish carpentry work.
- Helps ensure that sensors, controllers and transmitters are in proper working condition.
- Maintains and services a variety of test equipment and hand and power tools; keeps small inventory of frequently used supplies and hardware.
- 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.
- May direct the work of less skilled assistants on specific projects; may direct the work of temporary workers, juveniles or volunteers; ensures that proper safety precautions are followed.

ESSENTIAL FUNCTIONS:

- Maintains records of work performed and materials used; MSDS and safety logs.
- Performs heavy manual labor in performing duties as required.
- Drives City vehicles, including snowplows, forklifts and other equipment, depending upon assignment to work sites and transports materials and assistants as required.
- Keeps basic records of work performed, time sheets, etc.
- 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:

High school diploma or GED, successful completion of a recognized apprenticeship in one of the building trades (electrical, HVAC, carpentry, plumbing) or in a related field; AND one (1) years of skilled experience in the installation, maintenance and repair of building operating systems and facilities; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid Driver's License
- OSHA 10 Certification (must obtain within 15 days of hire)
- Fork Lift Operator Certification (must obtain within 6 months of hire)

Required Knowledge and Skills

Knowledge of:

- Basics of principles, methods and materials used in a variety of mechanical, electro-mechanical and electrical installation, maintenance and repair work.
- Operation and maintenance of a variety of hand, power and shop tools used in a variety of trade areas.
- Basic practices and equipment of the plumbing trade. Basic equipment and practices of the welding trade.
- Basic practices and equipment of the carpentry trade.
- Basic record keeping practices.
- Basic job estimation and supervisory principles and practices.
- Safety practices and equipment related to the work.
- Shop mathematics.
- Basic record keeping practices.
- Correct business English, including spelling, grammar and punctuation.
- 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 heavy manual labor and semi-skilled maintenance and repair of a variety of mechanical, electrical, HVAC and other facility operating systems.
- Operating and maintaining specialized tools and equipment of a variety of mechanical, electrical and facilities maintenance trades.
- Measuring and calculating angles, lengths and volumes.
- Designing, laying out and preparing plans for varied construction and maintenance jobs.
- Estimating necessary materials and equipment to complete assignments.
- Safely using and maintaining hand and power tools related to the work.
- Directing and instructing others on a project basis.
- Maintaining accurate records of work performed.
- Reading and interpreting manuals, specifications, drawings and blueprints.
- Using initiative and independent judgment within established procedural guidelines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

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. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

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 stand for extended periods of time; safely operate a motor vehicle; strength to lift and maneuver materials and equipment weighing up to 80 pounds; work at height of up to seventy-five (75) feet; exposure to traffic conditions and external environment when traveling from one office to another; exposure to fumes, cleaning fluids, and electrical shock.

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, or no reason.*

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 $56.25 and a drug screen which costs $36.50. Employment is contingent upon passing the background and the drug 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.ucis.gov.*

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

"Carson City is an Equal Opportunity Employer"

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Public Works - Facilities Management**	**DEPARTMENT #(ORG)**	1013034

DESCRIPTION OF REQUESTED ITEM:

1 New FTE - Building Mainteance Workers (Public Works) A301/A302, eliminate two hourly Building Maintenance Worker positions

JUSTIFICATION OF REQUEST:

Creation of one full time Building Maintenance Workers in exchange for two hourly Building Maintenance Worker positions will help provide stability in this division and a long-term career path for this new position. Current hourly positions are temporary in nature, resulting in frequent turnover and new employee training / loss of productivity. This has only been magnified in the last five years and on average our part time employees have only remained an employee for approximately five months. The most recently hired hourly employee chose not to return before finishing the first work week. This part-time model is no longer working and resources are being wasted on constantly training new employees that do not stay. The two hourly positions being considered for conversion are associated with maintenance of the Library, BRIC and Community Center facilities. Funding for these part-time positions for these facilities can be used towards the converted FTE. Split 90% General Fund 10% Redevelopment

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)	52,926.00	1016200	500102	Hourly Seasonal(Library)	(16,380.00)
Other pay*	-	6027505	500102	Hourly Seasonal(BRIC)	(8,190.00)
Workers' Compensation	3,638.00	1015054	500102	Hourly Seasonal(MAC)	(8,190.00)
Group Insurance	12,864.00				
Medicare (Salary *.0145)	767.00				
PERS^^	19,450.00				
TOTAL PERSONNEL COSTS	$ 89,645.00			**TOTAL SERVICES AND SUPPLIES**	$ (32,760.00)
				GRAND TOTAL	$ 56,885.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 36.75% and for Public Safety Employees that is 58.75%

Related One-time / Capital Requests +:

Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

JOB DESCRIPTION

JOB TITLE:	Building Maintenance Worker	**FLSA:**	Non-Exempt
DEPARTMENT:	Public Works	**GRADE:**	A302/A301
REPORTS TO:	Building Maintenance Supervisor	**DATE:**	July 1, 2015

SUMMARY OF JOB PURPOSE:

Under immediate supervision, performs standard building and facility maintenance, and minor repair duties in buildings, facilities and adjacent grounds; interacts with and provides standard information to the public.

ESSENTIAL FUNCTIONS:

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.

- Sweeps, mops, scrubs, and polishes floors; sweeps, vacuums, extracts and spot cleans carpeted areas.
- Dusts and polishes furniture and woodwork; dusts counters, window sills, window blinds and similar fixtures.
- Empties, cleans and lines waste receptacles and disposes of trash.
- Cleans doors, carpets, windows, walls, ceilings, window blinds and furniture; polishes metalwork.
- Performs set-up and dismantling of rooms for events.
- Secures facilities and activates alarms as required.
- Requisitions building maintenance supplies, materials and equipment; ensure proper supply of necessary material is available.
- Cleans and disinfects restrooms; restocks restroom supplies as necessary.
- Cleans lighting fixtures and replaces bulb/tube when required.
- Reports the need for maintenance or repair of facilities to the appropriate supervisor; corrects or reports any fire or safety hazards and places barriers in public areas.
- Maintains equipment, materials and supplies in proper condition.
- Observes safe working practices, including maintaining storage areas in a safe condition.
- Follows label instructions to mix and dilute cleansers, disinfectants and stripping agents to ensure proper strength for use.
- Answers questions and provides standard information to the public if working in a public facility.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as a member of a work team.
- Keeps basic records of work performed, time sheets, etc.
- Drives a City motor vehicle to specified work sites.
- 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:

High school diploma or GED; AND one (1) year of general maintenance/custodial experience; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid Driver's License.

Required Knowledge and Skills

Knowledge of:

- Proper cleaning methods and the safe usage of cleaning materials, disinfectants, custodial tools and equipment.
- Use and minor maintenance of hand and power tools and equipment.
- Safety practices and equipment related to the work.
- Basic shop mathematics.
- Basic record keeping 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.

Skill in:

- Safely using hand tools and power equipment related to the work.
- Understanding and following written and oral instructions.
- Working without close supervision in standard work situations.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Answering patrons' questions.
- Dealing successfully with the public.

SUPERVISION RECEIVED AND EXERCISED:

Under Immediate Supervision - Incumbents at this level are closely supervised in essentially all aspects of their assigned work with the exception of routine and basic tasks. Work methods are generally prescribed in specific terms. They usually follow an established routine with general assignments, and their work is subject to frequent reviews. A position may involve repetition of a limited number of tasks that after initial training and review warrant only occasional supervisory review.

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; safely operate a motor vehicle; strength to exert up to 100 pounds of force occasionally and up to 50 pounds of force frequently to lift, carry, push, pull or move objects; exposure to traffic conditions and external environment when traveling from one office to another; exposure to fumes, cleaning fluids, and electrical shock.

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, or no reason.*

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 $48.25 and a drug screen which costs $36.50. Employment is contingent upon passing the background and the drug 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.uscis.gov .*

7. *Carson City is an Equal Opportunity Employer.*

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

"Carson City is an Equal Opportunity Employer"

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Public Works - Landfill, Streets, Water, Wastewater**	**DEPARTMENT #(ORG)**	1013904, 2563038 5203502, 5103201

DESCRIPTION OF REQUESTED ITEM:

1 New FTE - Compliance Officer (Public Works) T201/T202

JUSTIFICATION OF REQUEST:

The addition of (1) Compliance Officer is being requested to augment the Public Works staff to focus on code compliance issues pertaining to solid wastes at the Carson City Landfill and to investigate and handle issues within the Carson City right-of-way (ROW). This is a new position for Public Works as relying on other Departments to assist with code compliance in no longer a viable option. This position will be paid for by the following split within Public Works: Landfill Division (50%), Stormwater (5%), Water Division (25%) and Wastewater Division (20%). The following is sample of issues this compliance officer would handle: verify that commercial Landfill customers are paying the correct rates (in-county vs out-of-county); investigate "clean fill" requests for the Landfill; investigate illegal dumping; investigate leaf blowing into the ROW; investigate snow removal into the ROW; investigate ROW encroachment issues (signs, weeds, debris, unauthorized storage of personal items); storm drain blockage; investigate damage to public trees; investigate unpermitted sidewalk/driveway repair/extension; investigate water over usage; investigate unauthorized hydrant usage; investigate meter tampering; investigate sewer overflows from blocked or failing private laterals; and other duties as required.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)	62,904.00				
Other pay*	150.00				
Workers' Compensation	1,279.00				
Group Insurance	12,864.00				
Medicare (Salary *.0145)	914.00				
PERS^^	23,117.00				
TOTAL PERSONNEL COSTS	$ 101,228.00			**TOTAL SERVICES AND SUPPLIES**	$ -
				GRAND TOTAL	$ 101,228.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 36.75% and for Public Safety Employees that is 58.75%

Related One-time / Capital Requests +:

Description of Item		Amount
Vehicle - ½ ton Pickup		55,000.00
	Total	$ 55,000.00

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

JOB DESCRIPTION

JOB TITLE:	Compliance Officer	**FLSA:**	Non-Exempt
DEPARTMENT:	Public Works	**GRADE:**	T202/T201
REPORTS TO:	Operations Manager	**PCN:**	130
DATE:	July 1, 2025	**REVISED:**	Feb 2025

SUMMARY OF JOB PURPOSE:

Under general supervision, performs office and field work related to the enforcement of City codes and resolution of complaints related to the Landfill, Right of ways, Stormwater, Water, Wastewater, and nuisance issues.

ESSENTIAL FUNCTIONS:

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.

- Verify that commercial Landfill customers are paying the correct rates (In-County vs. Out-of-County), "clean fill" request for the landfill, and illegal dumping within the City right-of-way.
- Receives and responds to complaints regarding solid waste, storm drain blockage issues, leaf blowing, snow removal, and encroachments issues (signs, weeds, debris, unauthorized storage of personal items) within the City right-of-way.
- Investigates injury to public trees, unpermitted sidewalk/driveway repair/extension, water over usage, unauthorized hydrant usage, meter tampering, and sewer overflows from blocked or failing private laterals.
- Research property ownership and applicable codes and other documentation regarding the property in question; contacts property owners and schedules on-site inspections; interprets codes and regulations and explains codes, regulations and inspection procedures to responsible parties.
- Monitors compliance activities and conducts follow-up and final inspections.
- Establish files, maintains inspection tracking documentation and records of all notices and actions.
- Prepares a variety of written correspondence and periodic and special reports regarding work performed.
- Coordinates with Community Development Code Enforcement officer(s) regarding private property versus right-of-way issues.
- Confers with legal staff regarding potential legal action for compliance; provides documentation of action and testifies in court as required.
- Confers and coordinates activities with those of other City staff regarding code enforcement activities.
- 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.

- Uses standard office equipment, including a computer, in the course of the work; drives a motor vehicle to inspect properties and meet with property owners and responsible parties.

- Demonstrates courteous and cooperative behavior when interacting with public and 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 High School Diploma or GED and two (2) years of experience in work which has required the interpretation, explanation and enforcement of varied codes and regulations; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid Driver's License.

Required Knowledge and Skills

Knowledge of:

- City solid waste, right-of-way, stormwater, water, and wastewater related codes and ordinances.
- Principles and practices of code enforcement and inspection.
- Requirements for clear documentation of cases.
- Computer applications related to the work.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Record keeping principles and practices; correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.

Skill in:

- Investigating various code complaints in a timely and effective manner.
- Interpreting, applying and explaining local laws and regulations related to solid waste, right-of-way, stormwater, water, wastewater and related matters.
- Maintaining accurate records of inspections performed and actions taken.
- Preparing clear and concise reports, correspondence and other written materials.
- 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.
- Speaking English effectively to communicate in person or over the telephone.

- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.
- Demonstrating courteous and cooperative behavior when interacting with public and staff; acts in a manner that promotes a harmonious and effective workplace environment.

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. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

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 and in the field, 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 make field observations; and hearing and speech to communicate in person or over the telephone; ability to operate a motor vehicle and safely travel to a variety of offsite locations.

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, or no reason.*

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 $48.25 and a drug/alcohol screen which costs $36.50. 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.uscis.gov.*

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I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

"Carson City is an Equal Opportunity Employer"

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2024-2025

DEPARTMENT NAME:	Public Works-Landfill	DEPARTMENT #(ORG)	1013904

DESCRIPTION OF REQUESTED ITEM:

1 New FTE- Landfill Worker T201/T202

JUSTIFICATION OF REQUEST:

The addition of (1) landfill worker is being requested to assist in the operations of the landfill. Due to the increase in waste being brought to the landfill and the increase of daily regulatory requirements, current staffing levels are not keeping up. Currently the landfill field operates with (8) landfill workers, (1) landfill foreman, and (1) landfill supervisor over a 6-day workweek. This equates to 4-5 workers per shift plus a foreman on four of six shifts in the field. Factoring in paid time off there is just not enough staff in the field to keep the landfill operating safely. Over the next year the tipping facility will be constructed and that will help with safety, but the volume of waste that needs taken care of doesn't change. During the landfill rate increase discussion/approval process that was implemented July 1, 2023, it was discussed that the need for additional staff and operational needs would be part of the use of the rate increase.

It is proposed to add (1) landfill worker, bringing the field staff to (9) landfill workers and (1) foreman. This will provide 5-6 workers per shift plus a foreman on four of six shifts. On the days that there are (6) workers plus a foreman, the foreman will be freed up to perform administrative duties while not taking away from the field workforce. This staffing level would allow the continuous attending of the C&D, MSW, and public cells/Tipping Facility as well as leave 2-3 workers to work on regulatory issues such as daily cover, immediate burial, and general landfill housekeeping.

Over the last 10-years the field staff has increased by (2) landfill workers, however during this same period the following has changed:

1. Annual trips across the in-bound scale has increased from 96,717 to 139,484, annually, or 44%
2. Annual tonnage has increased from 177,923 to 419,087 tons or 135%
3. Annual revenue has increased from $3,713,803 to $9,367,763 or 152%

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)	62,904.00				
Other pay*	150.00				
Workers' Compensation	1,279.00				
Group Insurance	12,864.00				
Medicare (Salary *.0145)	914.00				
PERS^^	23,117.00				
TOTAL PERSONNEL COSTS	$ 101,228.00			**TOTAL SERVICES AND SUPPLIES**	$ -
				GRAND TOTAL	$ 101,228.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 36.75% and for Public Safety Employees that is 58.75%

Related One-time / Capital Requests +:	
Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

JOB DESCRIPTION

JOB TITLE:	Landfill Worker	**FLSA:**	Non-Exempt
DEPARTMENT:	Public Works	**GRADE:**	T201/T202
REPORTS TO:	Landfill Foreman	**PCN:**	871
DATE:	July 1, 2015		

SUMMARY OF JOB PURPOSE:

Under immediate supervision, provides a variety of landfill maintenance and operations duties required for efficient and effective service to landfill customers and the City.

ESSENTIAL FUNCTIONS:

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.

- Operates heavy equipment necessary for landfill operations; maintains equipment in a clean and functional operating condition.
- Operates water truck to perform dust control and fire suppression activities as required.
- Operates gatehouse; utilizes automated scale system; calculates and collects amount due for waste loads.
- Directs vehicle traffic at the landfill.
- Maintains landfill shop, catch fences, and buildings.
- Performs snow removal as required.
- Performs basic clean-up of site and facilities as required.
- Enters and retrieves data and prepares reports using a computer; reviews such reports for accuracy and makes corrections as required; operates standard office equipment.
- Observes safe working practices, including maintaining work areas in a safe condition.
- Uses standard office equipment, including a computer, in the course of the work.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as a member of a work team.
- Keeps basic records of work performed, time sheets, etc.
- 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:

High school diploma or GED; AND two (2) years of heavy equipment operation experience; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid Class A driver's license with tanker endorsement within 18 months of hire
- Must take pre-employment physical examination and Respiratory Fit test

Required Knowledge and Skills

Knowledge of:

- Policies and procedures of the landfill unit.
- Use of specified computer applications involving word processing, data entry and/or standard report generation.
- Business arithmetic.
- Safety policies and practices.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.
- Correct business English, including spelling, grammar and punctuation.

Skill in:

- Maintaining accurate financial records and preparing accurate and timely reports
- Reading, interpreting and explaining rules, policies and procedures.
- Operation and maintenance of heavy equipment that ensures a safe and effective working environment.
- Performing basic mathematical calculations.
- Performing assigned duties in a safe manner.
- Following oral and written instructions.
- Performing a variety construction and maintenance tasks.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Dealing successfully with commissioners, 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 Immediate Supervision - Incumbents at this level are closely supervised in essentially all aspects of their assigned work with the exception of routine and basic tasks. Work methods are generally prescribed in specific terms. They usually follow an established routine with general assignments, and their work is subject to frequent reviews. A position may involve repetition of a limited number of tasks that after initial training and review warrant only occasional supervisory re-view.

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 field setting, use standard office equipment and stamina to sit and walk for extended periods of time; agility to navigate uneven terrain; strength to lift and carry up to 80 pounds; work at height up to seventy-five (75) feet; vision to read printed materials; and hearing and speech to communicate in person or over the telephone; work is subject to exposure to weather conditions, fumes, dust and hazardous chemicals.

Employees must maintain an active telephone. Employees must reside within 30 minutes of Carson City. Employees must be willing to work overtime, shifts, weekends and holidays. May be required to be on-call.

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.*

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 shall 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 $48.25 and a drug/alcohol screen which costs $84.00. 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.uscis.gov*

7. *This position is covered under the authority of the Federal Motor Carrier Safety Administration Act (FMCSA).*

   All employees covered by this job description are subject to drug and alcohol testing in accordance with the requirements of the FMCSA, as set forth in 49 CFR part 382 as amended; and the Carson City FMCSA Anti-Drug & Alcohol Misuse Prevention Program; which are hereby referenced and made part of the job description and mandates urine testing and breath alcohol testing for safety-sensitive and commercial driver's license positions. A violation of the policy and/or law may result in immediate termination of employment.

   The US Department of Transportation (DOT) also imposes 49 CFR part 40 as amended, which is hereby referenced and made part of this job description, that establishes standards for collection and testing of urine and breath specimens.

   Copies of parts 382 and 40 are available in the Alcohol Program Manager's office and on the internet at the Office of Drug and Alcohol Policy and Compliance website https://www.transportation.gov/odapc

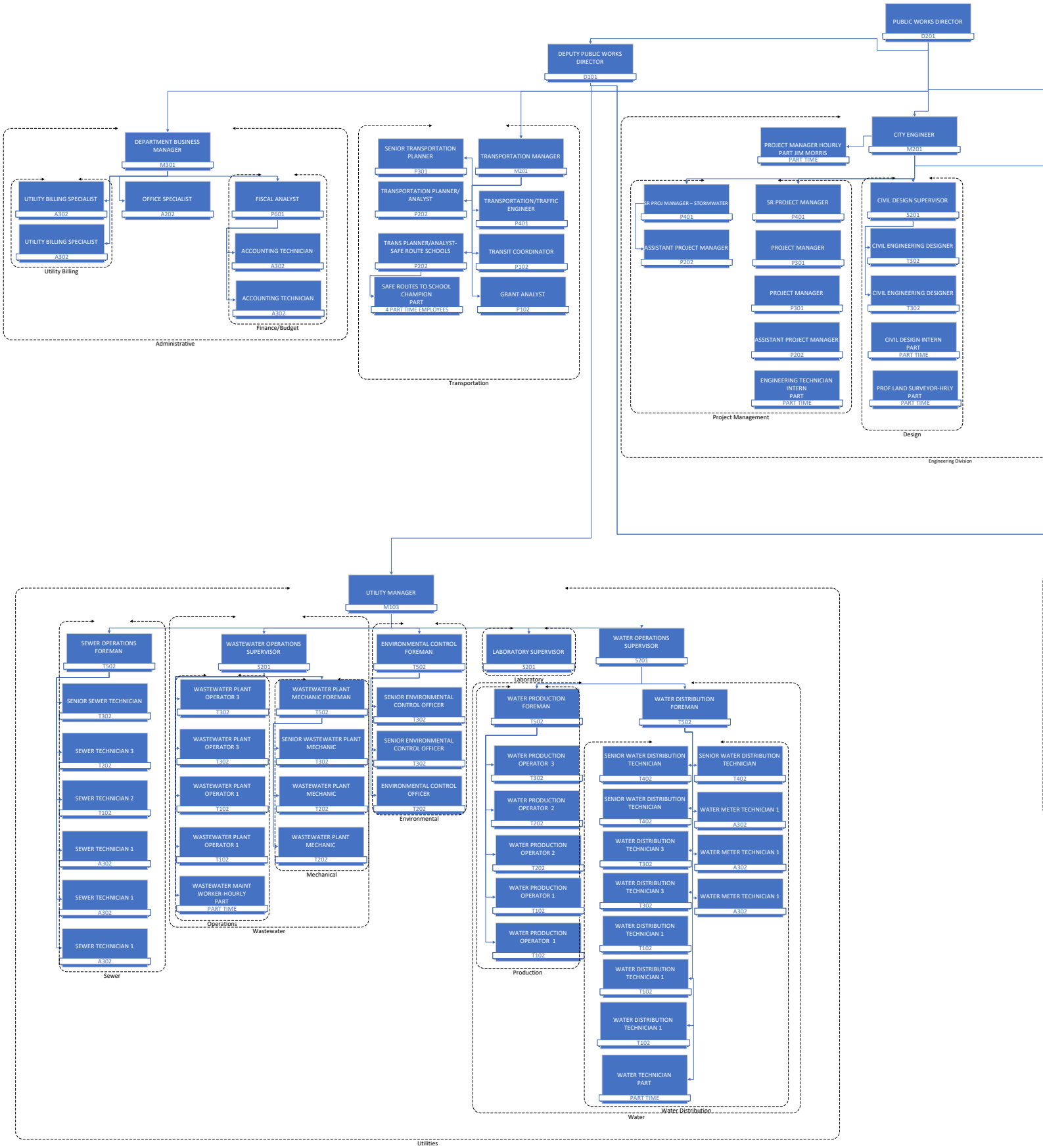
I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

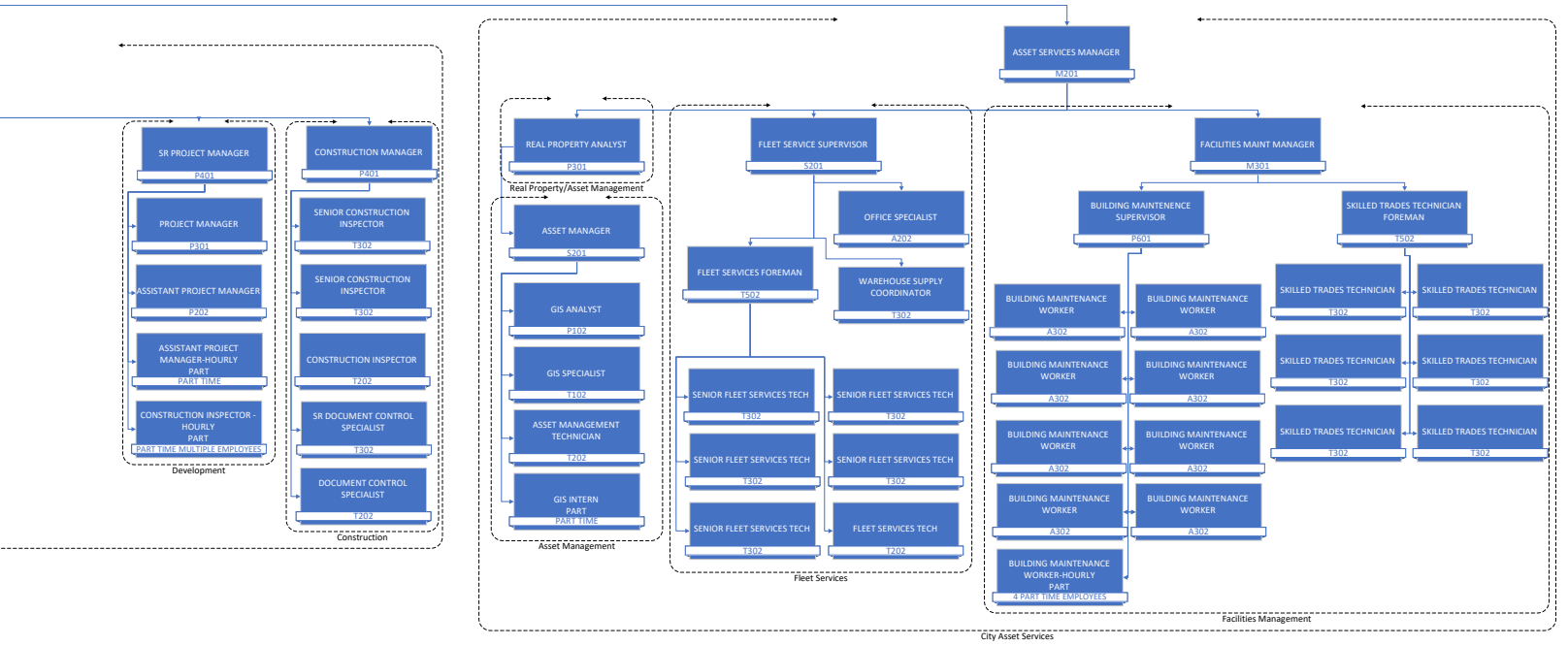
PRINT NAME: _____

SIGNATURE: _____ DATE: _____

"Carson City is an Equal Opportunity Employer"

Carson City
Public Works Department




ASSET SERVICES MANAGER
M201
SR PROJECT MANAGER
P401
PROJECT MANAGER
P301
ASSISTANT PROJECT MANAGER
P202
ASSISTANT PROJECT MANAGER-HOURLY PART
PART TIME
CONSTRUCTION INSPECTOR - HOURLY PART
PART TIME MULTIPLE EMPLOYEES
Development
CONSTRUCTION MANAGER
P401
SENIOR CONSTRUCTION INSPECTOR
T302
SENIOR CONSTRUCTION INSPECTOR
T302
CONSTRUCTION INSPECTOR
T202
SR DOCUMENT CONTROL SPECIALIST
T302
DOCUMENT CONTROL SPECIALIST
T202
Construction
REAL PROPERTY ANALYST
P301
Real Property/Asset Management
ASSET MANAGER
S201
GIS ANALYST
P102
GIS SPECIALIST
T102
ASSET MANAGEMENT TECHNICIAN
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Asset Management
FLEET SERVICE SUPERVISOR
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OFFICE SPECIALIST
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FLEET SERVICES FOREMAN
T502
WAREHOUSE SUPPLY COORDINATOR
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SENIOR FLEET SERVICES TECH
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Fleet Services
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BUILDING MAINTENENCE SUPERVISOR
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SKILLED TRADES TECHNICIAN FOREMAN
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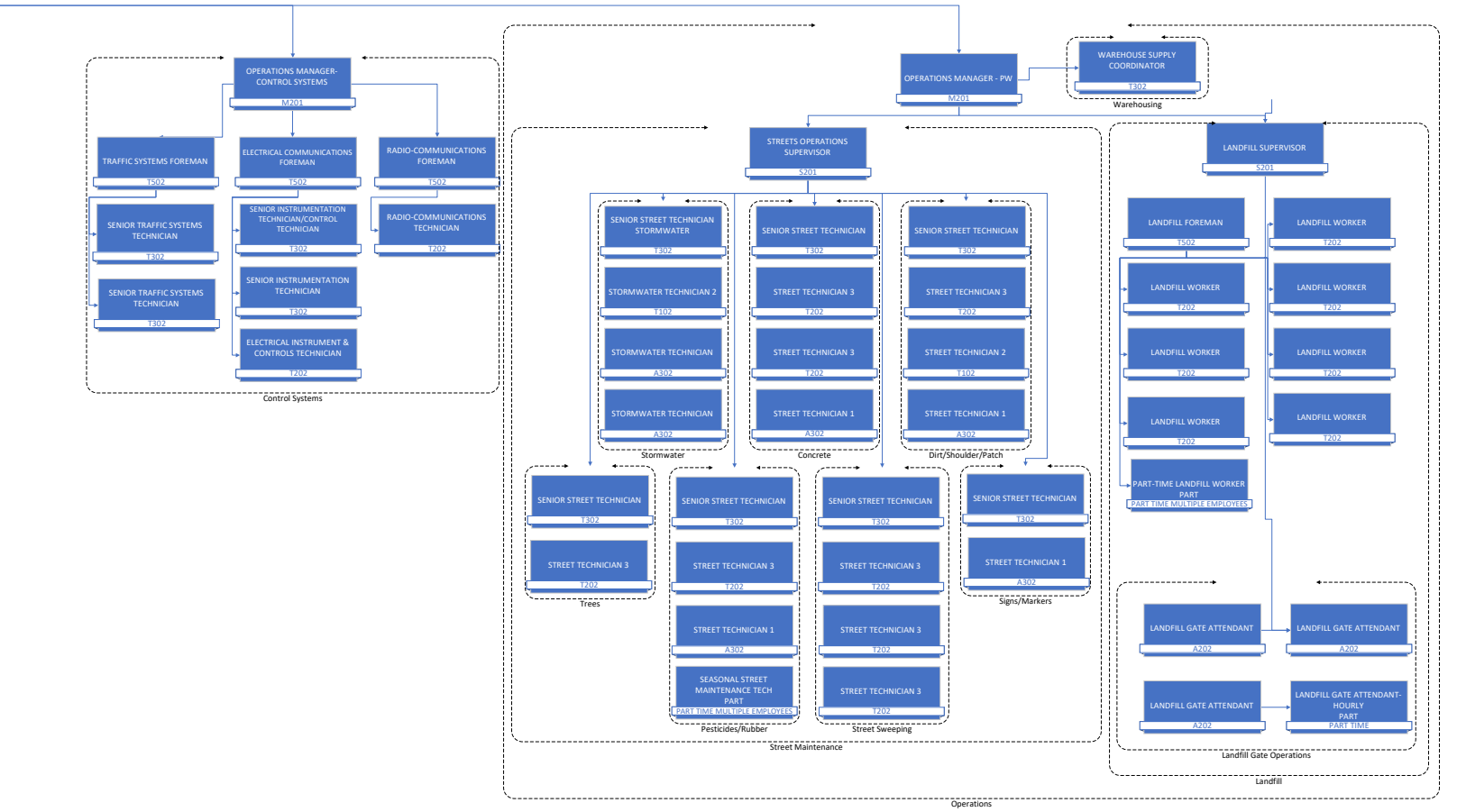
Facilities Management
City Asset Services


OPERATIONS MANAGER-CONTROL SYSTEMS
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ELECTRICAL COMMUNICATIONS FOREMAN
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RADIO-COMMUNICATIONS FOREMAN
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SENIOR TRAFFIC SYSTEMS TECHNICIAN
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SENIOR INSTRUMENTATION TECHNICIAN/CONTROL TECHNICIAN
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SENIOR INSTRUMENTATION TECHNICIAN
T302
ELECTRICAL INSTRUMENT & CONTROLS TECHNICIAN
T202
RADIO-COMMUNICATIONS TECHNICIAN
T202
Control Systems
OPERATIONS MANAGER - PW
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WAREHOUSE SUPPLY COORDINATOR
T302
Warehousing
STREETS OPERATIONS SUPERVISOR
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Street Sweeping
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Signs/Markers
Street Maintenance
LANDFILL SUPERVISOR
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LANDFILL FOREMAN
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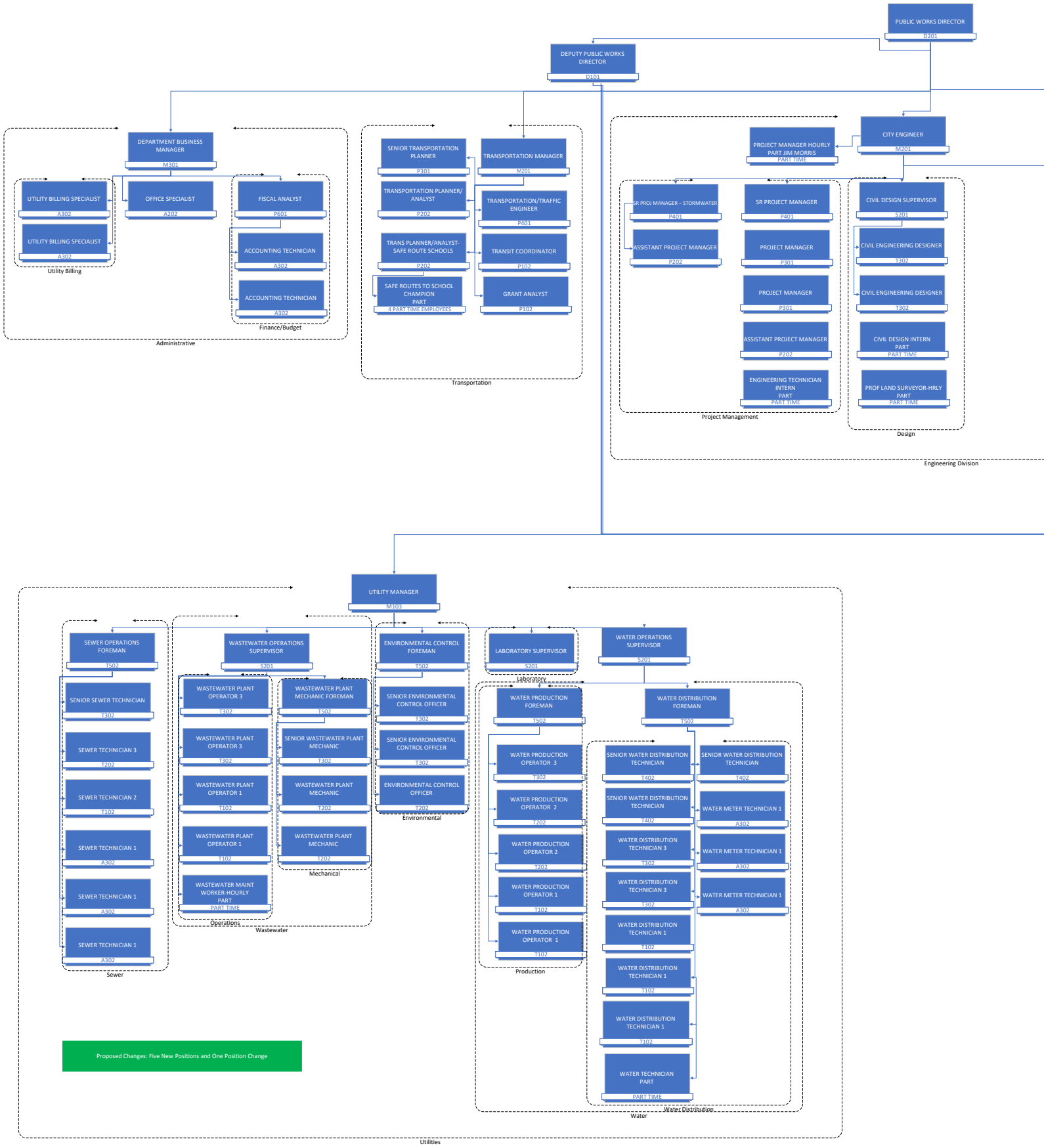
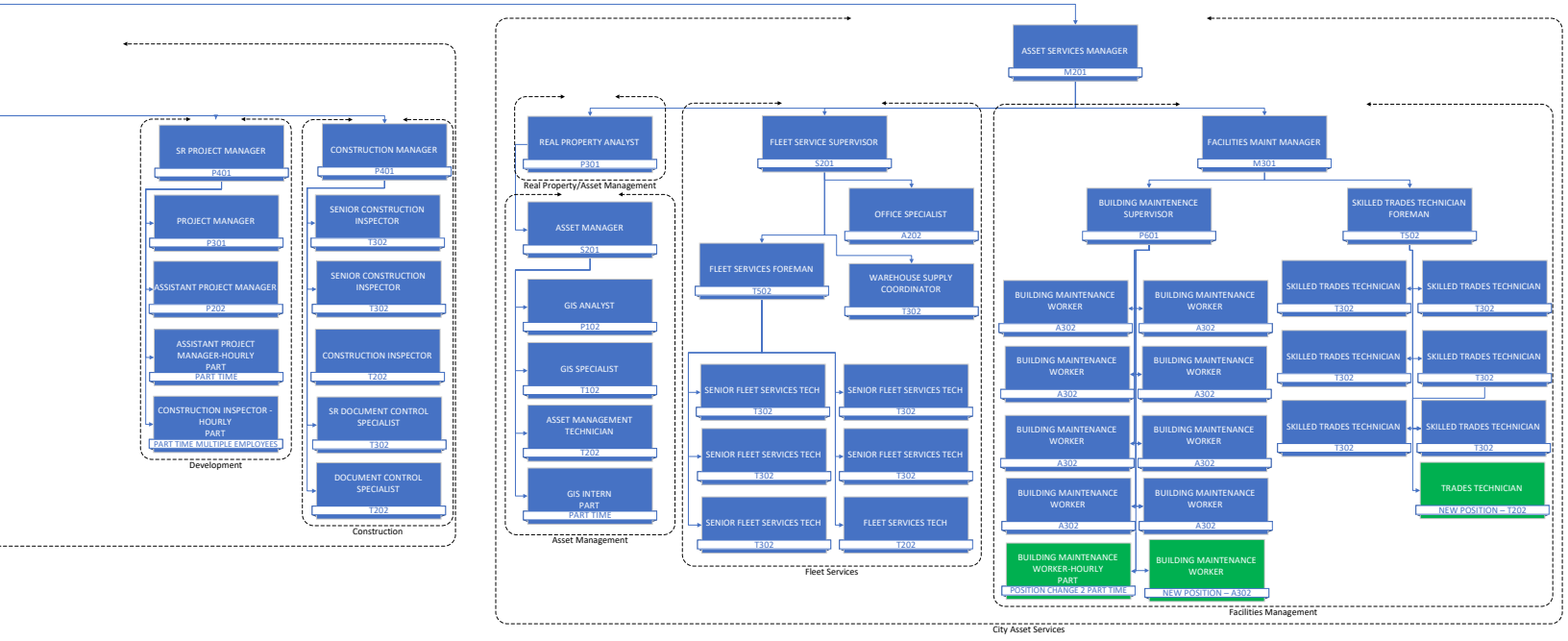
PART TIME
Landfill Gate Operations
Landfill
Operations

Carson City
Public Works Department

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CONSTRUCTION INSPECTOR - HOURLY PART
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CONSTRUCTION MANAGER
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Construction
REAL PROPERTY ANALYST
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Real Property/Asset Management
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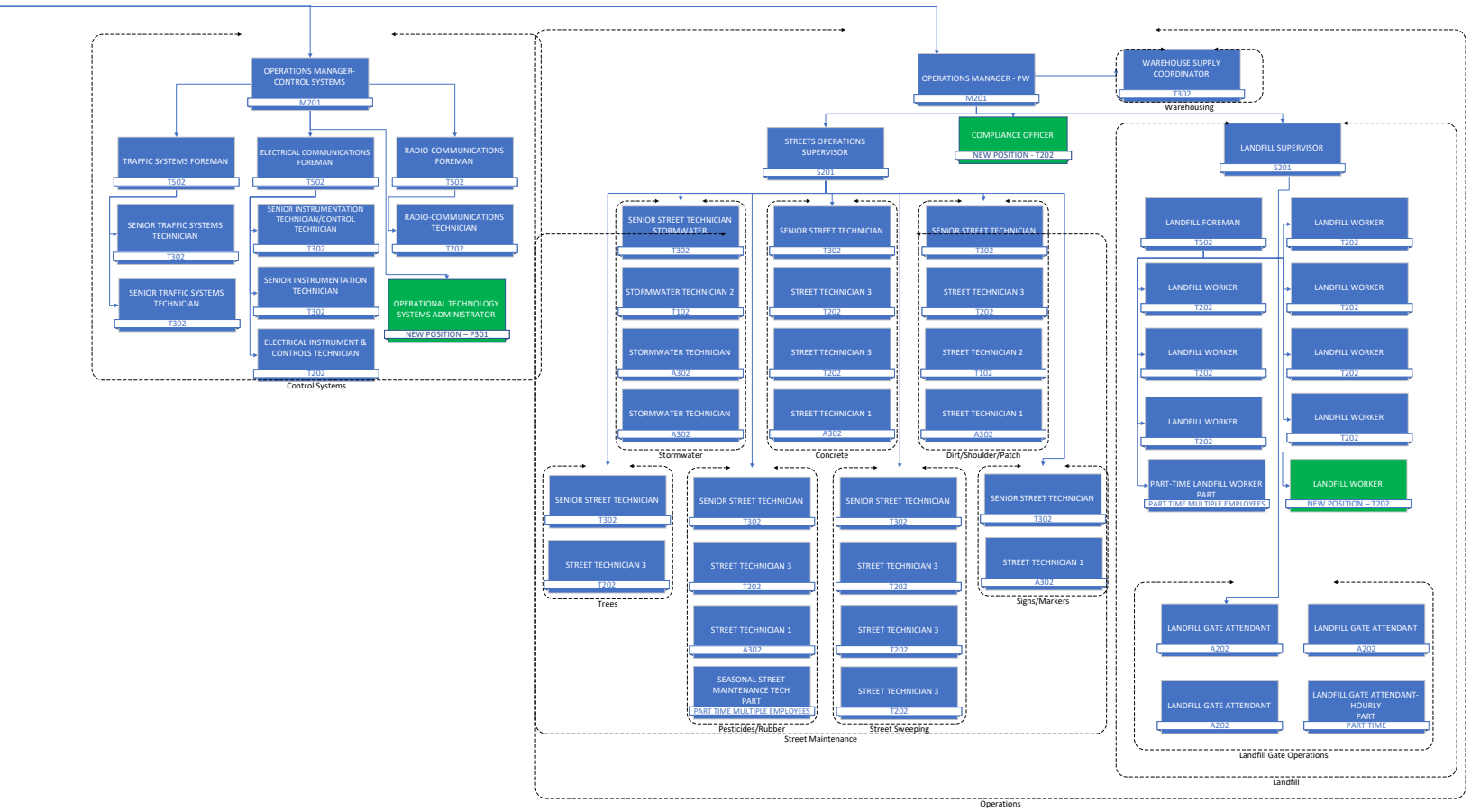
NEW POSITION – T202
Facilities Management
City Asset Services


OPERATIONS MANAGER-CONTROL SYSTEMS
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ELECTRICAL COMMUNICATIONS FOREMAN
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SENIOR INSTRUMENTATION TECHNICIAN
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ELECTRICAL INSTRUMENT & CONTROLS TECHNICIAN
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RADIO-COMMUNICATIONS FOREMAN
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RADIO-COMMUNICATIONS TECHNICIAN
T202
OPERATIONAL TECHNOLOGY SYSTEMS ADMINISTRATOR
NEW POSITION – P301
Control Systems
OPERATIONS MANAGER - PW
M201
WAREHOUSE SUPPLY COORDINATOR
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Warehousing
COMPLIANCE OFFICER
NEW POSITION - T202
STREETS OPERATIONS SUPERVISOR
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LANDFILL GATE ATTENDANT-HOURLY PART
PART TIME
Landfill Gate Operations
Landfill
Operations

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Senior Center**	**DEPARTMENT #(ORG)**	2151500

DESCRIPTION OF REQUESTED ITEM:

PERSONNEL: Add one new full-time employee, Senior Center Accounting Technician (A302), and one new part-time employee, Senior Center Program Coordinator.

JUSTIFICATION OF REQUEST:

PERSONNEL: The growth of the Senior Center in supportive services, programming, and outputs justifies the request for additional personnel to support the growth in services. SERVICES & SUPPLIES: Inflated costs of routine operating expenses along with the growth of the Senior Center requests additional funds to support operating expenditures.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)	$ 52,926.00	2151500	500102	HOURLY/SEASONAL	$ 18,286.00
Other pay*				Offset - reimbursement	(42,000.00)
Workers' Compensation	$ 1,279.00				
Group Insurance	$ 12,864.00				
Medicare (Salary *.0145)	$ 767.00				
PERS^^	$ 19,450.00				
TOTAL PERSONNEL COSTS	$ 87,286.00			**TOTAL SERVICES AND SUPPLIES**	$ (23,714.00
				GRAND TOTAL	$ 63,572.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 36.75% and for Public Safety Employees that is 58.75%

Related One-time / Capital Requests +:

Description of Item	Amount
N/A	
Total	$ -

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

Supplemental Request FY25-26

Department: Senior Center

Requested Item: Add one new full-time employee, Senior Center Accounting Technician, and one new part-time employee, Senior Center Program Coordinator.

Justification:

The Senior Center is both a City Department and operates as the Carson City Senior Citizens Center, a 501(c)3 non-profit organization. The Senior Center currently has three City positions funded by the 215 Special Revenue Fund: Director, Department Business Manager, and Elder Resource Advocate. The non-profit has a total of 15 employees in key program areas: Kitchen (6 employees), Meals on Wheels (7 employees), and Administration (2 employees). The non-profit personnel costs are funded by charitable gifts, donations, and fundraising revenues with 14 employees being partially funded by grants. The only position not funded by any grant is the Office Coordinator position.

The Senior Center has not added any City-funded positions in nearly twenty years. Since that time, the Senior Center has experienced tremendous growth in all facets of its services, serving an aging and growing Carson City community.

The Senior Center proposes the addition of one full-time position, titled "Senior Center Accounting Technician." The Senior Center Accounting Technician role is currently a non-profit funded position, titled "Office Coordinator" and has been an essential position to the Senior Center for decades. This position completes all accounting related functions of the non-profit organization such as non-profit payroll, accounts payable, accounts receivable, reconciliation of the non-profit accounts, grant record keeping and reporting, and customer service to the public.

The Senior Center also proposes the addition of one part-time position, titled "Senior Center Program Coordinator." The essential duties of this position would be to create, develop, execute, and support the various programming needs of the Senior Center. Currently the Senior Center averages nine organized programs each weekday with more requests in the on-hold, waiting for scheduling, instructors, or more support to offer to the community.

Many of the programs offered at the Senior Center are of little to no cost, with many programs led by other seniors which are referred to as program leaders. The program leaders are often volunteers donating their time to the Senior Center's programming. The program leaders request support which currently falls on the shoulders of the Director including all flyers, marketing, event alerts, social media, photography, sign-ups, and technical support in addition to the creation of the monthly newsletter. Every idea or inquiry is a meeting or phone call, a tour of the facility, back and forth with scheduling, and marketing of the program. As program leaders commonly are seniors themselves, the Director and Department Business Manager assist with room set-up and tear-down, moving tables and chairs to assist the program leaders in the safe operation of the activity. The Director and Department Business Manager also set up all audiovisual supports.

The addition of the proposed part-time position of the Senior Center Program Coordinator would be a cost-effective solution to complete tasks that are currently being completed by the Director and

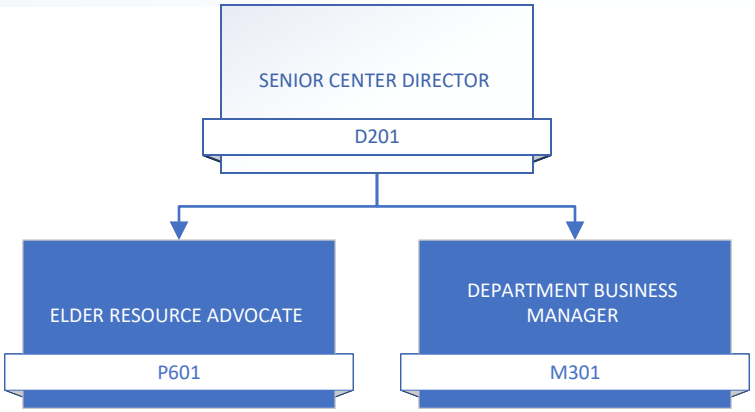
Department Business Manager. The community continues to ask for more programs including holiday-themed events, fundraisers, excursions, lifelong learning, and more. The addition of the Program Coordinator establishes the ability of a key staff member to develop programming the senior community is asking for.

The 215 Fund has been reimbursing the non-profit for the personnel costs of the Office Coordinator in the amount of $42,222.81 (FY24) and it is proposed to move this position from the non-profit to the City where the 215 Fund can directly pay for this position. The proposed Senior Center Accounting Technician has a total cost of $82,774.76 and the proposed Senior Center Program Coordinator has a total cost of $20,835 from a combined total cost is $103,609. There are no additional expenses anticipated outside of personnel costs as the Senior Center currently has office space, computer workstations, desks, chairs, phones, and office supplies readily available for immediate use. If approved, it would be expected that the individual in the non-profit Office Coordinator position would fill the Accounting Technician position effective on or after July 1, 2025.

The Senior Center has expected personnel changes in a retirement which will result in savings of the Department Business Manager's salary, retirement, and Medicare costs due to hiring at a lower rate (top of the bottom one-third) whereas the current salary is at the maximum of the range. With these savings, the projected cost of adding the two new positions would be $65,120 which would be funded by the 215 Fund by the end-fund balance rollover (undesignated funds). In subsequent fiscal years, it is anticipated that the higher-than-normal interdepartmental fees of $183,206 will also reduce to values from FY24 ($117,236). This increase of $65,970 is due to an increase in hours of services provided by Facilities Maintenance for the preparation and demolition of the Thrift Store building which occurred in FY24. This was an anomaly and is not expected to continue in subsequent years. As the 215 Fund has grown in revenue along with a large end-fund balance rollover (FY25 beginning fund balance of $419,869), there are projected funds available to fund these proposed positions.

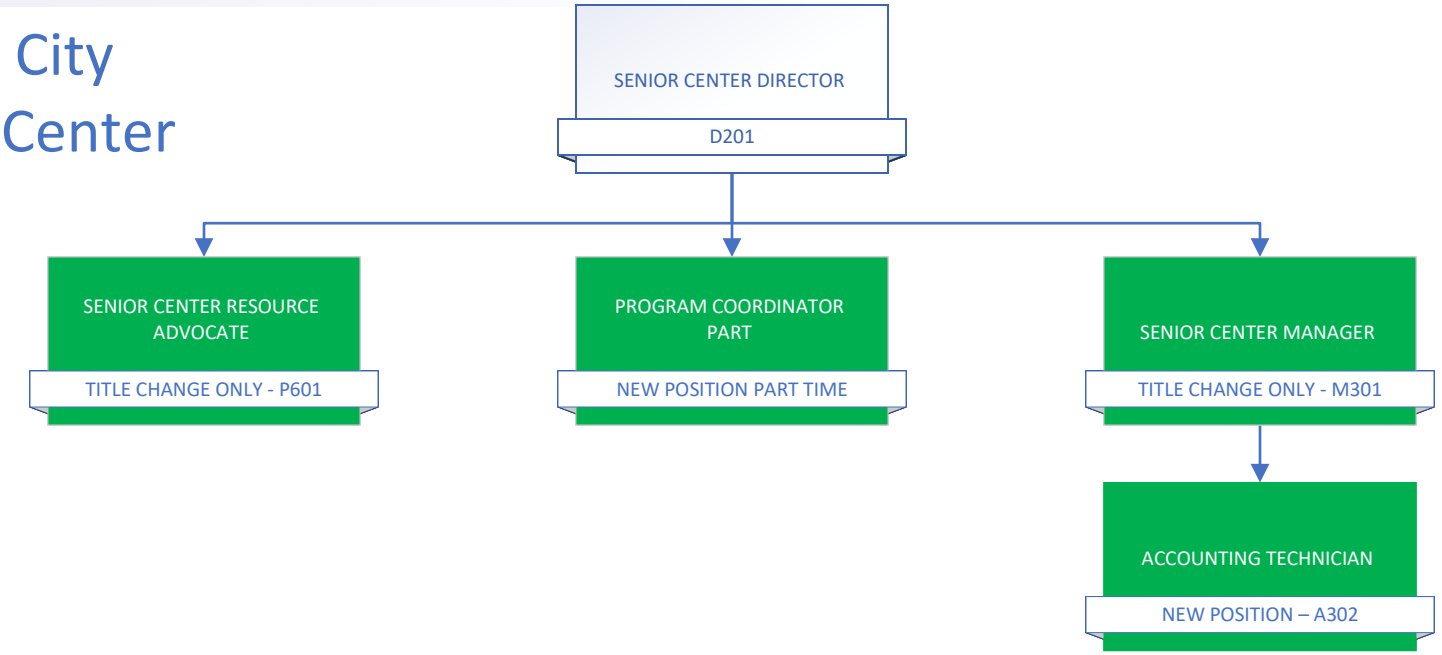
Carson City
Senior Center

March 20, 2025



Carson City
Senior Center

March 19, 2025



Proposed Changes: Two New Positions and Two Title Changes

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Public Works**	**DEPARTMENT #(ORG)**	237050

DESCRIPTION OF REQUESTED ITEM:

Reallocation of Salary - Operations Manager (M201)

JUSTIFICATION OF REQUEST:

Reallocate 5% of the Operations Manager(M201) Salary from Regional Transportation (2503035) to Southern Carson Neighborhood Improvement District (2373050) - A Neighborhood Improvement District (NID) has been created to fund maintenance of landscape improvements and pathways along South Carson Street between 5th Street and the I-580 Interchange. The Operations Manager is responsible for managing maintenance operations associated with the NID. Tasks include performing periodic inspections, letting out maintenance contracts, and managing contractors hired to perform maintenance of the landscape and pathways within the NID. 5% of the Operations Manager's Salary is being requested to be paid from the NID account to cover the Operation Manager's time managing the tasks related to the NID.

This action would not result in the addition of a new FTE.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)		2503035	500101	Salaries	(9,582.00)
Other pay*	-	2373050	500101	Salaries	9,582.00
Workers' Compensation	-				
Group Insurance	-				
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -	**TOTAL SERVICES AND SUPPLIES**			$ -
				GRAND TOTAL	$ -

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 33.50% and for Public Safety Employees that is 50%

Related One-time / Capital Requests +:	
Description of Item	Amount

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Public Works - Streets**	**DEPARTMENT #(ORG)**	2563038

DESCRIPTION OF REQUESTED ITEM:

Right-of-Way Maintenance (add line item to Street Division budget)

JUSTIFICATION OF REQUEST:

It has been requested that Public Works perform more maintenance throughout the City's right-of-way (ROW) where no formal landscaping currently exists. Currently, landscape areas fall under Parks, but funding is not provided by Public Works. This upgraded row maintenance would include trash and weed removal, chemical weed control, and clearing all debris from sidewalks. In order to perform these additional tasks, Public Works is recommeding the award of an annual contract, estimated at $190,000 per year, for 2 FTE's for nine months of servcie (3 FTE's during high weed season). Heavily traveled ROWs would see service twice per month, less traveled areas once per month. Service would include weed control (mowing/weed eating, weed/debris removal, or chemically treating) and trash removal in public ROWs.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)		2563038	500718	Right of Way Maint.	190,000.000
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 190,000.00
				GRAND TOTAL	$ 190,000.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

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^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 33.50% and for Public Safety Employees that is 50%

Related One-time / Capital Requests +:

Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Carson City Fire Department**	**DEPARTMENT #(ORG)**	501

DESCRIPTION OF REQUESTED ITEM:

Increase 5012525-500710 (Telephone) by $25,100

JUSTIFICATION OF REQUEST:

Telephone account 500710 has experienced a significant increase during the past year. The FY25 budget was $8,000; however, the projected expenses are $33,100 resulting in the need to increase the budget.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)		5012525	500710	Telephone	$ 25,100.00
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 25,100.00
				GRAND TOTAL	$ 25,100.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 33.50% and for Public Safety Employees that is 50%

Related One-time / Capital Requests +:

Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Carson City Fire Department/Emergency Medical Services (EMS)**	**DEPARTMENT #(ORG)**	501 (EMS)

DESCRIPTION OF REQUESTED ITEM:

Hire 2 single role employees. These employees would be regular EE/ER or ER PERS paid below the Firefighter rates. These employees would staff 1 single role ambulance to accommodate the increase staffing when Station 55 opens.

JUSTIFICATION OF REQUEST:

The Carson City Fire Department (CCFD) is experiencing rising call volumes during peak hours, which is straining existing resources and impacting response times. Due to the opening of the new Station, the City will be losing a rescue unit. Currently, firefighter-staffed ambulances are being utilized at maximum capacity, often leaving gaps in coverage and increasing the need for mutual aid from neighboring jurisdictions. To address this challenge, we propose funding for a Peak Hour Single-Role ALS Ambulance, which will operate five days a week, 8 hours a day during the busiest times of the day, ensuring timely emergency medical services while preserving firefighter-staffed units for fire suppression and other critical incidents.

Key Justifications

1.Rising Call Volume & Increased EMS Demand

- Data analysis of emergency call trends indicates a significant increase in EMS call volume, particularly during peak hours (e.g., mid-morning to evening).
- As we transition firefighters from Rescue 53 to staff the new fire station we will be challenged to meet demand, often resulting in longer response times and reliance on mutual aid.
- The addition of a single-role ALS unit would allow us to maintain response times and critical EMS services.

2.Reducing the Burden on Firefighter Ambulances

- Firefighter-paramedics are frequently dispatched on non-life-threatening EMS calls, reducing their availability for critical fire suppression, rescue, and high-acuity incidents.
- A dedicated ALS ambulance staffed with single-role paramedics would free up firefighter-staffed units for higher-priority incidents, improving overall operational efficiency.

3.Cost-Effective Solution

- Hiring single-role paramedics for the peak-hour ambulance is more cost-effective than adding firefighter-paramedics and maximizes resource efficiency.

4.Supports a Sustainable EMS Model

- Many municipalities have adopted single-role ALS ambulances to optimize emergency response systems.
- This model balances workload distribution, reducing firefighter fatigue and burnout while maintaining a high standard of EMS care.

Implementation & Budget Request

- Unit Cost: = $191,028
- Proposed Schedule: 8 hours/5 days a week peak hours

By investing in a Peak Hour Single-Role ALS Ambulance, Carson City can enhance EMS system reliability, optimize fire department resources, and provide faster, more effective emergency medical care to its residents.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)	103,277.00	5012537	500111	Overtime	$ 10,328.00
Other pay*	10,400.00				

Workers' Compensation	2,558.00				
Group Insurance	25,348.00				
Medicare (Salary *.0145)	1,647.00				
PERS^^	37,470.00				
TOTAL PERSONNEL COSTS	$ 180,700.00	**TOTAL SERVICES AND SUPPLIES**			$ 10,328.00
				GRAND TOTAL	$ 191,028.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 33.50% and for Public Safety Employees that is 50%

Related One-time / Capital Requests +:	
Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

	BLS Employee	Annual Amount	Hourly Rate
Bases Salary:		$ 46,987.00	**$ 22.59**
Incentives:			
	Spanish Language Incentive (2.5%)		
	Education Incentive (AA or BA)	$ 1,175.00	
	Advanced EMT (2.5%)	$ 1,175.00	
		$ 49,337.00	**$ 23.72**
OT:		$ 4,934.00	
Benefits:			
	Group Insurance	12,674.00	
	Medicare (1.45% of salary)	787.00	
	PERS EE (36.75% of Salary)	18,131.00	
	Workers Compensation	1,279.00	
	Eucation Benefits ($2,000/semester)	4,000.00	
	Uniform allowance	1,200.00	
		$ 38,071.00	
	Total	$ 92,342.00	

	EMT Employee	Annual Amount	Hourly Rate
Bases Salary:		$ 52,624.00	**$ 25.30**
Incentives:			
	Education Incentive (2.5%) (AA or BA)	$ 1,316.00	
		$ 53,940.00	**$ 25.93**
OT:		$ 5,394.00	
Benefits:			
	Group Insurance	12,674.00	
	Medicare (1.45% of salary)	860.00	
	PERS ER (36.75% of Salary)	19,339.00	
	Workers Compensation	1,279.00	
	Eucation Benefits ($2,000/semester)	4,000.00	
	Uniform allowance	1,200.00	
		$ 39,352.00	
	Total	$ 98,686.00	

Patient Care Technician-Paramedic

Class Title
Patient Care Technician- Paramedic
Class Code
Salary

- **DEFINITION**
- **BENEFITS**

Description
Responds to medical emergencies, and other calls to protect life. Participates in training, station and equipment maintenance activities; receives general supervision from higher level supervisory and management staff and exercises functional and technical supervision over assigned staff.

Salary and Benefits:
Hourly rate:
Annually:

Employees with the Carson City Fire Department are afforded a generous benefits package, to include items such as a retirement package, health, dental, and life insurance, and deferred compensation as per the Collective Bargaining Agreement with the Carson City Fire Fighters Association Local #2251.

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.

- Serves as paramedic responding to emergency medical incidents, analyzing and taking command of patient care, with full responsibility for the patient(s) until relieved by proper medical personnel.
- Administer medical aid at medical emergencies; applies techniques for the control of bleeding; and utilizes immobilization techniques to stabilize patient.
- Inspect building structures for compliance with fire codes; prepare reports; explain City fire codes and fire prevention policies and procedures to the public.
- Respond to hazardous materials incidents; secure hazardous material scenes and identifies spilled chemicals and other materials posing danger to the public; participate in hazardous materials mitigation activities.
- Participate in training sessions which include, emergency medical care, and the proper use of all equipment and related tools.
- .
- Participate in station and vehicle maintenance work.

- Perform related duties and responsibilities as required.
- Demonstrates courteous and cooperative behavior when interacting with elected officials, public, and staff; acts in a manner that promotes a harmonious and effective workplace environment.
- At times may be required to work outside normal business hours and work extended hours to accomplish requirements of the position.

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:
Graduation from high school, GED or the equivalent.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:
All required licenses and certifications must be maintained in active status without suspension or revocation throughout employment.

- A Valid Driver's License.
- Current or the ability to obtain an Ambulance Attendants License within one month of employment.
- Current CPR certification (must be attached to your application at time of submittal).
- Current ACLS card (must be attached to your application at time of submittal).
- Current PALS or PEPP certification (must be attached to your application at time of submittal).
- Current ITLS or PHTLS certification (must be attached to your application at time of submittal).
- Current NREMT-P (National Registry Paramedic) or a current State of Nevada Paramedic licensure (must be attached to your application at time of submittal).

Required Knowledge and Skills
Knowledge of:

- Advanced emergency medical procedures and patient assessment techniques.
- Arithmetic computations and formulas.
- Correct business English, including spelling, grammar and punctuation.
- Computer applications involving word processing, data entry and/or standard report generation.
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, often in situations which may be stressful.

Skill in:

- Thinking and acting quickly and effectively in emergencies.
- Operating and maintaining voice radio equipment.
- Understanding and following oral and written directions promptly and accurately.
- Understanding and acting in accordance with departmental policies, rules, and instructions.
- Performing heavy lifting and physical maneuvering.
- Evaluating patient's conditions and properly render emergency medical care including the administration of emergency medications.
- Preparing and composing reports and records on activities performed.
- Communicating effectively in oral and written forms.
- Establish and maintain effective working relationships with those contacted in the course of work.

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. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

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 and an emergency scene, use standard office equipment, sit for extended periods of time, and serve as on-scene emergency coordinator; strength to exert up to 100 pounds of force occasionally and up to 50 pounds frequently to lift, carry, push, pull or move objects; vision to read printed materials; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions, inclement weather conditions and human body fluids.

Supplemental Information

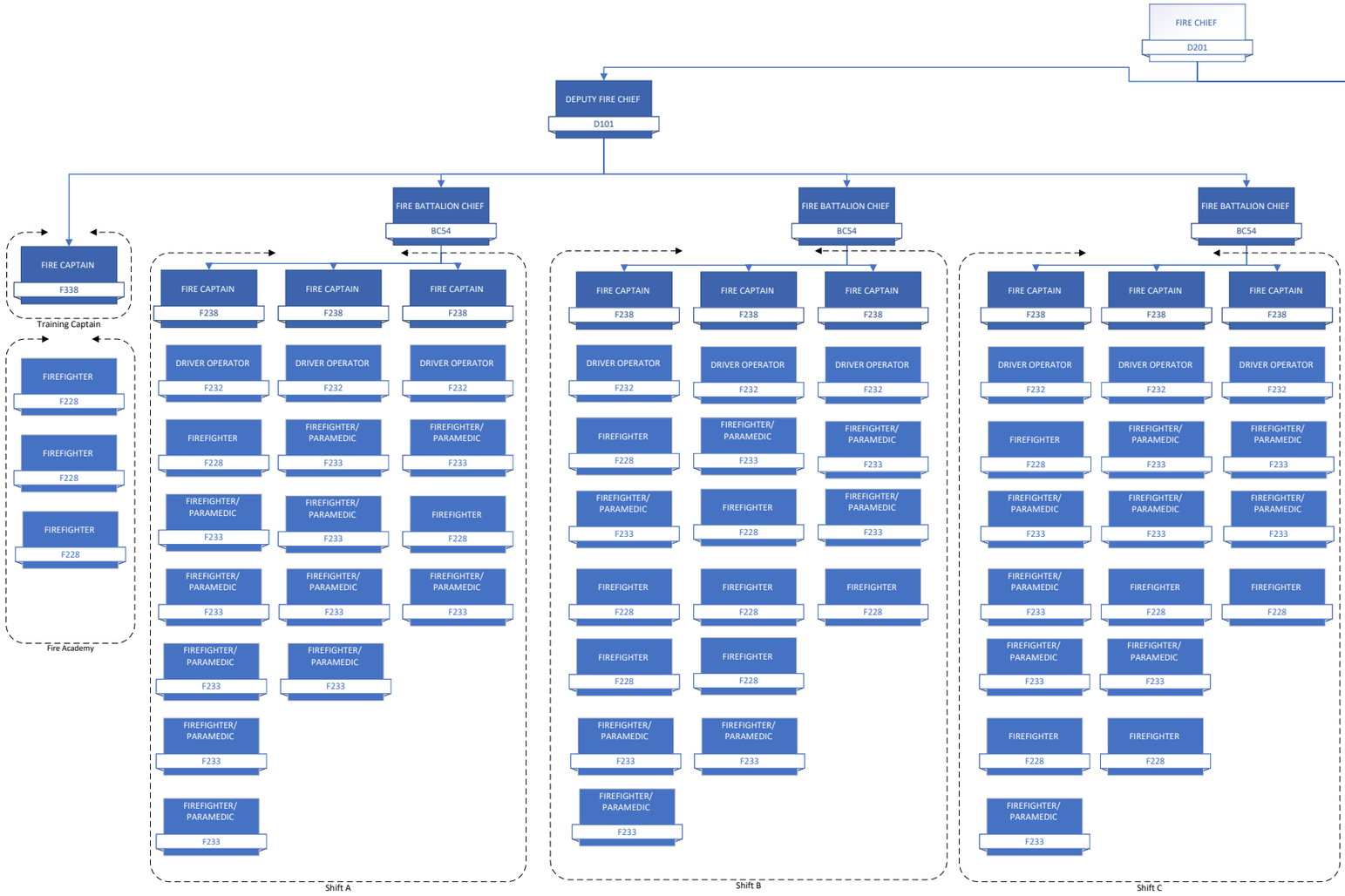
CONDITIONS OF EMPLOYMENT

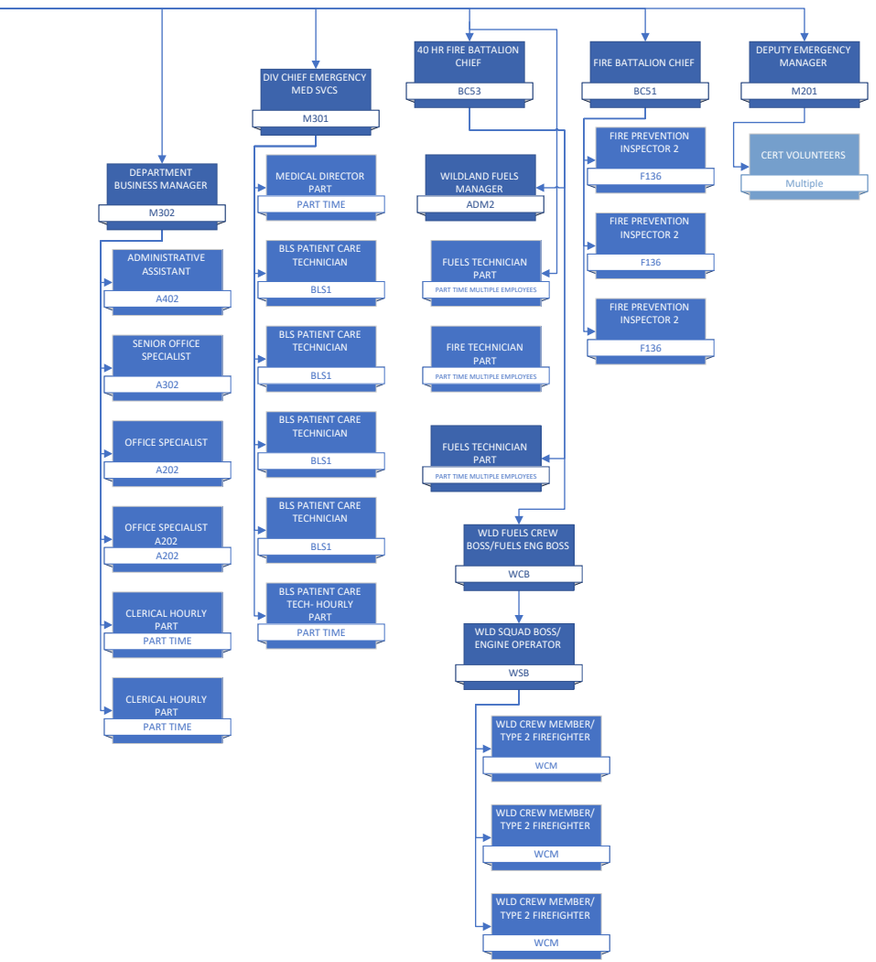
1. *All new employees will serve a probationary period of twelve (12) months. Such employees are not subject to the administrative order and may be laid off or discharged during this period for any reason, or no reason.*
2. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
3. *Employees in this position must be willing to work flexible schedules/shifts, weekends, holidays and overtime to meet the required hours of operation.*
4.

5. *Employees may be required to complete Incident Command System training as a condition of continuing employment.*
6. *Any 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.*
7. *New employees are required to submit to a fingerprint based background investigation which cost the new employee $56.25 and a drug/alcohol screen which costs $36.50. Employment is contingent upon passing the background and the drug/alcohol screen.*
8. *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.uscis.gov.*
9. *Carson City is an Equal Opportunity Employer.*

DRAFT

Carson City Fire Department




DEPARTMENT BUSINESS MANAGER
M302
ADMINISTRATIVE ASSISTANT
A402
SENIOR OFFICE SPECIALIST
A302
OFFICE SPECIALIST
A202
OFFICE SPECIALIST A202
A202
CLERICAL HOURLY PART
PART TIME
CLERICAL HOURLY PART
PART TIME
DIV CHIEF EMERGENCY MED SVCS
M301
MEDICAL DIRECTOR PART
PART TIME
BLS PATIENT CARE TECHNICIAN
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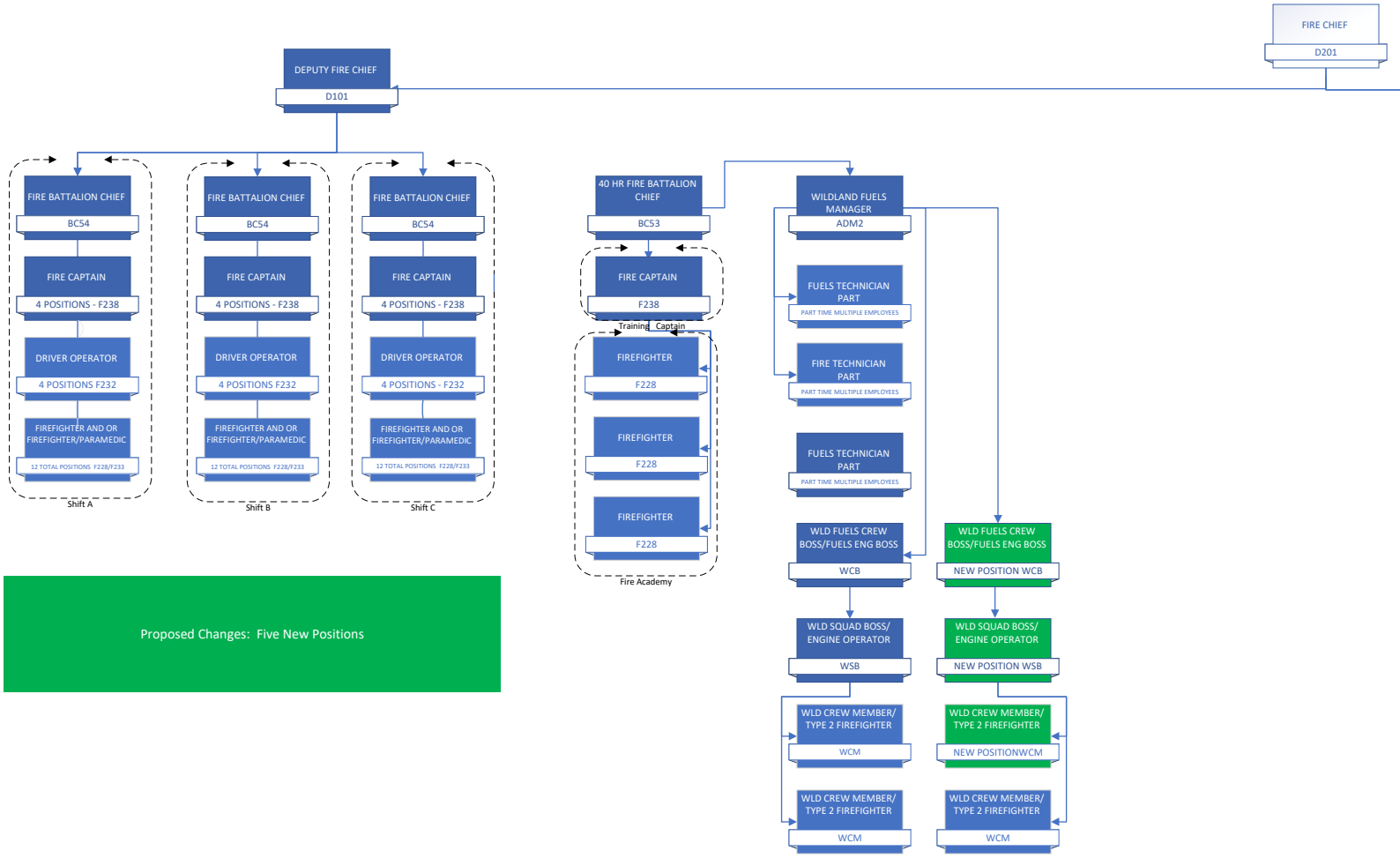
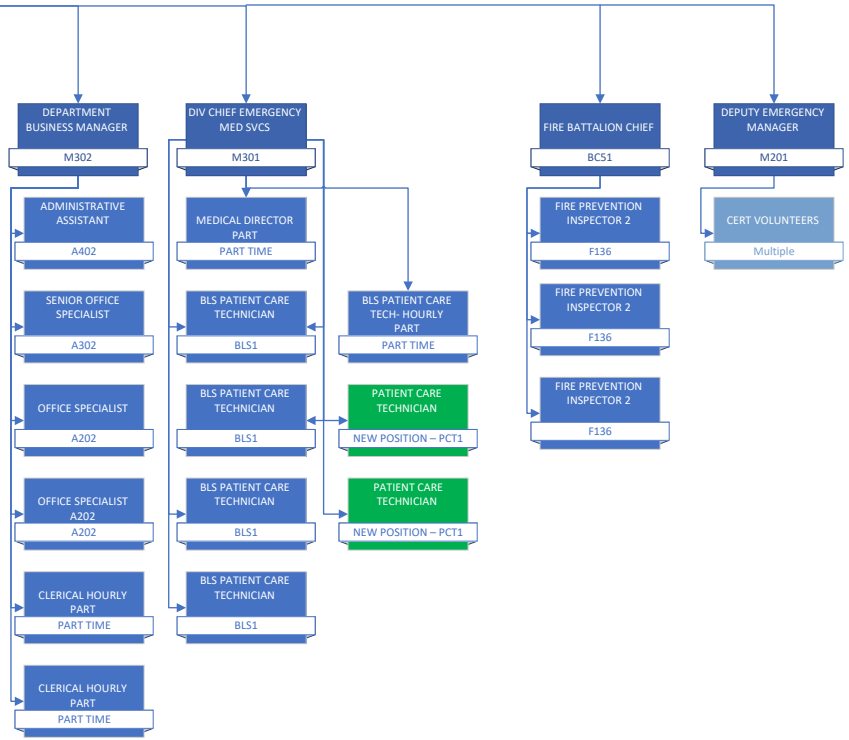
BLS PATIENT CARE TECH- HOURLY PART
PART TIME
40 HR FIRE BATTALION CHIEF
BC53
WILDLAND FUELS MANAGER
ADM2
FUELS TECHNICIAN PART
PART TIME MULTIPLE EMPLOYEES
FIRE TECHNICIAN PART
PART TIME MULTIPLE EMPLOYEES
FUELS TECHNICIAN PART
PART TIME MULTIPLE EMPLOYEES
WLD FUELS CREW BOSS/FUELS ENG BOSS
WCB
WLD SQUAD BOSS/ ENGINE OPERATOR
WSB
WLD CREW MEMBER/ TYPE 2 FIREFIGHTER
WCM
WLD CREW MEMBER/ TYPE 2 FIREFIGHTER
WCM
WLD CREW MEMBER/ TYPE 2 FIREFIGHTER
WCM
FIRE BATTALION CHIEF
BC51
FIRE PREVENTION INSPECTOR 2
F136
FIRE PREVENTION INSPECTOR 2
F136
FIRE PREVENTION INSPECTOR 2
F136
DEPUTY EMERGENCY MANAGER
M201
CERT VOLUNTEERS
Multiple

Carson City Fire Department



Proposed Changes: Five New Positions


DEPARTMENT BUSINESS MANAGER
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BLS PATIENT CARE TECHNICIAN
BLS1
BLS PATIENT CARE TECH- HOURLY PART
PART TIME
PATIENT CARE TECHNICIAN
NEW POSITION – PCT1
PATIENT CARE TECHNICIAN
NEW POSITION – PCT1
FIRE BATTALION CHIEF
BC51
FIRE PREVENTION INSPECTOR 2
F136
FIRE PREVENTION INSPECTOR 2
F136
FIRE PREVENTION INSPECTOR 2
F136
DEPUTY EMERGENCY MANAGER
M201
CERT VOLUNTEERS
Multiple

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Public Works - Wastewater**	**DEPARTMENT #(ORG)**	5103201

DESCRIPTION OF REQUESTED ITEM:

Increase Service and Supply Accounts

JUSTIFICATION OF REQUEST:

Chemicals: Request to increase this line item due to price increase in the coming year from vendor due to commodity and fuel price escalation, and additional chemical purchases for an odor control system that we have recently started using.

Telephone: Requesting an increase to cover inflationary cost increases.

Power: Expenditures are expected to increase in the coming year due to commodity and fuel price escalation.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)		5103201	500637	Chemicals	50,000.00
Other pay*		5103201	500710	Telephone	14,000.00
Workers' Compensation		5103201	500712	Power	250,000.00
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 314,000.00
				GRAND TOTAL	$ 314,000.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 33.50% and for Public Safety Employees that is 50%

Related One-time / Capital Requests +:

Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Public Works- Control Systems**	**DEPARTMENT #(ORG)**	5603055

DESCRIPTION OF REQUESTED ITEM:

1 New FTE- Operational Technology Systems Administrator P301

JUSTIFICATION OF REQUEST:

The Public Works Control Systems Division designs, operates, and maintains a complex operational technology system which is critical to the operation of the water, wastewater, intelligent transportation, and public safety radio systems. The operational technology system is comprised of equipment including servers, virtual servers, firewalls, VPNs, routers, switches, microwave radios, fiber optics, and various applications that ensure the efficiency and resiliency of the system. This system is highly sensitive, as it is critical to providing essential life services such as clean water, wastewater management, traffic safety, and public safety communications. Bad actors attempting to hack into this system pose significant risks, including service disruptions and safety threats, necessitating dedicated expertise to ensure security and resilience. While similar in name to systems maintained by CCIT, this is managed independently per CIO guidance. There is currently no position dedicated to these responsibilities. CCPW and CCIT collaborated in the review of the roles related to this system to determine if they should be assumed by CCIT. It was determined that CCPW should retain ownership of these responsibilities and increase staffing accordingly until standards are met.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)	92,702.00				
Other pay*	-				
Workers' Compensation	1,279.00				
Group Insurance	17,427.00				
Medicare (Salary *.0145)	1,344.00				
PERS^^	34,068.00				
TOTAL PERSONNEL COSTS	$ 146,820.00			**TOTAL SERVICES AND SUPPLIES**	$ -
				GRAND TOTAL	$ 146,820.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 36.75% and for Public Safety Employees that is 58.75%

Related One-time / Capital Requests +:

Description of Item	Amount
Vehicle - ½ ton Pickup	55,000.00
Total	$ 55,000.00

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

JOB DESCRIPTION

JOB TITLE:	Operational Technology Systems Administrator	**FLSA:**	Exempt
DEPARTMENT:	Public Works	**GRADE:**	P301
REPORTS TO:	Operations Manager Control Systems	**PCN:**	
DATE:	July 1, 2025	**REVISED:**	Feb 2025

OVERVIEW:

Under general supervision, manages and maintains operational technology (OT) and information technology (IT) systems to ensure high operational readiness. Responds to technology incidents ranging from minor to catastrophic, promotes automation for efficiency, and performs routine to complex project and analytical work on various systems including physical servers, virtual servers, cloud infrastructure, application servers, applications, web servers, database servers, networks, and communications. Acts as a technical expert and service provider to business stakeholders, applying knowledge, conducting research, and providing analysis to deliver robust technology services within a critical infrastructure environment.

The Operational Technology Systems Administrator may be assigned a variety of tasks based on the operational needs of the Carson City Public Works Department.

ESSENTIAL FUNCTIONS:

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.

- Conducts all work in accordance with applicable laws, regulations, policies, customer requirements, certification requirements, and best practices.
- Maintain thorough documentation across multiple systems: Ensure all operational activities, changes, and configurations are meticulously documented in work order systems, GIS, databases, and relevant applications to support system integrity, compliance, and operational transparency.
- Designs, deploys, and maintains technology systems.
- Manages daily technology operations and services; resolves issues efficiently.
- Manages and audits logon accounts, groups, and policies; ensures appropriate access rights and traceability through logging.
- Coordinates, implements, and executes projects and installations; plans, organizes, communicates, and documents project activities.
- Stays informed about technology developments relevant to City systems, planning and executing changes to maintain service continuity.
- Implements and enforces security policies, procedures, and technologies.
- Monitors system performance, provides performance statistics, and reports.

- Performs root cause analysis for system failures and implements corrective actions.
- Assists in planning, acquiring new/upgraded technology, and decommissioning outdated systems.
- Recommends and implements system modifications for improved efficiency, reliability, and performance.
- Maintains inventory and documentation of system components; plans for capacity changes and end-of-life replacements.
- Mentors team members to enhance IT skills and knowledge; fosters continuous improvement.
- Supervises vendor support personnel and contractors.
- Prepares technical, statistical, and narrative reports, correspondence, procedures, and other materials.
- Utilizes standard office equipment, including computers; drives to meetings or off-site locations.
- Demonstrates courteous and cooperative behavior, promoting a harmonious workplace.
- Integrates, maintains, and communicates infrastructure changes to staff.
- Scans for system compliance, reports findings, and ensures remediation.
- Designs database systems for security and availability; monitors and optimizes performance.
- Manages, migrates, and troubleshoots web servers and applications.
- Plans and implements cybersecurity measures across servers, networks, applications, and endpoints.
- Manages incident response, triage, and forensics; coordinates incident response team activities.
- Implements disaster recovery solutions, plans, and procedures; participates in recovery and restoration efforts to ensure system resilience and continuity.
- Identifies, reports, and aids in mitigating cybersecurity threats and vulnerabilities.
- Plans and executes installations of firewalls, VPNs, network devices, and security solutions.
- Conducts cybersecurity compliance audits, including device discovery, site surveys, and application reviews.
- Designs LAN, MAN, WAN networks for security and availability; monitors and optimizes network performance.
- Maintains and troubleshoots internal PKI systems.
- Operates, maintains, and repairs City-wide fiber optic and microwave networks.
- Ensures availability and performance of technology systems through network monitoring applications.

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:

Bachelor's degree in Computer Science, Information Technology, or related field; AND five (5) years of professional system analysis and development experience that includes responsibility for managing server environments and complex networks; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

The following licenses/certificates must be possessed at time of hire/promotion unless otherwise stated and must remain valid and in good standing during employment:

- Valid driver's license

Required Knowledge and Skills

Knowledge of:

- Comprehensive understanding of Operational Technology (OT) and critical infrastructure operations, with a keen emphasis on the potential impacts and consequences of system failures.
- Comprehensive understanding of cybersecurity principles, including threat detection, risk management, and data protection strategies.
- Systems analysis and design principles, standards, practices, protocols, and procedures.
- Network and telecom hardware/software configuration and troubleshooting, including wireless and fiber optics.
- Windows and Linux operating systems, command line tools, and analysis tools.
- Network protocols, TCP/IP, and packet analysis tools like Wireshark.
- Systems design in various environments.
- Hardware, virtualization, and cloud platforms.
- Network service and application security, including cloud services.
- OS-level logging and centralized log management.
- Active Directory and Azure AD administration and security.
- Encryption technologies, PKI, and certificate management.
- Identity, authentication, and authorization technologies.
- Intrusion detection, firewalls, web application firewalls, and VPNs.
- Standard office practices, including filing and office equipment operation.
- Skills in effectively communicating and interacting with individuals at various organizational levels, both in-person and via telephone

Required Knowledge and Skills (continued)

Skill in:

- Understanding OT business processes, policies, procedures, laws, regulations, and other directives, and applying them to systems architecture.
- Researching, proposing, and validating new systems technologies with a focus on security, efficiency, and value.
- Writing clear and concise reports by gathering information and collecting information, including keeping detailed timelines of incidents.
- Preparing clear and concise program documentation, user procedures, correspondence, reports, and other written materials for technical and non-technical audiences.
- Analyzing systems and problems and providing remedies and corrections.
- Analyzing system requirements, user requirements, documenting business processes and selecting appropriate hardware and software for system design.
- Developing logical procedures and developing tests to validate program design.
- Preparing clear and concise program documentation, user procedures, correspondence, reports, and other written materials.
- Communicating effectively, both orally and in writing, with a variety of individuals in person and over the telephone in resolving issues and/or preparing clear concise user requirements.
- Instructing users in the use of new or enhanced OT business applications, including explaining technical concepts to non-technical users.
- Working without close supervision in standard work situations; organizing own work, setting priorities, and meeting critical deadlines.
- Contributing effectively to the accomplishment of a team or work unit's goals, objectives, and activities.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

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. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

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.

Strength and mobility to work in a typical field setting, including operating hand and power tools; stamina to perform sustained physical labor, including standing, walking, climbing and working in confined or awkward spaces; strength to lift and maneuver materials and equipment weighing up to 80 pounds with proper equipment; work at height of up to seventy-five (75) feet; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone. Work outdoors, sometimes in adverse weather conditions and extreme temperatures. Performs tasks in and around industrial equipment and process materials in a water and wastewater utility environments. Performs tasks in close proximity to busy roadways and high traffic areas. Work involves exposure to potentially hazardous electrical current and possibility of injury.

Employees must maintain an active telephone. Employees must reside within 30 minutes of Carson City. Employees must be willing to work overtime, shifts, weekends and holidays. Required to be on-call.

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, or no reason.*

1. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

2. *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.*

1. *Employees shall be required to complete Incident Command System training as a condition of continuing employment.*

3. *New employees are required to submit to a fingerprint based background investigation which cost the new employee $56.25 and a drug/alcohol screen which costs $36.50. Employment is contingent upon passing the background and the drug/alcohol screen.*

4. *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.ucis.gov.*

5. *Carson City is an Equal Opportunity Employer.*

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

"Carson City is an Equal Opportunity Employer"

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Public Works - Water**	**DEPARTMENT #(ORG)**	5203502

DESCRIPTION OF REQUESTED ITEM:

Increase Service and Supply Accounts

JUSTIFICATION OF REQUEST:

Water Meter and Service: Requesting an increase to cover increased number of meter replacements annually due to existing infrastructure nearing end of life and inflationary cost increases. Increase will provide up to an additional 400 meters annually. Carson City owns and operates approximately 19,000 water meters and reading transponders to accurately record usage at residences and businesses for billing purposes.

Telephone: Requesting an increase to cover inflationary cost increases.

Power: Expenditures are expected to increase in the coming year due to commodity and fuel price escalation.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)		5203502	500449	Water Meter Service	125,000.00
Other pay*		5203502	500710	Telephone	12,000.00
Workers' Compensation		5203502	500712	Power	43,000.00
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 180,000.00
				GRAND TOTAL	$ 180,000.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 33.50% and for Public Safety Employees that is 50%

Related One-time / Capital Requests +:

Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Public Works - Fleet**	**DEPARTMENT #(ORG)**	5603025

DESCRIPTION OF REQUESTED ITEM:

Increase Service and Supply Accounts

JUSTIFICATION OF REQUEST:

Small Tools/Equipment: Requesting an increase due to an increased need for specialty tools, and equipment that are becoming more common on newer vehicles. Additionally, Fleet staff are needing to adapt to the wide variety of vehicles and equipment the City maintains. Price increases have escalated by as much as 30% on necessary tools and equipment.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)		5603025	500674	Small Tools/Equipment	2,000.00
Other pay*					
Workers' Compensation					
Group Insurance					
Medicare (Salary *.0145)					
PERS^^					
TOTAL PERSONNEL COSTS	$ -			**TOTAL SERVICES AND SUPPLIES**	$ 2,000.00
				GRAND TOTAL	$ 2,000.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 33.50% and for Public Safety Employees that is 50%

Related One-time / Capital Requests +:

Description of Item	Amount
Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.

SUPPLEMENTAL REQUESTS
(Personnel, services and supplies only)
FISCAL 2025-2026

DEPARTMENT NAME:	**Parks, Recreation and Open Space**	**DEPARTMENT #(ORG)**	5305067

DESCRIPTION OF REQUESTED ITEM:

Increase to Hourly/Seasonal budget in the Cemetery Fund.

JUSTIFICATION OF REQUEST:

.50 cent/hour salary increase for part-time clerical staff at Lone Mountain Cemetery. Staff's starting and current salary is $15.25/hour. This request, if approved would increase their houly wage to $15.75/hour. Staff started on 9/11/2023 and is able to complete most job functions with little to no supervision, is above expectations, and is providing an essential public service, operating the Lone Mountain Cemetery Office. This staff person is the first impression at the cemetery, provides customer service, cash handling, plot/niche sales etc. There are sufficient funds in the Cemetery Fund to support the increase without impacting fees to the public.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:			
	Increase Amount	Account # Org.	Account # Obj.	Description	Increase Amount
Salary^ (hire rate *2080)	600				
Other pay*					
Workers' Compensation	21				
Group Insurance					
Medicare (Salary *.0145)	9				
PERS^^					
TOTAL PERSONNEL COSTS	$ 630.00			**TOTAL SERVICES AND SUPPLIES**	$ -
				GRAND TOTAL	$ 630.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary and allowed via the bargaining unit contract to bring a new position before the board.

** Services and Supplies should include non-capital or one time purchases, such as increase to phone or fuel budget that is not expected to decrease. All one time personnel costs should be on the Capital/One-Time purchases request.

^ For new FTE, always use the top of the bottom 1/3rd. This is the hire rate. Anything higher than this must be justified and include din the description of the request above.

^^ For new FTE, please use ER paid Salary Rate, and ER paid PERS Rate. For Regular PERS that is 33.50% and for Public Safety Employees that is 50%

Related One-time / Capital Requests +:		
Description of Item		Amount
	Total	0

+ Please include One-Time needs included in Capital/One-time requests related to on-boarding a new employee or a new program.