



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** July 17, 2025

Staff Contact: Garrit Pruyt, District Attorney

Agenda Title: For Possible Action: Discussion and possible action regarding a proposed reclassification of two employee positions within the District Attorney's Office, including (1) the classified (FLSA non-exempt), full-time Victim-Witness Program Administrator position (pay grade S101/S102) to an unclassified (FLSA-exempt) Victim-Witness Program Administrator position (pay grade S201), and (2) the classified (FLSA non-exempt), full-time Supervising Legal Assistant position (pay grade S101/S102) to an unclassified (FLSA-exempt) Supervising Legal Assistant position (pay grade S201). (Garrit Pruyt, gpruyt@carson.org)

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

Proposed Motion

I move to approve the position reclassifications as requested.

Board's Strategic Goal

Efficient Government

Previous Action

N/A

Background/Issues & Analysis

After a careful review of the existing District Attorney's Office employee positions of Victim-Witness Program Coordinator and Senior Legal Assistant in coordination with the Human Resources Department, it was determined that those positions are more properly categorized as unclassified positions that are exempt from FLSA overtime requirements. Under the Department of Labor's applicable regulations, both positions satisfy in every aspect the minimum salary threshold for FLSA exempt status and the duty test under the "executive" position exemption by: (1) possessing the primary duty of managing activities in the office that directly relate to either position; (2) customarily and regularly directing the work of a least two employees; and (3) possessing the authority to make suggestions/recommendations for the hiring or firing of less senior employees under their supervision, whose suggestions/recommendations are given particular weight. Currently, both employee positions accumulate significant overtime in each fiscal year due to workload, limited resources and supervisory obligations. The reclassification requests, if approved, would eliminate overtime, enhance operational efficiency by allowing the employee positions to provide more input on managerial functions and promote personal and professional growth. The Victim-Witness Program Coordinator position is currently vacant due to an unexpected resignation; however, the resigning employee expressed strong support for the reclassification of the position and because the position has not yet been filled, the

timing presents an ideal opportunity for a classification change, which is one of the reasons that this request was not previously submitted for consideration during the budget process. The employee who occupies the Senior Legal Assistant position also strongly supports reclassification for the reasons described. The Carson City Employees Association, which is the employee association whose bargaining unit covers the existing Victim-Witness Program Coordinator and Senior Legal Assistant positions so long as they are in classified status, has expressed their support of these reclassification requests as well even though approval would mean removal of those employee positions from the bargaining unit. Included with this staff report are the position job descriptions with revisions shown in redline and which will be accepted by the Human Resources Department if the reclassifications are approved.

Applicable Statute, Code, Policy, Rule or Regulation

NRS 252.070

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: General Fund, District Attorney Department Salaries 1010500-500101 and Benefits 1010500-5002XX

Is it currently budgeted? No

Explanation of Fiscal Impact: There are no pay grades in the unclassified status that directly and identically correspond to the classified status pay grades for the two employee positions. However, the S201 pay grade is most closely aligned with the S101/S102 pay grade. Any fiscal impact is expected to be nominal or offset, especially given the salary savings that will result from the open vacancy for the Victim Witness Program Coordinator position during the recruitment process.

Alternatives

Do not approve one or both reclassification requests.

Attachment(s):

[Victim Witness Program Administrator - Redline updated .pdf](#)

[Supervising Legal Assistant_Redline updated.pdf](#)

Motion: _____

1) _____
2) _____

Aye/Nay

(Vote Recorded By)