



**Health and Human Services
Agency
COUNTY OF TULARE
AGENDA ITEM**

BOARD OF SUPERVISORS

KUYLER CROCKER
District One

PETE VANDER POEL
District Two

AMY SHUKLIAN
District Three

J. STEVEN WORTHLEY
District Four

MIKE ENNIS
District Five

AGENDA DATE: March 13, 2018 REVISED

Public Hearing Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Published Notice Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Advertised Published Notice	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Meet & Confer Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Personnel Resolution attached	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>

CONTACT PERSON: Jason Britt PHONE: 559-624-8010

SUBJECT: Approve the addition of one (1) new allocation and at-will job specification titled Homeless Initiatives Program Coordinator to the Health and Human Services Agency

REQUEST(S):
That the Board of Supervisors:

1. Approve the new classification of Homeless Initiatives Program Coordinator and the attached at-will job specification;
2. Approve the necessary budget adjustments per the attached AUD 308 (4/5ths vote required); and
3. Approve the attached Personnel Resolution:

Add the following allocation:
Tulare County Health and Human Services Agency
1.0 FTE-Homeless Initiatives Program Coordinator

SUMMARY:
Tulare County Health and Human Services Agency (HHSA) is respectfully requesting the addition of one (1) Homeless Initiatives Program Coordinator position. This at-will position will support the work of HHSA through the coordination of services to address homelessness.

Despite increased mainstream attention, homelessness remains pervasive at the national, state, and local levels. In Tulare County, a number of local pressures,

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including rising housing costs and insufficient housing stock, have contributed to homeless rates in some cities far exceeding the national average. Though jurisdictions spanning the country are continually challenged with these pressures, promising approaches have emerged and contributed to remarkable improvements in efforts to address homelessness. In particular, a growing emphasis on meaningful coordination is highlighted in the federal homelessness strategic plan as "one of the most important developments" in regional homelessness efforts in recent years. Notably, well-coordinated homeless systems allow for the leveraging and aligning of limited resources to maximize the impact and efficiency of local homeless programming.

In alignment with this widely accepted approach, this position establishes the first-ever HHS point of contact for the coordination of homeless efforts. This position will support the alignment and integration of homeless services and systems of care within HHS and serve as an inter-departmental and inter-governmental coordinator of services. This position will work alongside county departments, local government officials, community groups, and other stakeholders to coordinate local homeless services, prepare grant applications, and oversee the disbursement of funds and service contracts for homeless efforts. Further, this position will collaborate closely with local stakeholders, including the regional Continuum of Care (CoC) Board and its membership, to develop short- and long-term strategies to meet emerging needs within the County homeless population.

This position will track and assess the fiscal and programmatic impact of federal, state, and local legislation and policy trends, and work closely with County leadership and other stakeholders to form and implement a contextually appropriate response. The position will utilize local homelessness data to monitor and improve the regional homeless system, and ultimately inform resource allocation for homelessness efforts across jurisdictions and sectors.

FISCAL IMPACT/FINANCING:

Approval of the Homeless Initiatives Program Coordinator job classification and addition of one (1) position allocation to the Health & Human Services Agency (HHS) will be funded through the approved HHS budget for Fiscal Year 2017/2018 and in subsequent years. The fiscal impact is outlined on the attached AUD-308 Budget Adjustment Form, to adjust appropriations for this position for the remaining four months of Fiscal Year 2017/2018 in the amount of \$52,428. The annual salary and benefits for the position at Step 5 is \$157,279. There is no net County cost to the General Fund.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

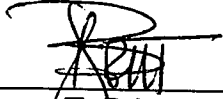
The County's five-year plan includes the Quality of Life initiative to promote and encourage the provision of quality supportive services for individuals in Tulare County. This action will enhance the capacity of HHS to build on necessary needs of the homeless community by collaborating with other groups and agencies

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DATE: March 13, 2018

working toward the same goal.

ADMINISTRATIVE SIGN-OFF:



Jason T. Britt
Agency Director

cc: Auditor-Controller
County Counsel
County Administrative Office (2)

Attachment(s) Job Specification-Homeless Initiatives Program Coordinator
Personnel Resolution
Aud-308

**BEFORE THE BOARD OF SUPERVISORS
COUNTY OF TULARE, STATE OF CALIFORNIA**

IN THE MATTER OF APPROVE THE)
ADDITION OF ONE (1) NEW ALLOCATION) Resolution No. _____
AND AT-WILL JOB SPECIFICATION) Agreement No. _____
TITLED HOMELESS INITIATIVES
PROGRAM COORDINATOR TO THE
HEALTH AND HUMAN SERVICES AGENCY)

UPON MOTION OF SUPERVISOR _____, SECONDED BY
SUPERVISOR _____, THE FOLLOWING WAS ADOPTED BY THE
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD _____
_____, BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST: MICHAEL C. SPATA
COUNTY ADMINISTRATIVE OFFICER/
CLERK, BOARD OF SUPERVISORS

BY: _____
Deputy Clerk

* * * * *

1. Approved the new classification of Homeless Initiatives Program Coordinator and the attached at-will job specification;
2. Approved the necessary budget adjustments per the attached AUD 308 (4/5ths vote required); and
3. Approved the attached Personnel Resolution:

**Add the following allocation:
Tulare County Health and Human Services Agency
1.0 FTE-Homeless Initiatives Program Coordinator**

HOMELESS INITIATIVES PROGRAM COORDINATOR

[Non-Competitive (At-Will)]

County of Tulare

DEFINITION

Coordinates, implements, and organizes countywide and agency-wide homeless initiatives. Provides coordination and oversight of services for residents within Tulare County dealing with homelessness and manages County homeless programs by evaluating and monitoring their compliance with established policies and grant requirements. Serves as a liaison between the County, intra-agency, and various public and private agencies to coordinate and facilitate the alignment and integration of homelessness initiatives, programs, services, policies, and funding.

DISTINGUISHING CHARACTERISTICS

The Homeless Initiatives Program Coordinator is responsible for supporting the alignment and integration of homeless services with systems of care within HHSA and in other County departments and agencies, as well as supporting the work of the Continuum of Care (CoC) Board and its membership.

This position works collaboratively as a member of HHSA's administrative team to determine policy, develop programs, formulate operational objectives, exhibit leadership skills and is experienced in working alongside a diverse community to produce results. The incumbent may coordinate and manage the monitoring and analysis of data from the Homeless Management Information System and will work with county partners to pursue funding opportunities for homeless programs. The expectation is performance of duties will be done with a high degree of independence, initiative, and judgment.

This classification is in the non-competitive service of the County and, as such, is appointed by and serves at the will of the HHSA Agency Director.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the HHSA Agency Director or designee.

Responsibilities include direct and indirect supervision of professional, technical and support staff.

DUTIES

Plan, coordinate, manage and participate in the development of homelessness initiatives.

Serve as liaison to county, city, and other governmental agencies and various community interest groups.

Oversee and develop program objectives and direction, and ensure the coordination of service delivery planning with other agencies.

In conjunction with local officials and community groups, provide oversight of homeless program planning, grant development and preparation, oversee the disbursement of funds and service contracts, and evaluate program effectiveness by formulating short and long-term programming strategies.

County of Tulare
HOMELESS INITIATIVES PROGRAM COORDINATOR

Coordinate and develop grant proposals to obtain federal, state or local funding for homelessness initiatives.

Promote and support the alignment and creation of an integrated program between the HHSA programs, CoC, and the community to provide an extensive countywide strategy of homelessness prevention, including temporary shelter and permanent housing.

Develop, implement, maintain, and monitor policies, procedures, services, and programs to maximize efficiency, reduce costs, improve service levels, and ensure effective utilization of available resources.

Interpret existing legislation, policies, and procedures to determine the impact on countywide homelessness.

Assess the effectiveness in of achieving established goals and objectives to monitor program performance and ensure compliance with standards and requirements.

In conjunction with city officials and community groups, advise county department heads regarding gaps and inefficiencies, and suggest process changes to improve outcomes.

Provide strategic leadership through effective communication and collaboration with County departments, community, and local partners, stakeholders, businesses, and neighborhoods.

Research, coordinate and prepare comprehensive reports, correspondence, proposals, statistics, and other documents required to effectively communicate with a wide variety of individuals in both public and the private sector in the form of oral and written presentations.

Provide training and information with developed educational material to County staff and community partners on homelessness-related trends, challenges, and opportunities.

Perform studies and special projects as needed; including, creating partnerships with educational institutions and other organizations to promote research on homelessness.

Attend and conduct a variety of meetings and conferences representing the department, and explain its goals and objectives; participate in committees and task forces.

Supervise, train, and evaluate assigned personnel involved in the development and implementation of initiatives.

Essential job duties may be assigned that are not listed above but are relative to this job classification. (Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.)

County of Tulare
HOMELESS INITIATIVES PROGRAM COORDINATOR

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the education, training, experience, special skills and/or license which are required and equivalent to the following.

Knowledge of:

- Principles and practices of program management, fiscal management, and grant administration.
- Current trends in governmental response to homelessness.
- Community services available to assist homeless persons.
- Effective program planning, communication, writing and presentation skills, policy development, and research and data analysis methods.
- Management principles, including strategic planning.
- Principles and practices of supervision including counseling, motivating and training.
- Communicate effectively both orally and in writing.

Skill/Ability to:

- Work and communicate effectively with people of various education and socioeconomic backgrounds by respecting beliefs, interpersonal styles, attitudes and behaviors of both clients and co-workers.
- Operate contemporary office equipment inclusive of computer, keyboard, and all applicable electronic equipment.
- Work with surrounding city officials and community partners, coordinate and prepare a homelessness program or initiative in a cost-effective manner.
- Gather, analyze, and organize data to arrive at recommendations and solutions.
- Establish positive working relationships with staff, citizen's groups, officials, regulatory agencies, divisions, departments, and boards.
- Analyze and evaluate program mandates and work within federal, state, or other regulatory systems.
- Read, understand, interpret and apply complex laws, rules, and regulations on homeless program funding and operations.
- Prepare clear and concise reports, correspondence, and written materials.
- Develop, recommend and implement goals, strategies, procedures, policies and protocols.
- Negotiate effectively to meet program objectives.
- Evaluate program effectiveness.
- Work efficiently and make decisions to meet multiple deadlines in a fast-paced environment.
- Advanced communication skills, and the ability to communicate with all levels to speak effectively before boards, committees, citizen's groups, and others.
- Develop training content and conduct training.
- Prioritize, organize tasks, and follow-up when working independently and in a team environment.
- Coordinate and present short and long-range plans.
- Prepare and monitor budgets, grants, and financial and statistical records.

County of Tulare
HOMELESS INITIATIVES PROGRAM COORDINATOR

Education:

- Possession of a bachelor's degree from an accredited college or university with major coursework in public or business administration; community development; public health; social, biological or behavioral science; or a closely related field.

Experience:

- Three (3) years of experience in management or administering housing or homeless programs;
- OR three (3) years managing behavioral health; health care; social service; public assistance; or other programs that served the homeless community, including responsibility for policy development and grant management;
- OR three (3) years of high-level administrative experience in a public health and human services agency.

Equivalencies:

- Substitution of one (1) year of experience is acceptable if applicant holds a master's degree from an accredited college or university in public or business administration, community or economic development, social work, public health, counseling, communications, or closely related field.

LICENSE OR CERTIFICATE

Possession of, or ability to obtain, an appropriate, valid California driver's license.

DESIRABLE EMPLOYMENT STANDARDS

Education:

Possession of a master's degree from an accredited college or university in public or business administration, community or economic development, social work, public health, counseling, communications, or a closely related field.

Experience:

Five (5) years of experience in management or administering housing or homeless programs.

[Homeless Initiatives Programs Coordinator] Job Code: XXXXXX; Res: 18_XXXX; Approved: XX/XX/XX

Supplemental Information

Overtime Status: Exempt

Probation: Non-Competitive (At-Will)

BU: 19

**BEFORE THE BOARD OF SUPERVISORS
COUNTY OF TULARE, STATE OF CALIFORNIA**

**IN THE MATTER OF NEW OR AMENDED) Resolution No. 2018-
CLASS SPECIFICATIONS, CLASS) Agreement No.
DESIGNATIONS AND COMPENSATION)**

Upon Motion of Supervisor (Name), seconded by Supervisor (Name), the following was adopted by the Board of Supervisors, at an official meeting held March 13, 2018 by the following vote:

Ayes:
Noes:
Abstain:
Absent:

Attest: Michael C. Spata
 County Administrative Officer/
 Clerk, Board of Supervisors

By: _____

Deputy Clerk

* * * * *

Adopt the following new or amended class specifications, class designations, and compensation effective: March 18, 2018.

Homeless Initiatives Program Coordinator, Item No. 026302, Salary Band:05 (\$82,564-\$123,845 Annual Range), Bargaining Unit 19, Non-Competitive Service/At-Will, Probation Period: N/A pay periods.

BEFORE THE BOARD OF SUPERVISORS COUNTY OF TULARE, STATE OF CALIFORNIA

IN THE MATTER OF AMENDING THE)
POSITION ALLOCATION LISTING) Resolution No. 2018-

Upon Motion of Supervisor (Name), Seconded by Supervisor (Name), the following was adopted by the Board of Supervisors, at an official meeting held March 13, 2018 by the following vote:

Ayes:
Noes:
Abstain:
Absent:

Attest: Michael C. Spata
County Administrative Officer/
Clerk, Board of Supervisors

By: _____
Deputy Clerk

Add, Delete, Reclassify or Amend	Effective Date	Previous Job Code	Previous Class Title	New Job Code	New Class Title	No. Of Pos	FTE	Grade	Position Number(s)	Dept ID	Job Cost Dist. No.
ADD	3/18/18			026302	Homeless Initiatives Prog Coord	1	1	B05	*****	142101	001-1142

Explanation: Add new classification for HHSA. At-Will classification, complete title is Homeless Initiatives Program Coordinator. Incumbent compensation can be placed at any point within the salary band.

AUD-308 - Budget Adjustment Form

10:21 AM

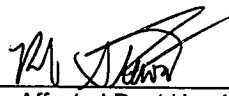
02/27/2018				9/18		2018	
Date		Document ID Number		Accounting Period		Budget Fiscal Year	
Health and Human Services Agency				Robert Stewart		624-8000	
Agency Name				Contact Person		Phone	
						Extension	

Action** A,C,D	Fund	Dept	Appr #				LEVEL 1 Finish Here	Current Amount	Revised Amount	Inc / Dec Amt
C	001	142	142SBEN					141,199,056	141,251,484	52,428
C	001	142	142SSUP					129,545,795	129,493,367	(52,428)
										-
										-
										-
										-
										-
										-
										-
Appropriations Total							<i>Need Not Equal Zero</i>	270,744,851	270,744,851	-

Action** A,C,D	Fund	Dept	Appr #	Unit	Object	Rev	LEVEL 2 Start Here	Current Amt	Revised Amount	Inc / Dec Amt
C	001	142	142SBEN	4020	6001			15,402,428	15,423,069	20,641
C	001	142	142SBEN	4020	6004			2,041,639	2,043,595	1,956
C	001	142	142SBEN	4020	6011			2,132,757	2,135,059	2,302
C	001	142	142SBEN	4020	6012			1,203,021	1,204,336	1,315
C	001	142	142SSUP	4020	7066			2,019,955	1,993,741	(26,214)
C	001	142	142SBEN	1142	6001			7,049,642	7,070,283	20,641
C	001	142	142SBEN	1142	6004			1,065,907	1,067,863	1,956
C	001	142	142SBEN	1142	6011			981,765	984,067	2,302
C	001	142	142SBEN	1142	6012			549,757	551,072	1,315
C	001	142	142SSUP	1142	7043			822,366	796,152	(26,214)
										-
										-
										-
Line Total							<i>Must Equal Zero</i>	\$ 33,269,237	\$ 33,269,237	\$ -

Reason for Adjustment (To Avoid Correspondence, State Reason in Detail)

To increase appropriation line for the addition of one (1) new allocation, at-will job specification titled Homeless Initiatives Program Coordinator to the Health and Human Services Agency, for the remaining four months of Fiscal Year 2017/2018.



Affected Dept Head Signature

Other Affected Dept Head Signature

Checked By: _____
 County Executive Office Action: No. _____ Date: _____
 () Approved () Disapproved

By: _____
 Board of Supervisors Action: No. _____ Date: _____

Entered By: _____
 Date: _____
 Distribution: 1: BOS/CAO/Auditor

**** Action Codes: A=Add, C=Change, D=Deactivate**
 * Whenever a 93XX account budget is adjusted, a corresponding 94XX account budget must be adjusted in the billing agency, except for ISFs
 * Whenever a 95XX account budget is adjusted, a corresponding 96XX account budget must be adjusted in the billing agency, and vice versa
 * Whenever a 97XX account budget is adjusted, a corresponding 98XX account budget must be adjusted in the billing agency, and vice versa