



County Counsel 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: April 24, 2018

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 type="checkbox"/>	N/A <input checked="" 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: Deanne H. Peterson PHONE: 636-4950

SUBJECT: Approve the addition of one (1) Fiscal Manager Position

REQUEST(S):

That the Board of Supervisors:

1. Approve the attached Personnel Resolution to add 1.0 FTE Fiscal Manager position allocation.

SUMMARY:

County Counsel's fiscal unit oversees five funds: County Counsel's general fund and insurance funds which impact all County departments. These four funds are the General Liability Fund, Workers Compensation Fund, Property Insurance Fund and Medical Malpractice Fund. These funds are set up as Internal Service Funds (ISF), therefore, the health of these funds have a direct impact on all County departments.

In reviewing the responsibilities of the head of the fiscal unit, County Counsel has determined a Fiscal Manager is needed to handle the responsibilities of leading this unit and overseeing the four ISF funds managed by County Counsel. The addition of a Fiscal Manager would provide the necessary expertise to oversee these funds and ensure proper projection and analysis.

The fiscal unit of County Counsel is currently allocated the following positions: (1) Administrative Services Officer I-II, (1) Accountant I-III, (2) Senior Account Clerks. The fiscal unit, is responsible for providing a full range of fiscal and accounting services including payroll, cash management, accounts payable, accounts receivable, cost accounting, auditing, and fixed assets. In addition, the unit is responsible for performing rate calculations, representing the department in ISF fund audits, monitoring fund balances to ensure adequate funding levels,

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performing cost studies of department operations, and working closely with the County Counsel and Risk Manager in providing fiscal oversight to the County's third party workers compensation claims administrator.

FISCAL IMPACT/FINANCING:

The cost for the remaining fiscal year to add a Fiscal Manager is \$22,632. The net obligation for the Fiscal Year 2017/2018 is \$3,812, with the 75% of the costs covered by Internal Service Funds (061, 062, 063, and 064). The remaining 25% will be covered through departmental savings in Fiscal Year 2017/2018. There will be no Net County Cost to add the Fiscal Manager position in the current year.

The Fiscal Manager position total cost will be included in County Counsel's proposed Fiscal Year 2018/2019 Budget.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

In accordance with the County's Strategic Business Plan Organizational Development Initiative, this action supports the continued internal growth and development of County departments and services.

ADMINISTRATIVE SIGN-OFF:

Deanne H. Peterson
County Counsel

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

Attachment(s)
Attachment A Personnel Resolution
Attachment B Budget Resolution

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

IN THE MATTER OF APPROVING THE)
ADDITION OF A FISCAL MANAGER) Resolution No. _____
POSITION) Agreement No. _____
)

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 attached Personnel Resolution to add 1.0 FTE Fiscal Manager position allocation.

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 April 24, 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	4/29/18			026100	Fiscal Manager	1	1	400	*****	080000	0802200

Explanation: Add position to allocation.