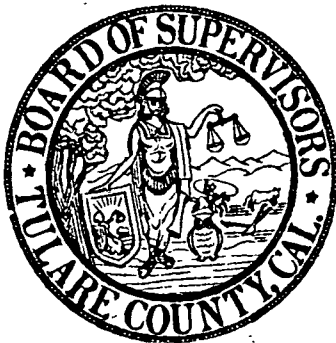


BEFORE THE BOARD OF SUPERVISORS COUNTY OF TULARE, STATE OF CALIFORNIA

IN THE MATTER OF CHANGES TO)
ACCOUNT CLERK CLASSIFICATIONS AND) Resolution No. 2018-0474
RECLASSIFICATION OF INCUMBENT(S))
ACCOUNT CLERK II)

UPON MOTION OF SUPERVISOR VANDER POEL, SECONDED BY
SUPERVISOR ENNIS, THE FOLLOWING WAS ADOPTED BY THE BOARD OF
SUPERVISORS, AT AN OFFICIAL MEETING HELD JUNE 12, 2018, BY THE
FOLLOWING VOTE:

AYES: SUPERVISORS CROCKER, VANDER POEL, SHUKLIAN, WORTHLEY,
AND ENNIS
NOES: NONE
ABSTAIN: NONE
ABSENT: NONE



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

BY: Hilary Rohello
Deputy Clerk

* * * * *

That the Board of Supervisors:

1. Approved the flexible allocation of five (5) existing Account Clerk II positions, per the attached resolution, effective June 24, 2018 (pay period 15);
2. Approved the reclassification of twenty-six (26) current Account Clerk II incumbents to Account Clerk III, per the attached resolution, effective June 24, 2018 (pay period 15);
3. Authorized implementation of changes and reclassifications pending completion of the meet and confer process with impacted unions.

HRD

HAR
06/12/2018

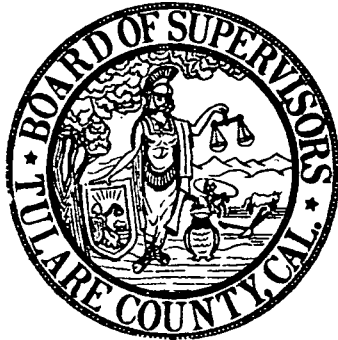
BEFORE THE BOARD OF SUPERVISORS COUNTY OF TULARE, STATE OF CALIFORNIA

IN THE MATTER OF AMENDING THE
POSITION ALLOCATION LISTING

) ***Corrected Copy***
) Resolution No. 2018-0475

Upon Motion of Supervisor Vander Poel, Seconded by Supervisor Ennis, the following was adopted by the Board of Supervisors, at an official meeting held June 12, 2018 by the following vote:

Ayes: Supervisors Crocker, Vander Poel, Shuklian, Worthley, and Ennis
Noes: None
Abstain: None
Absent: None



Attest:

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

By:

Milany Ronello
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.
Amend	6/24/18	041503	Account Clerk II-K	041532	Account Clerk III-K	1	1	841	08194	080000	0802150
Amend/Reclass	6/24/18	041500	Account Clerk II	041530	Account Clerk III	1	1	542	09991*	087200	0871100
Amend	6/24/18	041500	Account Clerk II	041530	Account Clerk III	1	1	542	06556	100101	1003200
Amend/Reclass	6/24/18	041500	Account Clerk II	041530	Account Clerk III	1	1	542	03633*	101200	1012200
Amend/Reclass	6/24/18	041500	Account Clerk II	041530	Account Clerk III	1	1	542	06051*	101200	1012200
Amend/Reclass	6/24/18	041500	Account Clerk II	041530	Account Clerk III	1	1	542	07223*	101200	1012200
Amend/Reclass	6/24/18	041500	Account Clerk II	041530	Account Clerk III	1	1	542	00595*	101200	1012200
Amend/Reclass	6/24/18	041500	Account Clerk II	041530	Account Clerk III	1	1	542	02344*	142107	1421142
Amend/Reclass	6/24/18	041500	Account Clerk II	041530	Account Clerk III	1	1	542	03523*	142102	1421142
Amend/Reclass	6/24/18	041500	Account Clerk II	041530	Account Clerk III	1	1	542	08308*	142108	1424010
Amend/Reclass	6/24/18	041500	Account Clerk II	041530	Account Clerk III	1	1	542	06238*	142442	1421142
Amend/Reclass	6/24/18	041500	Account Clerk II	041530	Account Clerk III	1	1	542	01478*	142102	1421142
Amend/Reclass	6/24/18	041500	Account Clerk II	041530	Account Clerk III	1	1	542	05539*	142102	1421142

Amend/Reclass	6/24/18	041500	Account Clerk II	041530	Account Clerk III	1	1	542	06599*	142108	1424010
---------------	---------	--------	------------------	--------	-------------------	---	---	-----	--------	--------	---------

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.
Amend/Reclass	6/24/18	041500	Account Clerk II	041530	Account Clerk III	1	1	542	02299*	142107	1421142
Amend/Reclass	6/24/18	041500	Account Clerk II	041530	Account Clerk III	1	1	542	02302*	142411	1424061
Amend/Reclass	6/24/18	041500	Account Clerk II	041530	Account Clerk III	1	1	542	06600*	142442	1421142
Amend/Reclass	6/24/18	041500	Account Clerk II	041530	Account Clerk III	1	1	542	01476*	142102	1421142
Amend/Reclass	6/24/18	041500	Account Clerk II	041530	Account Clerk III	1	1	542	06591*	142107	1421142
Amend/Reclass	6/24/18	041500	Account Clerk II	041530	Account Clerk III	1	1	542	05749*	142107	1423322
Amend/Reclass	6/24/18	041500	Account Clerk II	041530	Account Clerk III	1	1	542	01477*	142102	1421142
Amend/Reclass	6/24/18	041500	Account Clerk II	041530	Account Clerk III	1	1	542	01770*	205101	2051200
Amend/Reclass	6/24/18	041500	Account Clerk II	041530	Account Clerk III	1	1	542	01738*	205101	2051255
Amend/Reclass	6/24/18	041500	Account Clerk II	041530	Account Clerk III	1	1	542	07235*	205200	2051300
Amend	6/24/18	0000100	Account Clerk I	041530	Account Clerk III	1	1	542	10212	210000	2101210
Amend/Reclass	6/24/18	041500	Account Clerk II	041530	Account Clerk III	1	1	542	02638*	230420	2305115
Amend	6/24/18	041500	Account Clerk II	041530	Account Clerk III	1	1	542	01546	230131	2308100
Amend	6/24/18	041500	Account Clerk II	041530	Account Clerk III	1	1	542	00325	230131	2308100
Amend/Reclass	6/24/18	041500	Account Clerk II	041530	Account Clerk III	1	1	542	09943*	235610	2352000
Amend/Reclass	6/24/18	041500	Account Clerk II	041530	Account Clerk III	1	1	542	02685*	240104	2402116
Amend/Reclass	6/24/18	041500	Account Clerk II	041530	Account Clerk III	1	1	542	03039*	240104	2402116

Explanation: Amend listed allocated positions in multiple County departments and agencies to the Account Clerk III. Position numbers annotated with an asterisk (*) indicate the incumbents in those positions are to be re-classed to the Account Clerk III. Position numbers not annotated indicates the incumbents in those positions are to remain at their current job class level.



Human Resources and Development 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: June 12, 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 checked="" 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 checked="" type="checkbox"/>	N/A	<input type="checkbox"/>

CONTACT PERSON: Rhonda Sjostrom

PHONE: (559) 636-4900

SUBJECT: Changes to Account Clerk Classifications and Reclassification of Incumbent(s) Account Clerk II

REQUEST(S):

That the Board of Supervisors:

1. Approve the flexible allocation of five (5) existing Account Clerk II positions, per the attached resolution, effective June 24, 2018 (pay period 15);
2. Approve the reclassification of twenty-six (26) current Account Clerk II incumbents to Account Clerk III, per the attached resolution, effective June 24, 2018 (pay period 15);
3. Authorize implementation of changes and reclassifications pending completion of the meet and confer process with impacted unions.

SUMMARY:

During the FY 2017-18 Mid-Year Budget, the Board of Supervisors approved the new job classification of Account Clerk III. This is a promotional opportunity for existing employees in the Account Clerk II level. The new class was developed to address retention issues, provide growth opportunities, compensates employees for performing more complex duties and for proficiency within the Account Clerk series. To be qualified for Promotion to the "III" level, employees must have performed work at the "II" level for at least two years and within the same County department. At the time the Account Clerk III was approved, there were forty-nine (49) allocated Account Clerk II positions in the County organization.

SUBJECT: Changes to Account Clerk Classifications and Reclassification of Incumbent Account Clerk II

DATE: June 12, 2018

The review process entailed County departments submitting requests to change to existing Account Clerk II positions, in order to be flexibly allocated to the "III" level. Additionally, the department was able to identify and recommend incumbents (existing employees) who met the education and experience requirements for reclassification to the III level.

Human Resources and Development and the County Administrative Office reviewed these requests and are recommending that five (5) positions be flexibly allocated and that twenty-six (26) employees be reclassified to the "III" level, effective June 24, 2018. As this request impacts ten (10) County Departments, the recommended changes are being brought before the Board as one comprehensive request. In the future, departments will submit their request for position changes in the Mid-Year or Final budget process or as individual agenda items.


FISCAL IMPACT/FINANCING:

The Departments will absorb the increased salary and benefit costs of one pay period for the FY 2017-18 Budget Year and absorb the increased costs for FY 2018-19 Budget Year.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

Organizational Performance: Continuously improve organizational effectiveness and fiscal stability. Provide for the stability of county operations through periods of economic fluctuations, changing priorities and service demands.

ADMINISTRATIVE SIGN-OFF:

 on behalf of Rhonda Sjostrom
Rhonda Sjostrom
Human Resources Director

cc: Auditor-Controller
County Counsel
County Administrative Office (2)
County Departments
SEIU 521

Attachment(s): Personnel Resolution