



**COUNTY ADMINISTRATIVE
OFFICE
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: September 11, 2018 - **REVISED**

Public Hearing Required	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Published Notice Required	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Advertised Published Notice	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
County Counsel Sign-Off	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Meet & Confer Required	Yes	<input checked="" type="checkbox"/>	N/A	<input 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: Sophia Almanza PHONE: 636-5005				

SUBJECT: **FISCAL YEAR 2018/19 FINAL BUDGET HEARINGS**

REQUEST(S):

That the Board of Supervisors:
Hold Public Hearings and Consider the Requested Actions as follows:

**ADJOURN AS THE TULARE COUNTY BOARD OF SUPERVISORS AND
CONVENE AS THE TERRA BELLA SEWER MAINTENANCE DISTRICT**

1. Adopt the FY 2018/19 Final Budget for the Terra Bella Sewer Maintenance District as modified during the hearings; and
2. Authorize the Auditor-Controller to make necessary minor adjustments in order to bring the FY 2018/19 Budget into final balance.

**ADJOURN AS THE TERRA BELLA SEWER MAINTENANCE DISTRICT AND
CONVENE AS THE TULARE COUNTY FLOOD CONTROL DISTRICT**

1. Adopt the FY 2018/19 Final Budget for the Tulare County Flood Control District as modified during the hearings; and
2. Authorize the Auditor-Controller to make necessary minor adjustments in order to bring the FY 2018/19 Budget into final balance.

**ADJOURN AS THE TULARE COUNTY FLOOD CONTROL DISTRICT AND
RECONVENE AS THE TULARE COUNTY BOARD OF SUPERVISORS**

1. Adopt the FY 2018/19 Final Budgets for all funds and activities as modified

SUBJECT: FISCAL YEAR 2018/19 FINAL BUDGET HEARINGS

DATE: September 11, 2018

- during the hearings for the Enterprise and Assessment District Funds, County Service Areas #1 and #2, Special Districts, Internal Service Funds, Operating Funds, and the General Fund;
2. Amend the Personnel Class Specifications, Class Designations, and Compensation Changes subject to meet and confer;
 3. Amend the Position Allocation List reflecting adds, deletes, amends, and reclassifications subject to meet and confer;
 4. Approve a salary increase for the position of Chief Probation Officer, effective the next full pay period following approval by the Board of Supervisors, in the amount of \$2,932 from a total annual salary of \$146,558 to \$149,490, and the same standard benefits provided to Bargaining Unit 10 employees;
 5. Approve a salary increase for the position of Child Support Services Director, effective the next full pay period following approval by the Board of Supervisors, in the amount of \$6,887 from a total annual salary of \$137,729 to \$144,616, and the same standard benefits provided to Bargaining Unit 10 employees;
 6. Approve the restoration of 611.95 hours of sick leave to the County Counsel, effective the next full pay period following approval by the Board of Supervisors;
 7. Approve the designation of the Executive Director-TCAG, per the attached personnel resolution, to transfer the position from Bargaining Unit 11 to Bargaining Unit 10, and receive the same standard benefits provided to Bargaining Unit 10 employees;
 8. Approve a 2% cost of living increase for County elected officials consistent with the June 20, 2017, Resolution 2017-0479 action;
 9. Approve the Board of Supervisors cost of living increase of 2% consistent with the June 20, 2017, Resolution 2017-0479 action, and pursuant to County Ordinance No. 3444, effective with the start of the first full pay period following sixty (60) day after the adoption of the Annual Budget for Fiscal Year 2018/19, per Ordinance Code section 1-07-1060(e);
 10. Authorize the Auditor-Controller to make necessary minor adjustments in order to bring the FY 2018/19 Budget into final balance;
 11. Authorize the Auditor-Controller to retitle and repurpose Trust Fund No. 586 from Step-Up to Homelessness and Community Outreach; and
 12. Accept the government and fiduciary fund tables to be part of the budget disclosure process including the Adopted Budget.

SUMMARY:

Introduction

The Recommended Budget for Fiscal Year (FY) 2018/19 is respectfully submitted for your Board's consideration, review, modification, and adoption.

In its broadest sense, this Recommended Budget of \$1.26 billion -- for all applicable

SUBJECT: FISCAL YEAR 2018/19 FINAL BUDGET HEARINGS

DATE: September 11, 2018

funds -- is balanced as required by law, fiscally sustainable and economically sound, thereby addressing Tulare County's fiscal needs of today and its financial challenges of tomorrow.

The Budget Theme for FY 2018/19 is defined as follows:

- (1) **Saving** through funding provided in Strategic Reserves, Contingencies, various Government Funds, and General Fund Balance;
- (2) **Investing** by funding County Facilities, Roads and Infrastructure; and
- (3) **Growing** by supporting reasonably feasible increases to the Operational Budgets of the County Agencies and Departments.

To implement this Budget Theme, the Organizational Framework for Analysis and Action for Agencies and Departments is built on the following foundation:

- (1) **Strategic Management** by encouraging Budgetary Alignment of fiscal resources with Performance Goals;
- (2) **Budgetary Sustainability** by focusing on developing New / Expanded Revenue and Operational Efficiencies resulting in Reduced Expenses or Shifted Expenses to Programs and Projects that are of Higher Budgetary Priority; and
- (3) **Economic Development** by fostering a Planning, Zoning and Building Strategy that Increases General Revenues with Emphasis on Assessed Valuation Growth.

Accordingly, the Recommended Budget demonstrates how the Board of Supervisors continues to be responsive to the public by the following:

- (1) **Investing in Essential Services** by improving public safety, environmental health and economic well-being;
- (2) **Investing in Communities** by providing safe neighborhoods, safe streets, safe routes to schools, safe parks, and safe drinking water; and most importantly,
- (3) **Investing in the People of Tulare County** by helping to improve their quality of life through the effective delivery of medical, mental health and other socially-related human services.

In doing so, the Board of Supervisors through this budget represents an empowering force by supporting numerous policies, plans, programs and projects that are creating "public value" for the residents of Tulare County.

SUBJECT: FISCAL YEAR 2018/19 FINAL BUDGET HEARINGS

DATE: September 11, 2018

The Budget Message -- accompanying this Recommended Budget -- provides a detailed review of the following subjects:

- I. Financial Strength and Future Financial Challenges
- II. Strategic Management System and Business Plan (Revised Update - 2018)
- III. Economic and Financial Environment
- IV. State Budget Effects: Fiscal Year 2018/19
- V. General Fund Budget Comparison to Actual Results in Fiscal Year 2017/18
- VI. Tulare County Fiscal Year 2018/19 Recommended Budget
- VII. General Fund: Fiscal Year 2018/19
- IX. Other Funds: Fiscal Year 2018/19
- X. Acknowledgements
- XI. Conclusion

For review of this Budget Message, see Attachment "A".

General Budget Review: Fiscal Year 2018/19

When compared to last year's budget, this budget recommended to your Board is stronger as evidenced by the General Fund Budget increasing from approximately \$752 million to \$790 million; General Revenues increasing from \$159 million to \$164 million; the General Fund Balance (Unassigned) increasing from \$38 million to \$47 million; Strategic Reserves increasing from \$28 million to \$30 million; and the continued refunding of Contingency Budget at \$5 million.

Within this fiscal perspective, funding is proposed for criminal justice services for the 2019 occupancy of South County Detention Facility (\$6 Million); Emergencies such as Fire, Floods and Tree Mortality (\$1.5 million); Capital Improvements (\$9 million), including improvement of a Property and Evidence Facility (\$1 million) and building a new Fire Station No. 1 (\$3 million); Economic Development Projects (\$1.4 million); IT Projects (\$1.5 Million); Water Programs and Projects (\$750,000); Homelessness Projects (\$500,000); and Board Projects (\$500,000).

Overall, this Recommended Budget reflects the Board's continued policy to maintain a prudent and sustainable approach to governing its fiscal operations within Tulare County's General Fund, Operating Funds, Internal Service Funds, Special Districts, Enterprise Funds, Assessment Districts, and County Service Areas. For a financial summary of these budgets, see the table below:

SUBJECT: FISCAL YEAR 2018/19 FINAL BUDGET HEARINGS**DATE: September 11, 2018****Comparison Between FY 2017/18 and FY 2018/19 Budgets**

Fund	FY 2017/18 Adopted	FY 2018/19 Recommended	Difference	Percentage /Dec
General Fund	\$752,842,911	\$790,039,705	\$37,196,794	4.9%
Other Operating Funds	\$348,409,427	\$338,047,957	(\$10,361,470)	(3.0%)
County Service Areas	\$1,234,802	\$1,494,376	\$259,574	21.0%
Enterprise Funds	\$43,127,652	\$34,858,667	(\$8,268,985)	(19.2%)
Internal Service Funds	\$81,575,676	\$92,300,535	\$10,724,859	13.1%
Special Districts	\$5,714,649	\$5,797,019	\$82,370	1.4%
Totals All Funds	\$1,232,905,117	\$1,262,538,259	\$29,633,142	2.4%
Less Internal Service Funds	\$81,575,676	\$92,300,535	\$10,724,859	13.1%
Net Total Of All Funds	\$1,151,329,441	\$1,170,237,724	\$18,908,283	1.6%

The Recommended Budget supports a workforce of 5,033 positions, an increase of 30 positions from prior fiscal year per the table below:

FY 2018/19 Authorized Staffing for All Funds

Authorized Staffing	FY 2017/18 Adopted	FY 2018/19 Recommended	Net Change
Total All Funds	5,003.63	5,033.63	30

Included in the Recommended Budget is a two percent (2%) cost of living increase for County elected officials and a corresponding two percent (2%) cost of living increase to the Board of Supervisors consistent with the June 20, 2017, Resolution 2017-0479 action, and pursuant to County Ordinance No. 3444, Compensation of Supervisors. The Board of Supervisors' cost of living increase is effective with the start of the first full pay period following sixty (60) day after the adoption of the Annual Budget for Fiscal Year 2018/19, per Ordinance Code section 1-07-1060(e).

In addition, included in this Recommended Budget is a two percent (2%) cost of living increase effective for all unrepresented employees consistent with the action of June 20, 2017, Resolution 2017-0479. Similarly, there is a two percent (2%) cost of living increase for all other represented employees, except fire safety and law enforcement employees who are provided a three (3%) cost of living increase, consistent with the terms of their respective Memorandum of Understanding (MOUs).

The Recommended Budget for each General Fund department has been adjusted to absorb contractual Salary and Benefit increases, as well as changes in the Countywide Cost Allocation Plan (COWCAP), Workers' Compensation, and charges for Information and Communications Technology.

SUBJECT: FISCAL YEAR 2018/19 FINAL BUDGET HEARINGS

DATE: September 11, 2018

Budget Hearings Procedure

Final Budget Hearings are set for consideration of the Recommended Budget and for any changes/modifications to such amounts based on input from the public, Department Heads, and/or the Board of Supervisors.

At the conclusion of this process, it is requested that your Board adopt the budgets for county operations and all funds, the Terra Bella Sewer Maintenance District, and the Tulare County Flood Control District, all as Final Budgets for FY 2018/19.

All funds required to balance are balanced. In total, it is recommended that financing and expenditures for all funds and activities be combined to be \$1.2 billion. The General Fund -- the largest of the operating funds -- is balanced with a combination of savings, internal efficiencies, and one-time use of fund balance.

The Recommended Budget also amends Tulare County's personnel class specifications, class designations, position allocation list, and compensation changes for specific bargaining units and classifications. Some personnel actions are subject to "meet and confer" with represented bargaining units.

The Final Budget, as adopted, will incorporate all the amounts in the Recommended Budget as adjusted by changes approved by the Board at the conclusion of the budget hearings, and by any authorized minor changes by the Auditor-Controller that are necessary to bring the FY 2018/19 budget into final balance.

Procedurally, most items are approved in groups as consent matters. There are ten areas to be presented to your Board for information and specific direction. Notably, the public may raise additional items during the budget hearings.

For reference, please see Attachment "B" (Budget Hearings Procedure) and Attachment "C" (Personnel Resolutions).

Additionally, it is recommended that the Auditor-Controller be authorized to retitle and repurpose Trust Fund No. 586 from Step-Up to Homelessness and Community Outreach. The reason is that the funding can be used now for additional purposes and activities that are supportive of the Board's discretion to assist various communities within Tulare County.

Finally, in keeping with Board direction provided at the meeting August 28, 2018, included are the various tables depicting government and fiduciary funds grouped within Attachment "D". These tables should be made a part of the budget disclosure process including the Adopted Budget.

SUBJECT: FISCAL YEAR 2018/19 FINAL BUDGET HEARINGS
DATE: September 11, 2018


FISCAL IMPACT/FINANCING:

All funds required to balance are balanced. In total, the County Administrative Officer recommends financing and expenditures for all funds and activities combined to be \$1.26 billion. Financing is comprised of locally generated revenues (e.g. property, sales and transient occupancy taxes), Federal and State revenues, grant revenues, and fund balance.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

The County's Strategic Plan includes the Organizational Performance Initiative. This Initiative provides for the stability of county operations through periods of economic fluctuations, changing priorities, and service demands. The Board's approval of the proposed budget helps fulfill this Initiative by ensuring sound fiscal practice.

ADMINISTRATIVE SIGN-OFF:



Sophia L. Almarza, MBA
Deputy CAO – Budget and Finance



Michael C. Spata
County Administrative Officer

cc: County Administrative Office
Human Resources and Development
Auditor-Controller

Attachment(s)

Attachment "A" (Budget Message of the County Administrative Office for Fiscal Year 2018/19)

Attachment "B" (Budget Hearings Procedure)

Attachment "C" (Personnel Resolutions for Fiscal Year 2018/19 Final Budget)

Attachment "D" (Government and Fiduciary Fund Tables)

**BEFORE THE
TERRA BELLA SEWER MAINTENANCE
DISTRICT
COUNTY OF TULARE, STATE OF CALIFORNIA**

**IN THE MATTER OF FY 2018/19
FINAL BUDGET HEARINGS**

) Resolution No. _____
) Agreement No. _____

UPON MOTION OF SUPERVISOR _____, SECONDED BY
SUPERVISOR _____, THE FOLLOWING WAS ADOPTED BY THE
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD SEPTEMBER 11,
2018, BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAIN:
ABSENT:

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

BY: _____
Deputy Clerk

* * * * *

1. Adopted the FY 2018/19 Final Budget for the Terra Bella Sewer Maintenance District as modified during the hearings; and
2. Authorized the Auditor-Controller to make necessary minor adjustments in order to bring the FY 2018/19 Budget into final balance.

**BEFORE THE
TULARE COUNTY FLOOD CONTROL DISTRICT
COUNTY OF TULARE, STATE OF CALIFORNIA**

**IN THE MATTER OF FY 2018/19
FINAL BUDGET HEARINGS**

) Resolution No. _____
) Agreement No. _____

UPON MOTION OF SUPERVISOR _____, SECONDED BY
SUPERVISOR _____, THE FOLLOWING WAS ADOPTED BY THE
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD SEPTEMBER 11,
2018, BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAIN:
ABSENT:

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

BY: _____
Deputy Clerk

* * * * *

1. Adopted the FY 2018/19 Final Budget for the Tulare County Flood Control District as modified during the hearings; and
2. Authorized the Auditor-Controller to make necessary minor adjustments in order to bring the FY 2018/19 Budget into final balance.

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

IN THE MATTER OF FY 2018/19
FINAL BUDGET HEARINGS

) Resolution No. _____
) Agreement No. _____

UPON MOTION OF SUPERVISOR _____, SECONDED BY
SUPERVISOR _____, THE FOLLOWING WAS ADOPTED BY THE
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD SEPTEMBER 11,
2018, BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAIN:
ABSENT:

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

BY: _____
Deputy Clerk

* * * * *

1. Adopted the FY 2018/19 Final Budgets for all funds and activities as modified during the hearings for the Enterprise and Assessment District Funds, County Service Areas #1 and #2, Special Districts, Internal Service Funds, Operating Funds, and the General Fund;
2. Amended the Personnel Class Specifications, Class Designations, and Compensation Changes subject to meet and confer;
3. Amended the Position Allocation List reflecting adds, deletes, amends, and reclassifications subject to meet and confer;
4. Approved a salary increase for the position of Chief Probation Officer, effective the next full pay period following approval by the Board of Supervisors, in the amount of \$2,932 from a total annual salary of \$146,558 to \$149,490, and the same standard benefits provided to Bargaining Unit 10 employees;
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6. Approved the restoration of 611.95 hours of sick leave to the County Counsel, effective the next full pay period following approval by the Board of Supervisors;
7. Approved the designation of the Executive Director-TCAG, per the attached personnel resolution, to transfer the position from Bargaining Unit 11 to Bargaining Unit 10, and receive the same standard benefits provided to Bargaining Unit 10 employees;
8. Approved a 2% cost of living increase for County elected officials consistent with the June 20, 2017, Resolution 2017-0479 action;
9. Approved the Board of Supervisors cost of living increase of 2% consistent with the June 20, 2017, Resolution 2017-0479 action, and pursuant to County Ordinance No. 3444, effective with the start of the first full pay period following sixty (60) day after the adoption of the Annual Budget for Fiscal Year 2018/19, per Ordinance Code section 1-07-1060(e);
10. Authorized the Auditor-Controller to make necessary minor adjustments in order to bring the FY 2018/19 Budget into final balance;
11. Authorized the Auditor-Controller to retitle and repurpose Trust Fund No. 586 from Step-Up to Homelessness and Community Outreach; and
12. Accepted the government and fiduciary fund tables to be included as part of the budget disclosure process including the Adopted Budget.

ATTACHMENT "A"

(Budget Message of the County Administrative Office for Fiscal Year 2018/19)

County Administrative Officer

County Administration Building
2800 W. Burrel
Visalia, CA 93291
(559) 636-5005
(559) 733-6318

Michael C. Spata
County Administrative Officer



Board of Supervisors

Kuyler Crocker
District 1

Pete Vander Poel
District 2

Amy Shuklian
District 3

J. Steven Worthley
District 4

Mike Ennis
District 5

September 11, 2018

Chair J. Steven Worthley
Vice-Chair Kuyler Crocker and
Members of the Tulare County Board of Supervisors
County of Tulare
2800 W. Burrel Avenue
Visalia, CA 93291

Dear Chair Worthley, Vice-Chair Crocker, and Board Members:

The Recommended Budget for Fiscal Year (FY) 2018/19 is hereby submitted for your Board's consideration, review, modification, and adoption.

In its broadest sense, this Recommended Budget of \$1.26 billion, for all applicable funds, is balanced as required by law, fiscally sustainable, and economically sound, thereby addressing Tulare County's fiscal needs of today and financial challenges of tomorrow.

When compared to last year's budget, this budget recommended to your Board is even stronger as evidenced by the General Fund Budget increasing from \$752 million to \$790 million; General Fund Discretionary Revenues increasing from \$159 million to \$164 million; the General Fund Balance (Unassigned) increasing from \$38 million to \$47 million; General (Strategic) Reserves increasing from \$28 million to \$30 million; and the Contingency Budget refunded at \$5 million.

Overall, this Recommended Budget reflects the Board's continued policy to maintain a prudently feasible and sustainable approach to governing its fiscal operations within Tulare County's General Fund, Operating Funds, Internal Service Funds, Special Districts, Enterprise Funds, Assessment Districts, and County Service Areas.

The Budget Theme for Fiscal Year 2018/19 can be expressed as follows:

- **Saving** by funding Strategic Reserves, Contingencies, Other Governmental Funds, and the General Fund;
- **Investing** by funding County Facilities, Roads and Infrastructure; and
- **Growing** by funding feasible Increases to the Operational Budgets of Agencies and Departments.

To implement this Budget Theme, the Organizational Framework for Analysis and Action is built on the following:

- **Strategic Management** by encouraging Budget Alignment with Organizational Performance Goals;
- **Budgetary Sustainability** by focusing on New / Expanded Revenue and Operational Expense Efficiencies; and
- **Economic Development** by Increasing General Revenues with Emphasis on Assessed Valuation Growth.

Through this Recommended Budget, the Board of Supervisors continues to be responsive to the public interest by:

- ❖ **Investing in Essential Services** by improving public safety, environmental health and economic well-being;
- ❖ **Investing in Communities** by providing safe neighborhoods, safe streets, safe routes to schools, safe parks, and safe drinking water; and most importantly,
- ❖ **Investing in the People of Tulare County** by helping to improve their quality of life through the effective delivery of medical, mental health and other socially-related human services.

In doing so, the Board of Supervisors -- through this budget -- represents an empowering force emphasizing public service by supporting numerous policies, plans, programs and projects that create value for the residents of Tulare County.

I. FINANCIAL STRENGTH AND FUTURE FINANCIAL CHALLENGES

➤ **Financial Strength:**

As evidenced by a recent objective evaluation of Tulare County's financial condition, the following was reported by two national rating agencies:

- ✓ **Large Tax Base with Expected Moderate Growth;**
- ✓ **Very Strong Capacity to Meet Financial Obligations;**
- ✓ **Very Strong Liquidity;**
- ✓ **Sound and Strong Financial Condition;**
- ✓ **Strong Budgetary Performance and Flexibility; and**
- ✓ **Very Strong Management Team.**

For detail, see S&P Global Ratings. *Tulare County, California; General Obligation* (May 18, 2018); see also Moody's Investor Service. *Tulare County, CA Update to Credit Analysis* (May 27, 2018).

Viewed within a more precise fiscal context, the County Administrative Office is able to report that Tulare County continues to be in a financially strong position based on the following fiscal achievements and budget detail:

- **Credit Rating: AA- (S&P Global Ratings), Aa, A1 (Moody's Investors Service)**
- **Assessed Valuation Growth: \$34.7 Billion (4.9% Growth Rate) (Increase of \$1.6 Billion)**
- **Total Budgets - All Funds: \$1.26 Billion (Increase of \$29.6 Million)**
- **Total Workforce: 5,033 (Increase of 30 Positions)**
- **General Fund Budget: \$790 Million (Increase of \$37.2 Million)**
- **General Fund Operating Revenue: \$742.8 Million (Increase of \$28.2 million)**
- **General Fund Discretionary Revenues: \$164 Million (Increase of \$4.8 Million)**
- **General Fund Net County Cost: \$211 Million (Increase of \$13.8 Million)**
- **General Fund Unassigned Fund Balance: \$47 Million (Increase of \$8.9 Million)**
- **General (Strategic) Reserves: \$30 Million (Increase of \$2 Million)**
- **Contingencies: \$5 Million (Refunding at Same Level as Last Fiscal Year)**
- **Teeter Fund: \$10 Million (Timing and Use of One-Time Funds per Auditor and Counsel)**
- **New Building Permit Value: \$173 Million (Almost \$ 1 Billion Last Five Fiscal Years)**
- **Millennium Fund Current Investment Value: \$55 Million (\$3.5 Million Appropriation)**
- **Treasury Investment Pool- County: \$2 Million (Return on \$23 Million Investment)**
- **Long-term Debt: \$251 Million (Pension Obligation Bonds); \$37 Million (Other Debt)**
- **Criminal Justice Services (South County Detention Facility): \$6 Million (2019 Occupancy)**
- **Emergencies: \$1.5 Million (Fire, Floods and Tree Mortality)**
- **Capital Improvements: \$9 Million (Millennium Fund, Building Debt Service Fund, General Fund)**
- **Fire Station No. 1: \$3 Million (Coordinated with Transit Maintenance and Operation Facility)**
- **Property and Evidence Facility: \$1 Million (Improvements and Equipment)**
- **Economic Development Support: \$1.4 Million (Community Plans, Special Projects and Marketing)**
- **IT Projects: \$1.5 Million (Financial System Improvement and Special Projects)**
- **Water Programs and Projects: \$750,000 (Water and Wastewater Project Support)**
- **Homelessness Projects: \$500,000 (Landlord Mitigation and Other Support)**
- **Board Projects: \$500,000 (Safety and Security Projects)**
- **Operational Priorities and Future Needs: \$5 Million**

Accordingly, within this perspective of financial strength, this Recommended Budget – based on prudent savings, long-term capital investment and feasible operational growth – is sustainable.

➤ **Future Financial Challenges:**

Acknowledging the optimism naturally flowing from the current financial strength of Tulare County, it is necessary and appropriate to temper this evidentiary optimism with a practical recognition of future financial challenges facing the County. Based on the diligent work of the Strategic Financing Ad Hoc Committee and the Board of Supervisors, the following future financial challenges have been studied for which Action Plans have been prepared:

- **Criminal Justice Facilities (Staffing, Health Care, Internal Services)**
- **Fire Service (Capital Improvements, Fixed Assets, Staffing Ratios)**
- **Health and Human Services (In-Home Support and Medical/Mental Health Care)**
- **Zones of Benefit (Water and Wastewater Systems (Rehabilitation, Consolidation, Divestment))**

As a practical matter, the costs associated with these significant financial challenges could substantially impact strategic and operational budgeting during the next two years and beyond. However, to the great credit and proactive vision of the Board of Supervisors, these financial challenges will continue to be considered carefully with the intent to provide affordable and sustainable solutions.

In addition to these financial challenges, there are several other financial challenges and funding options that should be considered and studied in the near future by the Board of Supervisors:

- **Build-up of Reserves of Workers' Compensation Fund**
- **Increased Costs of Internal Services Funds**
- **Increased Costs of IT's Financial System Upgrade**
- **Increased Costs of Retirement's Unfunded Liability**
- **Increased Costs of Affordable Care**
- **Increased Costs of Salaries and Benefits (Total Compensation)**

In connection with Vacant Positions and Salary Savings in terms of budgetary improvement, the Board may want to continue to study this matter including an incentivized system and exclusions. For background, see Board of Supervisors Agenda (May 22, 2018), County Administrative Office Agenda Item No. 39, *Salary Savings Report*.

To tackle these and other challenges, a framework of general options was submitted recently to the Board of Supervisors:

- **Priority-Based Budgeting**
- **Phasing of Spending Plan**
- **Deferring Expenditures**
- **Adjusting Expenditures**

For detail regarding future financial challenges and general options, see Board of Supervisors Agenda (July 31, 2018), County Administrative Office Agenda Item No. 27, *Proposed Strategic Financing Action Plans*.

II. STRATEGIC MANAGEMENT SYSTEM AND BUSINESS PLAN (Revised Update - 2018)

In March 2018, the Board approved a revised update to the Strategic Business Plan. The theme of the revised update was to enhance the County's Strategic Management System, to coordinate closely with the Board of Supervisors, and to direct the County's Economic Development Strategy.

More specifically, the Board's revised update stated that although it may not be feasible for every agency or department within county government to pursue a Business Model by generating new or expanded revenue, every agency or department should operate prudently within a framework of "budgetary sustainability" when proposing the addition of structural (i.e., ongoing) expenses or proposing substantial one-time costs; that is, expenditure growth at the budgetary level should be reasonably affordable over time and financially feasible. For background, see Board of Supervisors Agenda (March 13, 2018), County Administrative Office Agenda Item No. 22, *Revisions to Strategic Business Plan Update*.

In a more general context, "Strategic Management" is described as an organizational performance framework using a "Business Model" in which there is a proactive focus on a meaningful delivery of customer service, on a timelier basis, within budget, with a higher degree of quality, and with an emphasis on the project management method of implementation, reporting and measurement of results.

Within this Strategic Management framework, performance in terms of a Business Model can be described by achieving the goals of (1) Enhancing Public Safety and Security, (2) Promoting Economic Well-Being, (3) Improving Quality of Life, and (4) Strengthening Organizational Performance for the purpose of producing "Public Value."

In connection with the Economic Development Strategy, Tulare County guides economic development by creating the conditions under which there can be an increase in jobs, increase in income, and increase in durable real estate and business value. Through this enlightened approach of the Board of Supervisors, it is intended that the "Rising Tide Will Lift All Boats", thus contributing to the economic health of all.

III. ECONOMIC AND FINANCIAL ENVIRONMENT

Today's economic environment continues to expand at a moderate pace. For example, the Nation's economic expansion -- based on the annual growth rate of real Gross Domestic Product (GDP) -- has reached an average of 2.2% growth from 2012 through 2017. The current growth rate of 2.2% demonstrates the economy growing slowly but steadily. Economic growth is projected to be strong this year and possibly the next. For example, according to the "advance" estimate released by the Bureau of Economic Analysis, Real GDP increased at an annual rate of 4.1% in the second quarter of 2018. As a counterpoint, the Congressional Budget Office's projections for real GDP growth average 1.9% over the 2018 – 2028 period.

The U.S. Stock Market has exhibited solid gains since the November 2016 presidential elections partly stemming from a reduction in federal income tax rates. The economic data in the first two quarters of 2018 was mixed with strong job growth supported by relatively low unemployment rates (US – 4.0%; State – 4.3%; Tulare County – 10.2%). The housing market showed an increase in sales activity, notably, 631,000 homes were sold (2.4% above June 2017) and \$302,100 was the median sales price. The inflation rate is 2% (the Federal Reserve's target) and is expected to remain steady for the next year.

The Federal Reserve raised interest rates in June 2018 setting the Federal Funds target rate in a range of 1.75 to 2%. Two additional rate hikes are projected for this year. The Federal Reserve Open Market Committee determines the federal funds rate, which helps determine rates for mortgages, credit cards and other borrowing. In the financial crisis of 2007 – 2008, the federal funds rate decreased to a range of 0.00 to 0.25%; however, the rate has been rising gradually. On June 13, 2018, Federal Reserve Chairman Powell stated that the Federal Reserve would gradually return interest rates to a more normal level as the economy strengthens. Historically, the Fed increased rates six times during the current economic recovery, namely, December 2015, December 2016, March 2017, June 2017, December 2017, and March 2018.

The other message is that of caution. With the U.S. economy entering its tenth year of economic expansion, State of California policy-makers are planning for the next recession. An economic downturn has historically presented itself in five-year cycles. Thus, at the state level, California continues to plan for the next recession by enhancing reserve accounts for future uncertainties. Consequently, the State Budget for FY 2018/19 has focused on creating two savings accounts, robust reserves, paying down debts and liabilities, and investing in programs serving working families.

Economic challenges for future years continue to loom over federal, state and local governments. For example, the list of uncertainties affecting Tulare County's budget include (1) volatile federal and state revenues; (2) federal and state policy decisions involving healthcare and tax reform at the state level; (3) worldwide national security challenges; (4) the rising federal budget deficit; (5) the ever-increasing national debt, approaching \$21 trillion dollars at this time; (6) adverse fluctuations in the stock and other securities markets which are currently at an all-time high; (7) likely increasing natural disasters and emergencies such as floods and wildfires; and (8) future financial challenges as considered by the Strategic Financing Plan Ad Hoc Committee involving increasing costs for criminal detention facilities, health and mental health care, fire departmental needs, and zones of benefit for water and wastewater systems.

Sketched along this economic, financial and regulatory landscape, Tulare County continues to implement prudent financial budget strategies by formulating an annual spending plan (budget) that follows the principles of (1) fiscal sustainability; (2) revenue-generating opportunities embracing entrepreneurial government; (3) financial feasibility of departmental budget

requests by emphasizing one-time spending allocations; (4) strategic alignment of budgetary spending with articulated goals and objectives in departmental budgets; (5) estimating budget revenue within reasonable limits; and (6) bolstering reserves and contingencies.

IV. STATE BUDGET EFFECTS: FISCAL YEAR 2018/19

On June 27, 2018, Governor Brown signed the balanced FY 2018/19 Budget Act into law, spending \$201.3 billion from the General Fund, Special Funds, and Bond Funds. State General Fund appropriations total \$138.6 billion, \$11.6 million higher than the enacted FY 2017/18 budget. As such, the State Budget addresses the Governor’s key priorities: Maintaining fiscal prudence; paying down debts and liabilities; investing in education; counteracting the effects of poverty and homelessness; and strengthening roads and infrastructure statewide.

The State Budget allocated significant funding to counties in the following areas:

- Over \$700 million to assist local government to address homelessness and build affordable housing;
- Over \$280 million to repay counties for debt related to repealed mandates owed for nearly a decade; and
- Almost \$40 million in additional funding to cover administrative costs for Cal WORKS and In-Home Supportive Service.

Notably, the State Budget increased the Rainy Day Fund by \$4.4 billion to a total \$13.8 billion, or 100% of its constitutional target. In doing so, the State is preparing for the next recession.

In addition to the standard budget bill, over twenty-two trailer bills were signed by the Governor addressing significant policies including budget deficit savings accounts, safety net reserve funds, public safety, health and human services, medi-cal, housing for homeless, education, transportation and infrastructure, public employment, and taxation.

V. GENERAL FUND BUDGET COMPARISON TO ACTUAL RESULTS IN FISCAL YEAR 2017/18

Tulare County continues to rebound financially and move in a positive direction. The FY 2017/18 Adopted Budget continued the rebuilding process by improving or replacing County assets and implemented the second year of the two-year negotiated labor agreements with various bargaining units, as well as targeted equity adjustments to specific classifications.

Consequently, the County ended FY 2017/18 in a sound and strong financial condition. The General Fund finished the fiscal year with a strong fund balance of \$47 million stemming from greater than anticipated countywide revenues and departmental reductions in expenses. For comparison, the General Fund Unassigned Fund Balance in FY 2017/18 was \$38 million, in FY 2016/17 was \$31 million, and, in FY 2015/16 was \$29 million. Accordingly, heading into FY 2018/19, the General Fund is stable, trending positive, and financially strong.

VI. TULARE COUNTY FISCAL YEAR 2018/19 RECOMMENDED BUDGET

The FY 2018/19 Recommended Budget for all funds totals \$1.26 billion, an increase of \$29.6 million, or 2.4%, when compared to the FY 2017/18 Adopted Budget. The budget supports a total workforce of 5,033.63 positions and reflects a net increase of 30 positions.

The Recommended Budget for all funds is depicted as follows:

Fund	FY 2017/18 Adopted	FY 2018/19 Recommended	Difference	Percentage Inc/Dec
General Fund	\$752,842,911	\$790,039,705	\$37,196,794	4.9%
Other Operating Funds	\$348,409,427	\$338,047,957	(\$10,361,470)	(3.0%)
County Service Areas	\$1,234,802	\$1,494,376	\$259,574	21.0%
Enterprise Funds	\$43,127,652	\$34,858,667	(\$8,268,985)	(19.2%)
Internal Service Funds	\$81,575,676	\$92,300,535	\$10,724,859	13.1%
Special Districts	5,714,649	\$5,797,019	\$82,370	1.4%
Totals All Funds	\$1,232,905,117	\$1,262,538,259	\$29,633,142	2.4%
Less Internal Service Funds	\$81,575,676	\$92,300,535	\$10,724,859	13.1%
Net Total Of All Funds	\$1,151,329,441	\$1,170,237,724	\$18,908,283	1.6%

Authorized Staffing	FY 2017/18 Adopted	FY 2018/19 Recommended	Net Change
Total All Funds	5,003.63	5,033.63	30.00

The Recommended Budget provides funding for (1) mandated and essential services; (2) local programs and projects; (3) capital and infrastructure needs; (4) equipment maintenance and replacement; and (5) reserves and contingencies. In doing so, the Recommended Budget adheres to the State Budget Act, as well as to the County's Administrative Regulations and Financial Policies.

VII. GENERAL FUND: FISCAL YEAR 2018/19

The General Fund Budget -- which encompasses the majority of the County's operations -- totals \$790 million, an increase of \$37.2 million, or 4.9%, over the FY 2017/18 Adopted Budget. Carryover fund balance continues to be strong for FY 2018/19 at \$47.2 million, an increase of \$8.9 million over last year's fund balance of \$38.2 million. Essentially, the fund balance is available for one-time expenditures, maintaining the Contingency Budget at \$5 million, and covering the General Fund's Net County Cost of \$211.4 million, an increase of \$13.8 million, or 6.9%, from last year's \$197.6 million. The County's discretionary revenues total \$164.1 million, a \$4.7 million increase, or 3%, over last year's \$159.3 million.

The General Fund's estimated revenues are \$742.8 million, which are \$28.2 million or 3.9% higher than the FY 2017/18 Adopted Budget. The increase in revenues is predominately based on the projected growth in the County's General Revenues and increases in Federal and State reimbursements for the Health and Human Services Agency.

As previously noted, the FY 2018/19 Recommended Budget proposes to increase the County's General Reserve (Strategic Reserve) by \$2 million to a total of \$30 million to follow the County's financial policies and achieve reserve funding consistent with best practices.

Last year, the County's investment is performing reasonably well as shown by a return of \$2 million from the Treasury Pool. Added to this investment in the future will be the return from the Section 115 Trust designed to support payment of the increased employer retirement costs; that is, in FY 2017/18, the Board of Supervisors authorized the establishment of this trust with a start-up investment of \$3 million to be dedicated to help defray increased employer retirement costs. For background, see Board of Supervisors Agenda (April 3, 2018), County Administrative Office Agenda Item No. 22, *Approving the Adoption of the Public Agencies Post-Employment Benefits (Internal Revenue Code Section 115) Trust Administered by Public Agency Retirements Services (PARS)*.

The County's long-term debt as of June 30, 2018 amounts to \$288 million summarized as follows:

- \$251 million (Pension Obligation Bonds)
- \$33.4 million (Variable Rate Demand Bonds)
- \$2.4 million (Chevron Loan Payable)
- \$1.1 million (Certificates of Participation for Enterprise Funds)
- \$4,600 (Bonds Payable for El Rancho Sewer District)

Consequently, for FY 2018/19, the General Fund's positive direction continues to move forward and addresses both strategic and operational responsibilities, sustainability, and structural balance. As mentioned previously, the Nation's economic average annual growth rate is a steady 2.2% for the past eight years, thereby prompting Federal and State policy-makers to plan for the next economic downturn that usually has presented itself in five-year cycles.

Nonetheless, to address a potential economic downturn and other fiscal challenges in the coming years, Tulare County will continue to enhance its Strategic Management System; implement a robust Economic Development Strategy; increase strategic reserves; maintain contingency reserves; invest in revenue-generating improvements, projects and activities; and propose budget targets within a framework of annual feasibility and long-term sustainability.

VIII. OTHER FUNDS: FISCAL YEAR 2018/19

Activities not included in the General Fund are budgeted in Special Revenue, Enterprise and Assessment District, Internal Service, Building Debt Service, and Special District Funds as follows:

- **Special Revenue Funds:** The County's most prominent Special Revenue funds include Fire, Building Debt Service, Roads, and Child Support Services, Library, and Capital Project budgets.
 - **Fire Fund** appropriations increased by \$2,510,375 or 14%, primarily based on an increase in annual salary and benefits. The capital asset purchases include the purchase of six Hurst Tools (Jaws of Life) and one fire engine.
 - **Road Fund** appropriations decreased by \$359,468 or less than one percent, primarily based on budgeting for projects that will be completed in the current year.
 - **Child Support Services Fund** appropriations decreased by \$212,827, or 1%, based on employee compensation-related items.
 - **Library Fund** appropriations increased overall by \$251,665, 5%, primarily based on employee compensation raises for salaries and benefits.
 - **Capital Projects Fund** decreases approximately \$44,346,600, or 60%, when compared with the Adopted Budget for last fiscal year. The reason for the decrease is directly associated with the completion of construction projects.
 - **Building Debt Service** accounts for the County's building debt service activities. The Building Debt Service fund represents an increase of \$1,999,999 based on an operating transfer for criminal justice related expenditures.
- **County Service Area (CSA) Funds:** These funds account for sewer and water systems construction and ongoing maintenance within the unincorporated areas of the County. Overall, CSA appropriations represent an increase of \$259,574, or 21%, in combination with the use of fund balance.
- **Enterprise and Assessment Funds:** These funds account for operations that are financed and operated in a manner similar to private businesses, where the intent of the government is to provide goods or services to the public on a continuing basis at a cost that is financed or recovered primarily through user charges. The County's Enterprise funds include Transit and Solid Waste Management. The Assessment District funds perform specific functions to provide long-term maintenance of storm drainage systems, landscape improvements, and road maintenance for residential subdivisions in unincorporated areas through district assessment fees.
 - **Transit Fund** appropriations increased \$677,093, or 4%, compared to the FY 2017/18 Adopted Budget. In addition, the Recommended Budget includes approximately \$11.5 million for the Transit Operation and Maintenance Facility.
 - **Solid Waste Fund** appropriations decreased by \$5,330,072, or 26%, overall primarily based on the completion of the construction of the phase three expansion of the Visalia Landfill.
 - **Assessment Funds** overall expenses increased \$54,994 or 5%, compared to the FY 2017/18 Adopted Budget. This increase results from an augmentation in professional services.
- **Internal Service Funds (ISFs):** These funds provide services to departments within the County by taking advantage of operating efficiencies, providing better accountability, and control over costs previously provided within the General Fund. ISFs include services such as insurance, facilities, information and communication technology, copier, custodial, fleet, grounds, print, mail, and utilities. The rates for FY 2018/19 increased \$10,724,859, or 13.1%, in comparison to prior fiscal year.
- **Special District Funds:** These are independent units of local government generally organized and funded through assessments to the beneficiaries of the Districts to perform targeted function for a specific area.
 - **County Flood Control Fund** coordinates all countywide flood control activities. Flood Control's appropriations increased by \$90,443, or 2%, compared to the FY 2018/19 Adopted Budget. The \$928,074 is reserved Fund Balance for the Success Reservoir Enlargement Project.
- **Redevelopment Funds:** These funds were responsible for improving, upgrading, and revitalizing areas within the unincorporated areas of the County that have become blighted because of deterioration, disuse, and unproductive economic conditions. As of February 1, 2012, all Redevelopment Agencies throughout the State were dissolved pursuant to Assembly Bill X1 26.

Successor Agencies were created to oversee the dissolution process and all future Redevelopment Funds have been converted into Fiduciary Trust Funds. At this time, the Successor Agency continues the process of seeking

the required authorization through the Oversight Board and the Department of Finance for related expenditures, which primarily consists of long-term debt.

IX. ACKNOWLEDGEMENTS

To submit this Recommended Budget to your Board, it is necessary and indeed proper to thank and acknowledge the Board of Supervisors -- particularly Chair J. Steven Worthley, Vice-Chair Kuyler Crocker, Supervisor Amy Shuklian, Supervisor Mike Ennis, and Supervisor Pete Vander Poel -- for the leadership, direction, evaluation, and guidance with respect to ensuring that Tulare County's Recommended Budget is based on a solid fiscal foundation.

Similarly, it is appropriate to thank and compliment all of the County's Agencies and Departments for their continued outstanding leadership and performance when delivering public services, and, equally important, for their cooperation in producing a budget that is financially balanced, sustainable and strong. In particular, the Auditor-Controller, County Counsel and the Human Resources & Development Department are recognized for their help and insight regarding the preparation of key budget documents.

Additionally, a great deal of excellent work has been performed by a team of dedicated professionals at the County Administrative Office to produce one of the strongest budgets for the Board of Supervisors; and as such, this is to thank and complement each and every professional for their exemplary performance in developing this Recommended Budget for Tulare County.

This also is to thank and compliment the hard working staff of the Clerk of the Board of Supervisors for their noteworthy dedication in seeing to it that the agenda work throughout the year (including this Recommended Budget) is completed in keeping with the highest professional standards.

Moreover, this is to thank and compliment the professional staff of the Board of Supervisors for their outstanding dedication and hard work provided to the Board of Supervisors; numerous federal, state and local public agencies and departments; and the general public.

Finally, this is to thank and compliment the Tulare County Grand Jury for its commitment to excellence with respect to their performance as the "watchdog" of local government. Through the Grand Jury's performance of this important function, the public interest is truly advanced for the people of Tulare County.

X. CONCLUSION

Based on the prudent fiscal leadership of the Board of Supervisors, the proposed Recommended Budget for FY 2018/19 is balanced as required by law, fiscally sustainable and economically sound; and although there are future challenges and economic uncertainties, Tulare County has a Strategic Management System and Economic Development Strategy in-place, and discretionary financing sources to help address potential economic reverses and future financial challenges.

In the final analysis, this Budget Message represents that Tulare County is growing financially, spending sustainably, saving prudently, and building capital improvements countywide -- all in service of the public.

Accordingly, this Recommended Budget for FY 2018/19 is respectfully submitted for your consideration, review, modification, and adoption.

Sincerely,



Michael C. Spata
County Administrative Officer

ATTACHMENT "B"
(Budget Hearings Procedure)

BUDGET HEARING SCRIPT

10:00 a.m. - Start Time- Budget Hearings

Introduction and Overview (section)

Power Point Presentation

Enterprise Fund (Budget Book Page 340)

Terra Bella Sewer Maintenance District

1. Adopt the FY 2018/19 Final Budget for the Terra Bella Sewer Maintenance District as modified during the hearings; and
2. Authorize the Auditor-Controller to make necessary minor adjustments in order to bring the FY 2018/19 Budget into final balance.

Special District (Budget Book Page 367)

Tulare County Flood Control District

1. Adopt the FY 2018/19 Final Budget for the Tulare County Flood Control District as modified during the hearings; and
2. Authorize the Auditor-Controller to make necessary minor adjustments in order to bring the FY 2018/19 Budget into final balance.

Enterprise and Assessment District Funds – Consent Budgets

(Budget Book, pages 329-355)

Solid Waste and Solid Waste Closure Operation Funds

Transit Fund

L & M Funds - Assessment Districts:

L01 Orosi Lighting/Landscape 92-01	L89 Traver Storm Drain 14-830
L05 Orosi Storm Drain 95-720	L90 Visalia Storm Drain 14-792
L10 Orosi Storm Drain 98-722	L91 Visalia Storm Drain 16-767
L16 Earlimart Lighting/Landscape 02-01	M03 Strathmore Road 05-773
L60 Tipton Storm Drain 02-748	M04 Porterville Road 06-781
L65 Earlimart Storm Drain 02-746	M06 Visalia Road 06-772R
L70 Cutler Storm Drain 05-764	M07 Poplar Road 09-799
L75 Teviston Storm Drain 04-752	M86 Visalia Road 07-792R
L80 Earlimart Storm Drain 04-744	M87 Visalia Road 07-767R
L85 Orosi Storm Drain 04-754	M88 Goshen Road 09-804R
L86 Visalia Storm Drain 07-792	M89 Goshen 12-804R
L87 Visalia Storm Drain 07-767	M90 Visalia 13-792R
L88 Visalia District 13-792	M91 Visalia 14-792R
	M92 Visalia Road 16-767R

County Service Areas #1 and #2 – Consent Budgets

(Budget Book, pages 357-366)

BUDGET HEARING SCRIPT

C15 Lemon Cove Water Z01 El Rancho Sewer Z10 Delft Colony Sewer Z11 Delft Colony Water Z50 Seville Sewer Z60 Tonyville Sewer	Z70 Tooleville Sewer Z80 Traver Sewer Z90 Yettem Sewer Z91 Yettem Water Z95 Wells Tract Water Z96 Wells Tract Sewer
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<u>Internal Service Funds – Consent Budgets</u> (Budget Book, pages 287-327)	
<u>General Services Agency</u>	
Copier Services Custodial Services Facilities Fleet Services	Grounds Services Mail Services Print Services Utilities
<u>County Counsel – Risk Management</u>	
General Liability Medical Malpractice Property Insurance Workers' Compensation	
<u>Human Resources and Development</u>	
Dental Insurance	
<u>Information & Communications Technology</u>	
Communications Information & Communications Technology	

Operating Funds – Consent Budgets (Budget Book, pages 221-286)

Aviation Building Debt Service Capital Projects Child Support Services Community Development Block Grants County Fire Fish and Wildlife Health Realignment HOME Program Fund Housing Successor	ICT Special Projects Indigent Health Care Library Mental Health Realignment Pension Obligation Bond Road Fund Social Services Realignment Tobacco Settlement Revenue Fund Workforce Investment Board
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<u>General Fund - Consent Budgets</u> (Budget Book, pages 97-220)	
Agricultural Commissioner / Sealer of	General Services Agency

BUDGET HEARING SCRIPT

Weights and Measures Assessor/ Clerk-Recorder Auditor-Controller / Treasurer-Tax Collector Board of Supervisors Capital Acquisitions Central Telephone Services Citizens' Option for Public Safety (COPS) Cooperative Extension County Administration County Counsel District Attorney	Health and Human Services Agency Human Resources and Development Juvenile Justice Crime Prevention Act Miscellaneous Administration Miscellaneous Criminal Justice Probation Public Defender Purchasing Registrar of Voters Resource Management Agency Rural Crime Prevention Sheriff-Coroner
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General Fund – General Revenues (Budget Book, pages 116-117)
 General Revenues

General Fund – Contingency (Budget Book, pages 122-123)
 Contingency
 Others as Needed

Budget Adoption

Upon conclusion of Final Budget Hearings, adopt consent budgets for all funds, General Revenues and Contingency for the General Fund and activities as modified during the Final Budget Hearings:

1. Adopt the FY 2018/19 Final Budgets for all funds and activities as modified during the hearings for the Enterprise and Assessment District Funds, County Service Areas #1 and #2, Special Districts, Internal Service Funds, Operating Funds, and the General Fund;
2. Amend the Personnel Class Specifications, Class Designations, and Compensation Changes subject to meet and confer;
3. Amend the Position Allocation List reflecting adds, deletes, amends, and reclassifications subject to meet and confer;
4. Approve a salary increase for the position of Chief Probation Officer, effective the next full pay period following approval by the Board of Supervisors, in the amount of \$2,932 from a total annual salary of \$146,558 to \$149,490, and the same standard benefits provided to Bargaining Unit 10 employees;
5. Approve a salary increase for the position of Child Support Services Director, effective the next full pay period following approval by the Board of Supervisors, in the amount of \$6,887 from a total annual salary of \$137,729 to \$144,616, and the same standard benefits provided to Bargaining Unit 10;
6. Approve the restoration of 611.95 hours of sick leave to the County Counsel effective the next full pay period following approval by the Board of Supervisors;
7. Approve the designation of the Executive Director-TCAG, per the attached personnel resolution, to transfer the position from Bargaining Unit 11 to

BUDGET HEARING SCRIPT

- Bargaining Unit 10, and receive the same standard benefits provided to Bargaining Unit 10 employees;
8. Approve a 2% cost of living increase for County elected officials consistent with the June 20, 2017, Resolution 2017-0479 action;
 9. Approve the Board of Supervisors cost of living increase of 2% consistent with the June 20, 2017, Resolution 2017-0479 action, and pursuant to County Ordinance No. 3444;
 10. Authorize the Auditor-Controller to make necessary minor adjustments in order to bring the FY 2018/19 Budget into final balance;
 11. Authorize the Auditor-Controller to retitle and repurpose Trust Fund No. 586 from Step-Up to Homelessness and Community Outreach; and
 12. Accept the government and fiduciary fund tables to be included as part of the budget disclosure process including the Adopted Budget.

ATTACHMENT "C"

(Personnel Resolutions FY 2018/19 Final Budget)

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

IN THE MATTER OF AMENDING THE) Resolution No. _____
POSITION ALLOCATION LISTING) Agreement No. _____

UPON MOTION OF SUPERVISOR _____, SECONDED BY
SUPERVISOR _____, THE FOLLOWING WAS ADOPTED BY THE
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD SEPTEMBER 11, 2018,
BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAIN:
ABSENT:

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

BY: _____
Deputy Clerk

* * * * *

The Board of Supervisors does hereby amend the Position Allocation Listing to add, delete, amend, reclassify, or grant salary increases or changes to the following positions per the attached Budget document and effective with the Pay Periods shown on the spreadsheet:

Funded Pay Period	Effective Date	Pay Period No.
17	11/11/18	25
21	09/16/18	21
25	07/22/18	17
26	07/08/18	16

Reclassifications: Grant regular status to the incumbents who hold regular status prior to these reclassifications. Incumbents holding probationary status will complete the balance of their probationary period in their new classification.

Deletion of filled IT position with TC Information & Communications Technology Department. Human Resources & Development to begin layoff process.

Changes made to the position allocation listing are subject to meet and confer.

Fiscal Year 2018/19 Recommended Budget - Personnel Resolution

Add, Delete, Reclassify, or Amend	Effective Pay Period	Job Code	Class Title	New Job Code	New Class Title	No. of Pos	Pos FTE	Grade	Position Number(s)	Dept ID	Job Cost Dist. No.
Add	17	* 092832	Board Representative III	-	-	1	1.00	682	****	001010	010 - 1010
Delete	26	029100	Executive Assistant to BOS	-	-	1	1.00	778	10325	-	010 - 1010
Add	17	034200	Payroll Technician	-	-	1	1.00	317	****	030100	030 - 2510
Delete	26	035500	Account Clerk-Principal	-	-	1	1.00	170	05806	032000	032 - 2150
Add	17	033800	Parks & Grounds Worker	-	-	1	1.00	828	****	087244	066 - 1110
Add	17	* 029820	Maintenance Worker II	-	-	1	1.00	175	****	067000	067 - 3010
Add	17	* 029820	Maintenance Worker II	-	-	1	1.00	175	****	067000	067 - 3010
Add	17	* 029820	Maintenance Worker II	-	-	1	1.00	175	****	067000	067 - 3010
Add	17	029930	Maintenance Worker III	-	-	1	1.00	865	****	067000	067 - 3010
Add	17	* 029820	Maintenance Worker II	-	-	1	1.00	175	****	067000	067 - 3010
Add	17	* 013820	Custodial Worker	-	-	1	1.00	809	****	087245	068 - 3020
Add	17	* 013820	Custodial Worker	-	-	1	1.00	809	****	087245	068 - 3020
Add	17	* 013820	Custodial Worker	-	-	1	1.00	809	****	087245	068 - 3020
Add	17	* 013820	Custodial Worker	-	-	1	1.00	809	****	087245	068 - 3020
Add	17	* 013820	Custodial Worker	-	-	1	1.00	809	****	087245	068 - 3020
Add	17	* 013820	Custodial Worker	-	-	1	1.00	809	****	087245	068 - 3020
Delete	26	* 038420	IT RadioCommunicationsTech	-	-	1	1.00	413	09724	074740	074 - 7400
Add	26	* 083020	Digital Equipment Operator	-	-	1	1.00	156	****	087250	079 - 7500
Delete	25	084220	Print and Mail Operator II	-	-	1	1.00	146	07292	087250	079 - 7500
Amend	17	* 004920	Analyst-Risk Management II	004930	Analyst-Risk Management III	1	1.00	338	09864	080000	080 - 2200
Delete	26	059102	Associate County Counsel	-	-	1	1.00	B01	10335	080000	080 - 2150
Delete	26	* 001830	Analyst-Staff Services III	-	-	1	1.00	706	10246	-	085 - 3000
Delete	26	* 085000	Administrative Analyst	-	-	1	1.00	248	10365	-	085 - 3000
Add	26	035500	Account Clerk-Principal	-	-	1	1.00	170	05806	087200	087 - 1100
Add	17	* 033330	Office Assistant III	-	-	1	1.00	822	****	087200	087 - 1100
Add	17	* 097730	IT Logistics Planner III	-	-	1	1.00	238	****	090000	090 - 2900
Add	17	096502	IT Manager	-	-	1	1.00	251	****	090000	090 - 2900
Add	17	087020	Payroll Clerk	-	-	1	1.00	444	****	090000	090 - 2900
Delete	26	* 097820	IT Computer Operator II	-	-	1	1.00	189	08772	-	090 - 2900
Delete	17	* 097820	IT Computer Operator II	-	-	1	1.00	189	08802	-	090 - 2900
Add	17	085400	Subpoena Services Supervis	-	-	1	1.00	316	****	100000	100 - 3200
Delete	26	* 086020	Investigative Technician I	-	-	1	1.00	167	07619	100000	100 - 3200
Delete	25	* 027830	Legal Office Assistant III	-	-	1	1.00	829	05243	100000	100 - 3192
Add	17	081452	Attorney-Supv Child Suppor	-	-	1	1.00	277	****	101200	101 - 2200
Add	17	078100	Budget Officer	-	-	1	1.00	775	****	142101	142 - 1142
Add	17	078100	Budget Officer	-	-	1	1.00	775	****	142103	142 - 1142
Add	17	078100	Budget Officer	-	-	1	1.00	775	****	142106	142 - 1142
Add	17	078100	Budget Officer	-	-	1	1.00	775	****	142104	142 - 1142
Add	17	024100	Health Education Assistant	-	-	1	1.00	189	****	142106	142 - 6021
Add	17	024100	Health Education Assistant	-	-	1	1.00	189	****	142106	142 - 6021
Add	17	* 042420	Medical Office Assistant I	-	-	1	1.00	796	****	142301	142 - 3014
Add	17	008700	Children Services Worker	-	-	1	1.00	171	****	142323	142 - 6023

*Flexibly Allocated Classification

**Flexibly Allocated Classification and Up and Out

Fiscal Year 2018/19 Recommended Budget - Personnel Resolution

Add, Delete, Reclassify, or Amend	Effective Pay Period	Job Code	Class Title	New Job Code	New Class Title	No. of Pos	Pos FTE	Grade	Position Number(s)	Dept ID	Job Cost Dist. No.
Add	17	024100	Health Education Assistant	-	-	1	1.00	189	****	142323	142 - 6040
Add	17	024100	Health Education Assistant	-	-	1	1.00	189	****	142323	142 - 6074
Add	17	071200	Crisis Service Worker	-	-	1	1.00	206	****	142327	142 - 3382
Add	17	071200	Crisis Service Worker	-	-	1	1.00	206	****	142327	142 - 3382
Add	17	071200	Crisis Service Worker	-	-	1	1.00	206	****	142327	142 - 3382
Add	17	* 042420	Medical Office Assistant I	-	-	1	1.00	796	****	142301	142 - 3014
Add	17	050320	Personnel Services Officer	-	-	1	1.00	241	****	142105	142 - 1142
Add	17	071200	Crisis Service Worker	-	-	1	1.00	206	****	142502	142 - 3382
Add	17	071200	Crisis Service Worker	-	-	1	1.00	206	****	142502	142 - 3382
Add	17	071200	Crisis Service Worker	-	-	1	1.00	206	****	142502	142 - 3382
Add	17	099330	Psychiatric Emergency Svs	-	-	1	1.00	251	****	142502	142 - 3382
Add	17	099302	Clinic Operations Manager	-	-	1	1.00	B05	****	142301	142 - 3014
Add	17	000640	Administrative Secretary	-	-	1	1.00	421	****	142101	142 - 1142
Add	17	021740	Animal Care Technician	-	-	1	1.00	932	****	142340	142 - 6053
Add	17	021780	Animal Care Specialist - Supervising	-	-	1	1.00	192	****	142340	142 - 6053
Amend	17	* 071001	Administrative Specialist-	050320	Personnel Services Officer	1	1.00	241	08483	142105	142 - 1142
Amend	17	* 071002	Administrative Specialist	050320	Personnel Services Officer	1	1.00	241	09342	142105	142 - 1142
Amend	17	* 033330	Office Assistant III	* 042420	Medical Office Assistant I	1	1.00	796	01146	142301	142 - 3014
Delete	17	* 034120	Patient Accounts Rep II	-	-	1	1.00	264	00978	-	142 - 4030
Delete	17	* 034120	Patient Accounts Rep II	-	-	1	1.00	264	00986	-	142 - 1142
Delete	17	* 033320	Office Assistant II	-	-	1	1.00	824	01207	-	142 - 1142
Delete	17	082400	Facility Attendant	-	-	1	1.00	827	09232	-	142 - 4010
Delete	17	029930	Maintenance Worker III	-	-	1	1.00	865	09895	-	142 - 1142
Delete	17	011000	Community Health Technicia	-	-	1	1.00	138	01095	-	142 - 6021
Delete	17	011000	Community Health Technicia	-	-	1	1.00	138	05245	-	142 - 6026
Delete	17	010900	Community Educ Specialist	-	-	1	1.00	173	05963	-	142 - 6040
Delete	17	078900	Animal Services Coordinato	-	-	1	1.00	696	10142	-	142 - 6053
Delete	17	075300	Claims Supervisor	-	-	1	1.00	790	05821	-	142 - 4010
Delete	17	* 001830	Analyst-Staff Services III	-	-	1	1.00	706	09066	-	142 - 6034
Delete	17	* 074933	Paralegal III K	-	-	1	1.00	980	09799	-	142 - 1142
Delete	17	* 001830	Analyst-Staff Services III	-	-	1	1.00	706	05532	-	142 - 1142
Reclassify	17	* 000630	Secretary III	000650	Department Secretary	1	1.00	423	07896	142106	142 - 6005
Reclassify	17	000650	Department Secretary	000650	Department Secretary	1	1.00	423	03295	142101	142 - 1142
Reclassify	17	* 000630	Secretary III	000650	Department Secretary	1	1.00	423	07894	142104	142 - 4010
Reclassify	17	* 000630	Secretary III	000650	Department Secretary	1	1.00	423	07895	142103	142 - 3311
Reclassify	17	097000	Animal Services Manager	099302	Division Manager HHS-Animal Services	1	1.00	B02	08806	142340	142 - 6053
Reclassify	17	* 033330	Office Assistant III	078910	Animal Services Tech	1	1.00	276	06299	142340	142 - 6053
Reclassify	17	000300	Administrative Aide	078910	Animal Services Tech	1	1.00	276	06735	142340	142 - 6053
Add	17	034302	Human Resources Deputy Director	-	-	1	1.00	B05	****	200000	200 - 3000
Amend	17	033324	Office Assistant II-K-B	033334	Office Assistant III-K-B	1	1.00	663	07390	200000	200 - 2150
Amend	17	* 033323	Office Assistant II-K	033334	Office Assistant III-K-B	1	1.00	663	07389	200000	200 - 2150
Amend	17	* 033323	Office Assistant II-K	033334	Office Assistant III-K-B	1	1.00	663	08319	200000	200 - 2150

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**Flexibly Allocated Classification and Up and Out

Fiscal Year 2018/19 Recommended Budget - Personnel Resolution

Add, Delete, Reclassify, or Amend	Effective Pay Period	Job Code	Class Title	New Job Code	New Class Title	No. of Pos	Pos FTE	Grade	Position Number(s)	Dept ID	Job Cost Dist. No.
Delete	26	* 093120	Human Resources Specialist	-	-	1	1.00	732	06393	200000	200 - 2150
Delete	26	060700	Asst Human Resources Direc	-	-	1	1.00	B06	05290	200000	200 - 2150
Add	17	001834	Analyst-Staff Services, Su	-	-	1	1.00	318	****	205101	205 - 1150
Add	17	* 001830	Analyst-Staff Services III	-	-	1	1.00	706	****	205101	205 - 1150
Add	17	071800	Media Specialist	-	-	1	1.00	680	****	205101	205 - 1150
Amend	17	* 036020	Probation Officer II	* 036030	Probation Officer III	1	1.00	885	07176	205104	205 - 1875
Amend	17	* 036020	Probation Officer II	* 036030	Probation Officer III	1	1.00	885	01640	205103	205 - 1900
Amend	17	* 036020	Probation Officer II	* 036030	Probation Officer III	1	1.00	885	01637	205101	205 - 2000
Amend	17	* 036020	Probation Officer II	* 036030	Probation Officer III	1	1.00	885	07179	205200	205 - 2400
Amend	17	* 036020	Probation Officer II	* 036030	Probation Officer III	1	1.00	885	01627	205200	205 - 2400
Amend	17	* 036020	Probation Officer II	* 036030	Probation Officer III	1	1.00	885	08705	205102	205 - 2500
Amend	17	* 036020	Probation Officer II	* 036030	Probation Officer III	1	1.00	885	01605	205102	205 - 2700
Amend	17	* 036020	Probation Officer II	* 036030	Probation Officer III	1	1.00	885	01599	205102	205 - 2700
Amend	17	* 036020	Probation Officer II	* 036030	Probation Officer III	1	1.00	885	01611	205102	205 - 2700
Amend	17	* 036020	Probation Officer II	* 036030	Probation Officer III	1	1.00	885	09781	205104	205 - 2500
Amend	17	* 036020	Probation Officer II	* 036030	Probation Officer III	1	1.00	885	09372	205106	205 - 3100
Amend	17	* 036020	Probation Officer II	* 036030	Probation Officer III	1	1.00	885	10004	205106	205 - 3100
Amend	17	* 036020	Probation Officer II	* 036030	Probation Officer III	1	1.00	885	08703	205106	205 - 3000
Amend	17	* 036020	Probation Officer II	* 036030	Probation Officer III	1	1.00	885	09742	205106	205 - 3100
Amend	17	* 036020	Probation Officer II	* 036030	Probation Officer III	1	1.00	885	09370	205106	205 - 3100
Amend	17	* 036020	Probation Officer II	* 036030	Probation Officer III	1	1.00	885	09732	205106	205 - 3100
Delete	26	045400	Account Clerk-Supv	-	-	1	1.00	165	01736	205101	205 - 1255
Delete	26	* 000100	Account Clerk I	-	-	1	1.00	540	01774	205101	205 - 1255
Delete	26	* 000100	Account Clerk I	-	-	1	1.00	540	01768	205101	205 - 1255
Amend	17	* 027830	Legal Office Assistant III	027840	Legal Office Assistant IV	1	1.00	274	08626	210000	210 - 1210
Delete	26	001880	Social Worker-Public Defen	-	-	1	1.00	505	10037	210000	210 - 1210
Delete	26	025821	Investigator II-Public Def	-	-	1	1.00	628	01808	210000	210 - 1210
Delete	26	025821	Investigator II-Public Def	-	-	1	1.00	628	03315	210000	210 - 1210
Add	17	* 011830	Construction & Maint Wkr I	-	-	1	1.00	852	****	230512	225 - 2320
Add	17	* 011830	Construction & Maint Wkr I	-	-	1	1.00	852	****	230512	225 - 2320
Add	17	* 020230	Engineer III	-	-	1	1.00	759	****	230523	225 - 2370
Add	17	* 044620	Stock Clerk II	-	-	1	1.00	154	****	230540	225 - 2330
Add	17	000300	Administrative Aide	-	-	1	1.00	180	****	230523	225 - 2380
Amend	17	* 011720	Construction & Maint Wkr II	* 011830	Construction & Maint Wkr III	1	1.00	852	02625	230511	225 - 2310
Amend	17	* 011720	Construction & Maint Wkr II	* 011830	Construction & Maint Wkr III	1	1.00	852	02628	230512	225 - 2320
Amend	17	* 011720	Construction & Maint Wkr II	* 011830	Construction & Maint Wkr III	1	1.00	852	06005	230514	225 - 2340
Amend	17	* 011720	Construction & Maint Wkr II	* 011830	Construction & Maint Wkr III	1	1.00	852	02633	230514	225 - 2340
Amend	17	* 011720	Construction & Maint Wkr II	* 011830	Construction & Maint Wkr III	1	1.00	852	04264	230515	225 - 2350
Amend	17	* 011710	Construction & Maint Wkr I	* 011720	Construction & Maint Wkr II	1	1.00	327	10416	230511	225 - 2310
Amend	17	* 011710	Construction & Maint Wkr I	* 011720	Construction & Maint Wkr II	1	1.00	327	10417	230511	225 - 2310
Amend	17	* 011710	Construction & Maint Wkr I	* 011720	Construction & Maint Wkr II	1	1.00	327	10418	230512	225 - 2320
Amend	17	* 011710	Construction & Maint Wkr I	* 011720	Construction & Maint Wkr II	1	1.00	327	10420	230514	225 - 2340

*Flexibly Allocated Classification

**Flexibly Allocated Classification and Up and Out

Fiscal Year 2018/19 Recommended Budget - Personnel Resolution

Add, Delete, Reclassify, or Amend	Effective Pay Period	Job Code	Class Title	New Job Code	New Class Title	No. of Pos	Pos FTE	Grade	Position Number(s)	Dept ID	Job Cost Dist. No.
Amend	17	* 011710	Construction & Maint Wkr I	* 011720	Construction & Maint Wkr II	1	1.00	327	10421	230515	225 - 2350
Amend	17	* 020220	Engineer II	* 020230	Engineer III	1	1.00	759	04268	230523	225 - 2380
Amend	17	* 011710	Construction & Maint Wkr I	* 011720	Construction & Maint Wkr II	1	1.00	327	10419	230512	225 - 2320
Delete	26	* 020410	Engineering Aide I	-	-	1	1.00	178	10410	230523	225 - 2380
Delete	26	* 020410	Engineering Aide I	-	-	1	1.00	178	10411	230523	225 - 2380
Delete	26	* 033330	Office Assistant III	-	-	1	1.00	822	08640	230523	225 - 2380
Reclassify	17	039900	Traffic Cntrl Superintende	039900	Traffic Cntrl Superintende	1	1.00	420	10015	230531	225 - 2360
Reclassify	17	043500	Traffic Control Supervisor	039800	Assistant Traffic Control Superintendent	1	1.00	330	02490	230531	225 - 2360
Add	17	* 035330	Planning Technician III	-	-	1	1.00	644	****	230431	230 - 6110
Amend	17	* 006320	Building/Zoning Inspector II	006430	Building/Zoning Inspector III	1	1.00	214	00313	230440	230 - 5120
Amend	17	* 006320	Building/Zoning Inspector II	006430	Building/Zoning Inspector III	1	1.00	214	09264	230440	230 - 5120
Amend	17	* 006320	Building/Zoning Inspector II	006430	Building/Zoning Inspector III	1	1.00	214	00316	230440	230 - 5120
Amend	17	* 006320	Building/Zoning Inspector II	006430	Building/Zoning Inspector III	1	1.00	214	00296	230440	230 - 5120
Amend	17	* 006320	Building/Zoning Inspector II	006430	Building/Zoning Inspector III	1	1.00	214	00312	230440	230 - 5120
Amend	17	* 006320	Building/Zoning Inspector II	006430	Building/Zoning Inspector III	1	1.00	214	00309	230440	230 - 5120
Amend	17	* 006320	Building/Zoning Inspector II	006430	Building/Zoning Inspector III	1	1.00	214	00314	230440	230 - 5120
Amend	17	* 006320	Building/Zoning Inspector II	006430	Building/Zoning Inspector III	1	1.00	214	09263	230440	230 - 5120
Amend	17	* 035320	Planning Technician II	035330	Planning Technician III	1	1.00	648	10422	230431	230 - 6110
Delete	26	* 035020	Planner II	-	-	1	1.00	460	08333	230431	230 - 6110
Delete	17	004700	Solid Waste Sustain Prg Co	-	-	1	1.00	694	02498	235610	235 - 2000
Reclassify	17	* 000630	Secretary III	* 001810	Analyst-Staff Services I	1	1.00	705	10016	235610	235 - 2000
Add	17	* 015320	Sheriff's Deputy II	-	-	1	1.00	202	****	240120	240 - 2552
Add	17	* 015320	Sheriff's Deputy II	-	-	1	1.00	202	****	240120	240 - 2552
Delete	26	* 015320	Sheriff's Deputy II	-	-	1	1.00	202	10034	240145	240 - 2556
Delete	26	083800	Crime Systems Specialist I	-	-	1	1.00	336	10035	240145	240 - 2556
Delete	26	* 015320	Sheriff's Deputy II	-	-	1	1.00	202	09440	240140	240 - 2781
Amend	26	088900	Sheriff's Sergeant, Correc	043300	Sheriff's Sergeant	1	1.00	223	02996	240107	240 - 2182
Amend	26	043301	Sheriff's Sergeant-B	043300	Sheriff's Sergeant	1	1.00	223	03970	240122	240 - 3752
Add	17	041700	Fire Apparatus Engineer	-	-	1	1.40	626	****	245000	245 - 2300
Add	17	041700	Fire Apparatus Engineer	-	-	1	1.40	626	****	245000	245 - 2300
Add	17	041700	Fire Apparatus Engineer	-	-	1	1.40	626	****	245000	245 - 2300
Add	17	090402	Fire Division Chief	-	-	1	1.00	291	****	245000	245 - 2100
Amend	17	* 036020	Probation Officer II	* 036030	Probation Officer III	1	1.00	885	08403	205103	280 - 2060
Amend	17	* 036020	Probation Officer II	* 036030	Probation Officer III	1	1.00	885	09921	205103	280 - 2060
Amend	17	* 036020	Probation Officer II	* 036030	Probation Officer III	1	1.00	885	09922	205103	280 - 2060
Amend	17	* 036020	Probation Officer II	* 036030	Probation Officer III	1	1.00	885	06770	205103	280 - 2060

*Flexibly Allocated Classification

**Flexibly Allocated Classification and Up and Out

Fiscal Year 2018/19 Recommended Budget - Personnel Resolution

Compensation Changes

Action	Funded Pay Periods	Job Code	Class Title	Percentage Amount	No. of Pos	Pos. FTE	Grade	Position Number(s)	Dept ID	Job Cost Dist. No.
Salary Increase	17	002600	Assistant Agriculture Com/Sea	3%	1	1.00	B06	04362	015000	015 - 2104
Salary Increase	17	014500	Deputy Ag Commissioner/Sea	6%	3	3.00	422	00010, 00011, 00012	015000	015 - 2101
Salary Increase	17	006900	Chief Assesment Clerk	5%	1	1.00	103	00138	025000	025 - 1025
Salary Increase	17	081502	Attorney, Chief Child Support	6%	1	1.00	B02	06517	101000	101 - 2200
Salary Increase	17	078602	Child Support Services Director	5%	1	1.00	B02	06486	101000	101 - 2200
Salary Increase	26	079302	Workforce Dev Executive Director	19%	1	1.00	B02	06379	120000	120 - 3000
Salary Increase	17	073212	HHS Medical Director - Prim	8%	1	1.00	345	08899	142000	142 - 3014
Salary Increase	26	032720	Physician Assistant	8%	9	9.00	261	04853, 00722, 00727, 09775, 09776, 03899, 00724, 00730, 04989,	142000	142 - 3014
Salary Increase	26	032715	Nurse Practitioner - OB	8%	2	2.00	769	08900, 08901	142000	142 - 3014
Salary Increase	26	007902	Chief Probation Officer	2%	1	1.00	B01	07902	205000	205 - 1100
Salary Increase	17	* 037720	Public Defender Interviewer II	4%	1	1.00	172	01815	210000	210 - 1210
Salary Increase	17	* 037710	Public Defender Interviewer I	4%	5	5.00	162	01819, 01816, 07899, 01817, 08710	210000	210 - 1210
Salary Increase	25	017283	TCAG Executive Director	5%	1	1.00	B02	05845	784000	784 - 4002
Salary Increase	25	008302	LAFCO Executive Officer	3%	1	1.00	B06	02454	784000	784 - 4002
Salary Increase	25	075202	Deputy Executive Director TCAG	5%	1	1.00	B04	00000	784000	784 - 4002

Board of Supervisors and County Elected Officers to receive a 2% cost of living increase consistent with the June 20, 2017, Resolution No. 2017-0479, and pursuant to Tulare County Ordinance Code No. 3444.

Resolution No.	Funded Pay Periods	Job Code	Class Title	Percentage Amount	No. of Pos	Pos. FTE	Grade	Position Number(s)	Dept ID	Job Cost Dist. No.
2017-0479	17	044802	Supervisor, BOS-District #1	2%	1	1.00	F19	00001	010000	010 - 1010
2017-0479	17	044902	Supervisor, BOS-District #2	2%	1	1.00	F19	00002	010000	010 - 1010
2017-0479	17	045002	Supervisor, BOS-District #3	2%	1	1.00	F19	00003	010000	010 - 1010
2017-0479	17	045102	Supervisor, BOS-District #4	2%	1	1.00	F19	00004	010000	010 - 1010
2017-0479	17	045202	Supervisor, BOS-District #5	2%	1	1.00	F19	00005	010000	010 - 1010
2017-0479	21	012302	County Assessor/Clerk-Recorder	2%	1	1.00	B02	00104	000025	025 - 1025
2017-0479	21	012402	Auditor-Control/Treas-Tax Coll	2%	1	1.00	B02	00176	000030	030 - 2510
2017-0479	21	016402	District Attorney	2%	1	1.00	B01	00416	000100	100 - 3200
2017-0479	21	043402	Sheriff-Coroner	2%	1	1.00	B01	03099	000240	240 - 2125

*Flexibly Allocated Classification

**Flexibly Allocated Classification and Up and Out

**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 September 11, 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 September 16, 2018:

- Analyst I – IT Programmer**, Item No. 075612, Salary Grade: 764 (\$86,619 annual Step 5), Bargaining Unit 19, Competitive Service, Probation Period: 13 pay periods.
- Analyst II – IT Programmer**, Item No. 075622, Salary Grade: 772 (\$94,182 annual Step 5), Bargaining Unit 19, Competitive Service, Probation Period: 13 pay periods.
- Analyst III – IT Programmer**, Item No. 075632, Salary Grade: 251 (\$99,477 annual Step 5), Bargaining Unit 19, Competitive Service, Probation Period: 13 pay periods.
- Animal Care Specialist I**, Item No. 021710, Salary Grade: 295 (\$38,145 annual Step 5), Bargaining Unit 03, Competitive Service, Probation Period: 13 pay periods.
- Animal Care Specialist II**, Item No. 021720, Salary Grade: 176 (\$44,273 annual Step 5), Bargaining Unit 03, Competitive Service, Probation Period: 13 pay periods.
- Animal Care Specialist, Supervisor**, Item No.021780, Salary Grade: 192 (\$50,904 annual Step 5), Bargaining Unit 07, Competitive Service, Probation Period: 13 pay periods.
- Animal Care Technician**, Item No. 021740, Salary Grade: 932 (\$30,964 annual Step 5), Bargaining Unit 03, Competitive Service, Probation Period: 13 pay periods.
- Animal Care Trainee**, Item No. 21700, Salary Grade: 110 (\$34,632 annual Step 5), Bargaining Unit 03, Competitive Service, Probation Period: 13 pay periods.

Animal Services Coordinator, Item No. 078900, Salary Grade: 696 (\$39,121 annual Step 5), Bargaining Unit 07, Competitive Service, Probation Period: 13 pay periods.

Animal Services Technician, Item No. 078910, Salary Grade: 276 (\$38,360 annual Step 5), Bargaining Unit 01, Competitive Service, Probation Period: 13 pay periods.

Assistant Traffic Control Superintendent, Item No. 039800, Salary Grade: 330 (\$55,280 annual Step 5), Bargaining Unit 07, Competitive Service, Probation Period: 13 pay periods.

Budget Officer, Item No. 078100, Salary Grade: 775 (\$90,795 annual Step 5), Bargaining Unit 19, Non-Competitive Service, Probation Period: 13 pay periods.

Chief Assessment Clerk, Item No. 006900, Salary Grade: 741 (\$56,642 annual Step 5), Bargaining Unit 07, Competitive Service, Probation Period: 13 pay periods.

Clinic Operations Manager, Item No. 099302, Salary Grade: B02 (\$84,215-\$126,322 Range), Bargaining Unit 19, Competitive Service, Probation Period: 13 pay periods.

Construction & Maintenance Worker I, Item No. 011710, Salary Grade: 325 (\$36,489 annual Step 5), Bargaining Unit 02, Competitive Service, Probation Period: 26 pay periods.

Construction & Maintenance Worker II, Item No. 011720, Salary Grade: 327 (\$41,506 annual Step 5), Bargaining Unit 02, Competitive Service, Probation Period: 13 pay periods.

Construction & Maintenance Worker III, Item No. 011830, Salary Grade: 852 (\$45,654 annual Step 5), Bargaining Unit 02, Competitive Service, Probation Period: 13 pay periods.

Construction & Maintenance Worker IV, Item No. 011940, Salary Grade: 329 (\$49,929 annual Step 5), Bargaining Unit 02, Competitive Service, Probation Period: 13 pay periods.

Custodial Services Manager, Item No. 041800, Salary Grade: B06 (\$80,205-\$120,306 Range), Bargaining Unit 19, Non-Competitive Service, Probation Period: N/A.

Custodial Supervisor, Item No. 013700, Salary Grade: 210 (\$46,057 annual Step 5), Bargaining Unit 07, Competitive Service, Probation Period: 13 pay periods.

Custodial Worker, Item No. 013820, Salary Grade: 809 (\$31,145 annual Step 5), Bargaining Unit 02, Competitive Service, Probation Period: 13 pay periods.

Custodial Worker-Lead, Item No. 013930, Salary Grade: 826 (\$36,142 annual Step 5), Bargaining Unit 02, Competitive Service, Probation Period: 13 pay periods.

Deputy Agricultural Commissioner/Sealer, Item No. 014500, Salary Grade 422 (\$77,810 annual Step 5), Bargaining Unit 19, Non-Competitive Service, Probation Period: N/A.

Dietitian I, Item No. 015710, Salary Grade: 285 (\$72,819 annual Step 5), Bargaining Unit 06, Competitive Service, Probation Period: 13 pay periods.

Dietitian II, Item No. 015820, Salary Grade: 286 (\$76,517 annual Step 5), Bargaining Unit 07, Competitive Service, Probation Period: 13 pay periods.

Division Manager HHS – Public Health Nursing & Prevention Services, Item No. 072702, Salary Grade: B04 (\$92,237-\$138,353 Range), Bargaining Unit 19, Non-Competitive Service, Probation Period: N/A.

Division Manager HHS – Animal Services, Item No. 097002, Salary Grade: B05 (\$82,564-\$123,845 Range), Bargaining Unit 19, Non-Competitive Service, Probation Period: N/A.

Engineering Technician I, Item No. 050610, Salary Grade: 740 (\$52,310 annual Step 5), Bargaining Unit 03, Competitive Service, Probation Period: 13 pay periods.

Engineering Technician II, Item No. 050720, Salary Grade: 201 (\$58,919 annual Step 5), Bargaining Unit 03, Competitive Service, Probation Period: 13 pay periods.

Engineering Technician III, Item No. 050830, Salary Grade: 753 (\$65,755 annual Step 5), Bargaining Unit 07, Competitive Service, Probation Period: 13 pay periods.

Engineering Technician IV, Item No. 050840, Salary Grade: 779 (\$72,935 annual Step 5), Bargaining Unit 07, Competitive Service, Probation Period: 13 pay periods.

Executive Director TCAG, Item No. 097102, Salary Grade: B02 (\$112,285-\$168,430 Range), Bargaining

Unit 10, Non-Competitive Service, Probation Period: N/A

HHS Medical Director-Primary Care, Item No. 073212, Salary Grade: 788 (\$299,663 annual Step 5), Bargaining Unit 20, Non-Competitive Service, Probation Period: N/A.

Human Resources Deputy Director, Item No. 034302, Salary Grade: B05 (\$84,215-\$126,322 Range), Bargaining Unit 11, Non-Competitive Service, Probation Period: N/A.

IT Desktop Technician I, Item No. 097910, Salary Grade: 303 (\$46,835 annual Step 5), Bargaining Unit 07, Competitive Service, Probation Period: 13 pay periods.

IT Desktop Technician II, Item No. 097920, Salary Grade: 305 (\$54,402 annual Step 5), Bargaining Unit 07, Competitive Service, Probation Period: 13 pay periods.

IT Desktop Technician III, Item No. 097930, Salary Grade: 306 (\$63,183 annual Step 5), Bargaining Unit 07, Competitive Service, Probation Period: 13 pay periods.

IT Security Administrator I, Item No. 098410, Salary Grade: 312 (\$74,367 annual Step 5), Bargaining Unit 07, Competitive Service, Probation Period: 13 pay periods.

IT Security Administrator II, Item No. 098420, Salary Grade: 106 (\$86,404 annual Step 5), Bargaining Unit 19, Competitive Service, Probation Period: 13 pay periods.

Nurse - Quality Assurance, Item No. 004100, Salary Grade: 756 (\$84,255 annual Step 5), Bargaining Unit 06, Competitive Service, Probation Period: 13 pay periods.

Planning Technician III, Item No. 035330, Salary Grade: 648 (\$47,457 annual Step 5), Bargaining Unit 03, Competitive Service, Probation Period: 13 pay periods.

Property Manager, Item No. 076502, Salary Grade: B06 (\$80,205-\$120,306), Bargaining Unit 19, Non-Competitive Service, Probation Period: N/A.

Property Specialist I, Item No. 076510, Salary Grade: 650 (\$53,981 annual Step 5), Bargaining Unit 03, Competitive Service, Probation Period: 26 pay periods.

Property Specialist II, Item No. 076520, Salary Grade: 882 (\$59,626 annual Step 5), Bargaining Unit 03, Competitive Service, Probation Period: 13 pay periods.

Property Specialist III, Item No. 076530, Salary Grade: 972 (\$76,391 annual Step 5), Bargaining Unit 07, Competitive Service, Probation Period: 13 pay periods.

Property Specialist, Supervisor, Item No. 076540, Salary Grade: 109 (\$84,038 annual Step 5), Bargaining Unit 19, Competitive Service, Probation Period: 13 pay periods.

Public Defender Interviewer I, Item No. 037610, Salary Grade: 814, (\$40,074 annual Step 5), Bargaining Unit 03, Competitive Service, Probation Period: 13 pay periods.

Public Defender Interviewer II, Item No. 037720, Salary Grade: 176, (\$44,273 annual Step 5), Bargaining Unit 03, Competitive Service, Probation Period: 13 pay periods.

Refuse Site Coordinator, Item No. 039300, Salary Grade: 940 (\$85,751 annual Step 5), Bargaining Unit 19, Competitive Service, Probation Period: 13 pay periods.

Traffic Control Superintendent, Item No. 039900, Salary Grade: 692 (\$75,779 annual Step 5), Bargaining Unit 19, Non-Competitive Service, Probation Period: N/A.

Veterinary Technician, Item No. 095400, Salary Grade: 293 (\$39,180 annual Step 5), Bargaining Unit 03, Competitive Service, Probation Period: 13 pay periods.

ANIMAL CARE SPECIALIST I

County of Tulare

DEFINITION

This position performs a variety of skilled and unskilled duties in the general maintenance, care, and disposal of animals which includes, but may not be limited to, domestic pets, equine and livestock. This position has direct contact with the public regarding the explanation of procedures, laws, adoptions and reclaiming animals.

DISTINGUISHING CHARACTERISTICS

Incumbents in the Animal Care Specialist I classification differ from the Animal Control Officer series in that they are primarily responsible for the care of the animals, the sanitary condition of the shelter and routine maintenance and repair of the facility. While this classification does not involve the patrolling of an assigned area of the County, incumbents may be directed to assist Animal Control Officers in the care, impound or transport of animals as needed. This position is subject to overtime, holiday, standby and callback assignments.

SUPERVISION RECEIVED AND EXERCISED

Immediate supervision is provided by the Supervising Animal Care Specialist or higher level position.

DUTIES

Perform animal care duties such as preparing food, feeding, and providing water.

Clean and disinfect kennels, cat cages, litter, and food pans.

Sweep and mop floors, pick up fecal materials, wash and sweep debris from walls, beds, and dog run areas.

Monitor sick, quarantined, and injured animals and observe them for unusual physical and behavioral conditions.

Segregate and isolate animals as necessary.

Segregate animals which have bitten or show signs of rabies or other disease.

Separate and control fighting animals.

Assists veterinarian or staff with vaccinations and minor medical treatments.

Participate in the humane euthanasia and disposal of dangerous, sick, or unwanted animals.

Keep and maintain various records and logs such as the disposition of animals, kennel cards, medical records, logs of controlled drugs dispensed, daily activity sheets, food, and other animal supply needs.

Performs a daily count of animals and report any condition or inconsistencies to the supervisor, as appropriate.

Show animals to the public and provide information regarding licensing, vaccinations, euthanasia, rabies control, pet-owner responsibilities, spaying, neutering, and adoptions.

Collect redemption, adoption, and various other fees.

General cleaning and facility maintenance such as cleaning the restrooms, cleaning windows, pulling weeds, and making minor repairs as needed.

Check gates and locks for security purposes.

Report any safety or liability concerns to immediate supervisor.

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 determine by the County to be appropriate under applicable law.)

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:

- General office equipment and procedures, including computer and applications.
- Basic principles and methods of recordkeeping.
- Basic mathematics.
- English usage, spelling, grammar, and punctuation.
- Basic, safe, humane, and efficient techniques and procedures for handling animals.
- Various animal breeds and their behavioral characteristics.
- Symptoms of common animal diseases including rabies.
- Safe work practices related to the handling and care of animals and facilities maintenance.

Skill/Ability to:

- Work and communicate effectively with people of various educational and socioeconomic backgrounds by respecting beliefs, interpersonal styles, attitudes and behaviors of both clients and co-workers.
- Establish, maintain, and foster positive and cohesive working relationships with the public and all County employees.
- Learn, apply, and follow appropriate rules, policies, procedures, and ordinances.
- Follow safe work practices and use protective equipment as directed and trained.
- Understand and follow oral and written instructions.
- Provide prompt, courteous, and responsive customer service to the public.
- Communicate clearly and concisely, both orally and in writing.
- Organize work and set priorities to meet deadlines.
- Effectively utilize office equipment and appliances including computer systems, applications, cash register, and radio equipment.
- Count and balance money and deposits.
- File and maintain accurate records.
- Plan and complete assignments with little or no direct supervision.
- Use appropriate judgment in recognizing and exercising the scope and limits of authority.

- Properly administer and inject vaccines and medicine.
- Properly handle domestic, as well as wildlife animals, safely and efficiently.
- Provide appropriate maintenance care to impounded animals.
- Communicate with Animal Control Officers in the field by phone and radio.
- Exhibit humane and sympathetic treatment of animals.
- Recognize various breeds of dogs and other animals.
- Lift and carry animals that cannot or will not walk on a lead.
- Utilize animal handling and other equipment safely and effectively.
- Safely operate a motor vehicle.
- Follow safe work practices and use protective equipment as directed and trained.
- Properly perform euthanasia of animals by injection as required or assigned.
- Lift, drag or carry weights up to 100 pounds.
- Work indoors and outdoors in varying temperatures and climates.
- Stand, walk, reach; lift; carry, and stoop to perform maintenance and animal care duties.
- Work in a loud environment while exposed to animals, animal fluids, waste, and smells and pharmaceuticals.

Education:

- Equivalent to completion of the twelfth grade.

Experience:

- Minimum of six (6) months experience equivalent to an Animal Care Specialist Trainee in Tulare County.
- **Note: Having and/or caring for personal or family pets will not substitute for the required experience.**

License or Certificate

- Possession of, or ability to obtain, an appropriate, valid California driver's license.
- Complete and pass the department's Humane Euthanasia training course pursuant to Section 2039, Title 16, California Code of Regulations, within six (6) months.

SPECIAL REQUIREMENT: Must be immunized against rabies and maintain immunity for the duration of employment.

[Animal Care Specialist I] Job Code: 021710, Res: xx-xxxx, Approved 9/15/2015, Revised XX/XX/XX

Supplemental Information

Overtime Status: Eligible
Probation: Six (6) Months
BU: 3

County of Tulare
ANIMAL CARE SPECIALIST I

ANIMAL CARE SPECIALIST II

County of Tulare

DEFINITION

This position performs a variety of skilled and unskilled duties in the general maintenance, care, and disposal of animals which includes, but may not be limited to, domestic pets, equine and livestock. This position has direct contact with the public regarding the explanation of procedures, laws, adoptions and reclaiming animals.

DISTINGUISHING CHARACTERISTICS

Incumbents in the Animal Care Specialist II classification differ from the Animal Control Officer series in that they are primarily responsible for the care of the animals, the sanitary condition of the shelter and routine maintenance and repair of the facility. While this classification does not involve the patrolling of an assigned area of the County, incumbents may be directed to assist Animal Control Officers in the care, impound or transport of animals as needed. This position is subject to overtime, holiday, standby and callback assignments.

SUPERVISION RECEIVED AND EXERCISED

Immediate supervision is provided by the Supervising Animal Care Specialist or higher level management.

DUTIES

Perform animal care duties such as preparing food, feeding and providing water.

Clean and disinfect kennels, cat cages, litter, and food pans.

Sweep and mop floors, pick up fecal materials, wash and sweep debris from walls, beds, and dog run areas.

Monitor sick, quarantined, and injured animals and observe them for unusual physical and behavioral conditions.

Segregate and isolate animals as necessary.

Segregate animals which have bitten or show signs of rabies or other disease.

Separate and control fighting animals.

Assists veterinarian or staff with vaccinations and minor medical treatments.

Participate in the humane euthanasia and disposal of dangerous, sick, or unwanted animals.

Keep and maintain various records and logs such as the disposition of animals, kennel cards, medical records, logs of controlled drugs dispensed, daily activity sheets, food, and other animal supply needs.

Performs a daily count of animals and report any condition or inconsistencies to the supervisor as appropriate.

Show animals to the public and provide information regarding licensing, vaccinations, euthanasia, rabies control, pet-owner responsibilities, spaying, neutering, and adoptions.

Collect redemption, adoption, and various other fees.

General cleaning and facility maintenance such as cleaning the restrooms, cleaning windows, pulling weeds, and making minor repairs as needed.

Check gates and locks for security purposes.

Report any safety or liability concerns to immediate supervisor.

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.)

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:

- General office equipment and procedures, including computer and applications.
- Basic principles and methods of recordkeeping.
- Basic mathematics.
- English usage, spelling, grammar, and punctuation.
- Basic, safe, humane, and efficient techniques and procedures for handling animals.
- Various animal breeds and their behavioral characteristics.
- Symptoms of common animal diseases including rabies.
- Safe work practices related to the handling and care of animals and facilities maintenance.

Skill/Ability to:

- Work and communicate effectively with people of various educational and socioeconomic backgrounds by respecting beliefs, interpersonal styles, attitudes and behaviors of both clients and co-workers.
- Learn, apply and follow appropriate rules, policies, procedures, and ordinance.
- Follow safe work practices and use protective equipment as directed and trained.
 - Understand and follow oral and written instructions.
 - Provide prompt, courteous and responsive customer service to the public.
 - Communicate clearly and concisely, both orally and in writing.
 - Establish, maintain and foster positive and cohesive working relationships with the public and all County employees.
 - Organize work and set priorities to meet deadlines.
 - Effectively utilize office equipment and appliances including computer systems, applications, cash register, and radio equipment.
 - Count and balance money and deposits.
 - File and maintain accurate records.
 - Plan and complete assignments with little or no direct supervision.
 - Use appropriate judgment in recognizing and exercising the scope and limits of authority.
 - Properly administer and inject vaccines and medicine.

- Properly handle domestic, as well as wildlife animals, safely and efficiently.
- Provide appropriate maintenance care to impounded animals.
- Communicate with Animal Control Officers in the field by phone and radio.
- Exhibit humane and sympathetic treatment of animals.
- Recognize various breeds of dogs and other animals.
- Lift and carry animals that cannot or will not walk on a lead.
- Utilize animal handling and other equipment safely and effectively.
- Safely operate a motor vehicle.
- Follow safe work practices and use protective equipment as directed and trained.
- Properly perform euthanasia of animals by injection as required or assigned.
- Lift, drag, or carry weights up to 100 pounds.
- Work indoors and outdoors in varying temperatures and climates.
- Stand, walk, reach; lift; carry, and stoop to perform maintenance and animal care duties.
- Work in a loud environment while exposed to animals, animal fluids, waste, smells, and pharmaceuticals.

Education:

- Equivalent to completion of the twelfth grade.

Experience:

- Two (2) years of experience equivalent to that of an Animal Care Specialist I in Tulare County.
- **Note: Having and/or caring for personal or family pets will not substitute for the required experience.**

License or Certificate

- Possession of, or ability to obtain, an appropriate, valid California driver's license.
- Complete and pass the department's Humane Euthanasia training course pursuant to Section 2039, Title 16, California Code of Regulations, within six (6) months.

SPECIAL REQUIREMENT: Must be immunized against rabies and maintain immunity for the duration of employment.

DESIRABLE EMPLOYMENT STANDARDS

Experience:

- Experience or training in the behavioral assessment of animals.

[Animal Care Specialist II] Job Code: 021720, Res: 2015-0753, Approved 9/15/2015, Revised XX/XX/XX

Supplemental Information

Overtime Status: Eligible

Probation: Six (6) Months

BU: 3

ANIMAL CARE TECHNICIAN

County of Tulare

DEFINITION

Under general supervision, to perform a variety of animal contact, technical and clerical duties in support of the operations of the Animal Services Division.

DISTINGUISHING CHARACTERISTICS

Incumbent's primary responsibility is to assist in the daily maintenance, feeding, and care of animals. Incumbent may assist other staff with impound or transportation of animals as needed.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Supervising Animal Care Specialist, Supervising Animal Control Officer, or higher level management.

DUTIES

Feed and provide water to animals at the shelter.

Bathe and groom animals.

Move animals from kennels and cages; clean kennels and cages.

Assist with and administer vaccines and medications.

Assist with animal euthanasia.

Provide information to and assist the public and employees by telephone, computer, radio, and in person.

Receive telephone calls from the general public and other agencies and route requests and complaints to the appropriate personnel or office.

Provide information to the public regarding laws, regulations and department policies.

Respond to and provide information for interested parties regarding pets and the adoption process.

Photograph animals and maintain information on websites for pet adoption.

Prepare various forms, routine correspondence and run reports.

Process mail, file, maintain records and logs, type, and duplicate and distribute various material.

Inventory, order and stock supplies.

Work with veterinarians to schedule spay and neutering appointments, including transportation.

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.)

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:

- Basic animal care and handling techniques.
- Basic animal breeds and characteristics.
- Safe work practices related to the handling and care of animals and facilities maintenance.
- General principles and methods of communication equipment and operations.
- Principles and processes for providing customer service.
- Basic mathematics.
- Correct use of the English language including spelling, grammar, and punctuation.
- Alphabetical and numerical filing system and procedures.

Skill/Ability to:

- Work and communicate effectively with people of various educational and socioeconomic backgrounds by respecting beliefs, interpersonal styles, and behaviors of both customers and co-workers.
- Learn, apply and follow appropriate rules, policies, procedures, and ordinances including those related to the licensing, adoption, quarantine, impounding, care and treatment of animals.
- Input data and utilize a computer-aided dispatch system.
- Organize work, determine priorities, exercise sound judgment, and complete multiple tasks with deadlines under stressful conditions.
- Follow safe work practices and use protective equipment as directed and trained.
- Understand and follow oral and written instructions.
- Provide prompt, courteous, and responsive customer service to the public.
- Communicate clearly and concisely in person, over the telephone, and in writing.
- Write clearly to convey ideas in memos and correspondence using correct grammar, spelling, and punctuation.
- Effectively utilize office equipment including computer systems and applications.
- Count and balance money and deposits.
- File and maintain accurate records.
- Receive, interpret, and prioritize calls from the public and law enforcement officials.
- Plan and complete assignments independently.
- Communicate with Animal Control Officers in the field by phone or two-way radio.
- Properly administer and inject vaccines and medicine.
- Properly handle domestic, as well as wildlife animals, safely and efficiently.

- Provide appropriate maintenance care to impounded animals.
- Maintain productive relationships with the public and co-workers.
- Exhibit humane and sympathetic treatment of animals.
- Respond to requests and inquiries from the general public.
- Safely operate a motor vehicle.
- Work in a loud environment while exposed to animals, animal fluids, waste and smells, and pharmaceuticals.
- Retain and recall information.
- Lift and carry animals that cannot or will not walk.
- Correctly perform euthanasia of animals.
- Work a flexible schedule including evening and weekend hours.

Education:

- Equivalent to completion of the twelfth grade.

Experience:

- One (1) year of paid or volunteer experience working with animals such as at a pet store or animal shelter. NOTE: Having and/or caring for personal or family pets will not substitute for the required experience.
- **Note: Having and/or caring for personal or family pets will not substitute for the required experience.**

License or Certificate

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

SPECIAL REQUIREMENT: Must be immunized against rabies and maintain immunity for the duration of employment.

[Animal Care Technician] Job Code: XXXXXX; Res: 18_XXXX; Approved: XX/XX/XX

Supplemental Information

Overtime Status: Eligible

Probation: Six (6) Months

BU: 03

ANIMAL CARE TRAINEE

County of Tulare

DEFINITION

This position is responsible for a variety of duties in the general maintenance, care and disposal of animals. Individuals in this class receive on the job training to gain the necessary experience to advance within the series.

DISTINGUISHING CHARACTERISTICS

This is a single position entry level classification. Incumbents in this classification will work at the Tulare County Animal Care Facility gaining knowledge, skills and abilities relating to the general maintenance, care and disposal of animals. It is expected that incumbents in this classification will advance to the Animal Care Specialist I.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Supervising Animal Care Specialist or higher level position.

DUTIES

Assist with general animal care duties.

Assist the public at the counter.

Prepare food, feed and provide water.

Wash and disinfect feeding and watering pans.

Clean and disinfect kennel and cat cages.

Wash and disinfect litter pans/containers.

Sweep and mop the floors.

Pick up fecal matter.

Sweep and wash debris from walls, beds and dog run areas.

Assist with sick, quarantined and injured animals.

Segregate and isolate animals as necessary.

Assist with keeping an accurate count of the animals at the facility.

Report any conditions or inconsistencies with the animals.

Participate in the humane euthanizing and disposal of dangerous, sick or unwanted animals.

Learn to show animals to the public at the shelter, clinics or at presentations.

Learn to provide information regarding animal licensing, vaccinations, euthanasia, rabies control, pet-ownership responsibilities, spaying, neutering and adoptions.

Learn to complete various records and forms.

Assist with the maintenance of the shelter facility by cleaning and making minor repairs.

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.)

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:

- General office methods and processes.
- General office equipment and computer operation.
- Basic math and record keeping functions.
- Money handling.
- Basic animal care.

Skill/Ability to:

- Work and communicate effectively with people of various educational and socioeconomic backgrounds by respecting beliefs, interpersonal styles, and behaviors of both customers and co-workers.
- Follow safe work practices and use protective equipment as directed and trained.
- Communicate effectively in person, over the phone or by radio.
- Learn, apply and follow appropriate rules, policies, procedures, and ordinances including those related to the licensing, adoption, quarantine, impounding, care and treatment of animals.
- Effectively perform general clerical processes and money handling.
- Effectively utilize office equipment including computer systems and applications.
- Follow safe work practices and use protective equipment as directed and trained.
- Utilize animal handling methods and other equipment in the shelter safely and effectively.
- Lift, drag or carry weights up to 100 pounds.
- Work indoors and outdoors in varying temperatures and climates.
- Stand, walk, reach, lift, carry, stoop to perform maintenance and animal care duties.
- Work in a loud environment while exposed to animals, animal fluids, waste and smells, and pharmaceuticals.
- Recognize symptoms of rabies and other animal diseases.
- Work at the front counter and desk when necessary.
- May transport animals to clinics or other programs.
- May speak to groups about animal control, animal care and adoption/rescue issues.

- Understand and follow oral and written instructions.
- Provide prompt, courteous, and responsive customer service to the public.
- Communicate clearly and concisely in person, over the telephone, and in writing.
- Properly handle domestic, as well as wildlife animals, safely and efficiently.
- Provide appropriate maintenance care to impounded animals.
- Maintain productive relationships with the public and co-workers.
- Exhibit humane and sympathetic treatment of animals.
- Respond to requests and inquiries from the general public.
- Retain and recall information.
- Lift and carry animals that cannot or will not walk.
- Work a flexible schedule including evening and weekend hours.

Education:

- Equivalent to the completion of the twelfth grade or enrollment in a C-SET or other qualifying employment program.

Experience:

- None required

License or Certificate:

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

SPECIAL REQUIREMENT: Must be immunized against rabies and maintain immunity for the duration of employment.

[Animal Care Trainee] Job Code: 021700; Res: 2015-0753; Approved: 09/15/2015, Revised: XX/XX/XX

Supplemental Information

Overtime Status: Eligible
Probation: Six (6) Months
BU: 3

ANIMAL SERVICES COORDINATOR

County of Tulare

DEFINITION

The Animal Services Coordinator is responsible for implementing and coordinating countywide volunteer and outreach programs, fundraising opportunities, foster home programs, and educational programs for Animal Services.

DISTINGUISHING CHARACTERISTICS

Incumbents in this classification will perform a broad range of activities related to animal adoption/placement and greater public education and awareness.

SUPERVISION RECEIVED AND EXERCISED

Immediate supervision is provided by the Supervising Animal Care Specialist or a higher level position.

DUTIES

Identify, implement, and evaluate methods to increase animal placement rates.

Oversee and participate in offsite adoptions including off-site adoption clinics or community events.

Create and maintain an off-site adoption schedule to maximize public access to adoptable animals.

Monitor and evaluate the before and after adoption process to effectively increase the adoption success rate and facilitate positive animal placements.

Identify, evaluate, and secure donations from the public and businesses to assist in day-to-day operations of the Animal Services shelter.

Establish and coordinate with non-profit groups, foundations, and identify additional resources to receive grant funding and tax-deductible donations for the benefit of Animal Services.

Organize and maintain a regular schedule of public education, including visits and presentations at schools, churches, meetings, forums and various community organizations to highlight programs and services offered through Animal Services.

Implement and maintain a foster care program targeted at underage and other animals that cannot be appropriately housed and cared for in a shelter environment.

Independently prepare reports, correspondence, recommendations and other materials.

Actively participate in a variety of animal contact duties including but not limited to: Vaccinating and transporting animals; animal care and feeding duties; socializing and grooming animals to increase adaptability.

Monitor and track program goals, objectives, budget, and services.

Maintain appropriate and accurate records of donations.

Attend meetings, conferences, and training sessions.

Assist and provide information to employees and the public.

Perform a wide variety of support duties for Animal Services such as accepting payments, balance cash received, and locate discrepancies.

Develop, implement, maintain, and coordinate volunteer and outreach programs for Animal Services.

Make recommendations for modifications, and implement as approved within the scope of authority.

Monitor and evaluate volunteer and outreach programs.

Recruit, interview, orient, evaluate, place, and schedule volunteers.

Appropriately train volunteers, regarding their role, in relationship to Animal Services and county employees.

Organize and coordinate volunteers to complete and assist with new and existing projects, and to socialize shelter animals.

Coordinate with rescue groups to take animals from the shelter.

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.)

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:

- General office procedures, clerical functions, and equipment operation.
- Basic computer operation and applications.
- Basic principles and methods of recordkeeping.
- Basic mathematics.
- English usage, spelling, grammar, and punctuation.
- Basic animal care and handling techniques.
- Safe, humane, and efficient techniques and procedures for handling animals.
- Various animal breeds and their behavioral characteristics.
- Symptoms of common animal disease(s).
- Safe work practices related to the handling and care of animals.

Skill/Ability to:

- Work and communicate effectively with people of various educational and socioeconomic backgrounds by respecting cultural differences and beliefs of the public and all County employees
- Learn, apply, and follow appropriate rules, policies, procedures, and ordinances that apply to Animal Services.
- Follow safe work practices and use protective equipment as directed and trained.
- Understand and follow oral and written instructions.
- Provide prompt, courteous, and responsive customer service to the public.
- Establish, maintain and foster positive and cohesive working relationships with the public and all County employees.
- Communicate clearly and concisely, orally and in writing.
- Organize work and set priorities to meet deadlines.
- Correctly use of office equipment and appliances utilized in the department, inclusive of computer systems, software applications, cash register and radio equipment.
- Accurately perform clerical work.
- Count and balance money and deposits.
- File and maintain accurate records.
- Plan and complete assignments with little or no supervision.
- Use appropriate judgment in recognizing and exercising the scope and limits of authority.
- Safely and efficiently provide appropriate maintenance care to impounded animals.
- Communicate with Animal Services staff by phone and two-way radio.
- Exhibit humane and sympathetic treatment of animals.
- Recognize various breeds of dogs and other animals.
- Assess temperament of animals brought into the shelter.
- Lift and carry animals that cannot or will not walk on a lead.
- Speak effectively to communicate in person, over the telephone, or by radio.
- Work in a loud and disruptive environment.
- Utilize animal handling and other equipment used in the animal shelter safely.
- Safely operate a motor vehicle.
- Follow safe work practices and use protective equipment as directed and trained.
- Properly handle domestic and wildlife animals.
- Properly administer and inject vaccines and medicine.
- Properly perform euthanasia of animals by injection as required or assigned.
- Lift, drag or carry weights up to 100 pounds.
- Stand, walk, sit, and stoop while providing customer service.

Education:

- Equivalent to completion of the twelfth grade.

Experience:

- Two (2) years of work experience related to animal shelters, rescue groups, animal adoption programs, animal foster programs, or a closely related field.

- **Note: Having and/or caring for personal or family pets will not substitute for the required experience.**

License or Certificate:

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

SPECIAL REQUIREMENT:

- Must be immunized against rabies and maintain immunity for the duration of employment.

DESIRABLE EMPLOYMENT STANDARDS

Education:

- College education and/ or educational coursework or vocational program completion directly related to animal science or veterinary service

Experience:

- Experience or training in the behavior assessment of animals.
- Experience researching and applying for grants and coordinating fundraising opportunities.

[Animal Services Coordinator] Job Code: 078900; Res: 2015-0753; Approved: 9/15/2015; Revised: X/XX/XXXX

Supplemental Information

Overtime Status: Non-Exempt

Probation: Six (6) Months

BU: 07

ANIMAL SERVICES HHS - DIVISION MANAGER
[At-Will]
County of Tulare

DEFINITION

To plan, organize and administer the operations of the Animal Services Division; to enforce County, State and local laws and regulations; administer the licensing and enforcement programs; represent the County as the Director of Shelter Operations overseeing the operations of animal care and the adoption facility; provide oversight of the public education and outreach programs.

DISTINGUISHING CHARACTERISTICS

This is a single position classification which is responsible for the overall management of the Animal Services. Incumbents are expected to perform complex assignments with minimal supervision and to provide supervision to assigned staff.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the Deputy Director of Environmental Health or higher level management staff. Responsibilities include direct and indirect supervision of Animal Services staff.

DUTIES

Assign, supervise and coordinate the activities of the Animal Services Division.

Supervise, train, and evaluate staff.

Responsible for developing, coordinating and controlling daily animal services programs to establish and maintain operational quality and service levels.

Assisting in the development of long-term financial strategies to meet program and capital improvement needs.

Develop productive working relationships with other agencies, veterinarians and public groups to enhance support for animal services programs.

Oversee administration of the County's licensing, rabies and compliance programs.

Oversee the development and implementation of programs for public outreach and education on animal welfare issues.

Serves as the Director of Shelter Operations, overseeing the daily-to-day care and sheltering of animals under the care and custody of the County.

Develop policies and procedures ensuring the humane treatment of animals during their time in the shelter.

Oversee the humane euthanizing of dangerous, sick or injured animals working in collaboration with a licensed veterinarian in accordance with the department and the State of California policies.

Keep abreast of the latest developments in animal care services to improve programs and procedures as needed.

Oversee the establishment of effective policies and procedures for the management of the Animal Services Division.

Manage and supervise staff, including oversight of staff selection, evaluation and training.

Assist in preparing and monitoring the program's budget; purchasing and maintaining supplies and equipment.

Make presentations before various groups.

Prepare correspondence and reports.

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.)

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 supervision, management, employee development and public relations.
- Animal services laws, rules and regulations.
- Budgeting techniques and principles.
- Program development and public relations techniques.
- Humane care and treatment of shelter animals and disposal of animals.
- Methods of disease control and animal health

Skill/Ability to:

- Work and communicate effectively with people of various education and socioeconomic backgrounds by respecting beliefs, interpersonal styles and behaviors of both clients and co-workers.
- Operate contemporary office equipment inclusive of computer, keyboard, and all applicable electronic equipment.
- Schedule, assign, direct, train and evaluate the activities of Animal Services staff.
- Plan, organize, and administer programs related to enforcement of County, State and local laws involving the control, licensing, disposal, sheltering, and adoption of animals.
- Identify and develop long-term strategies to fund programs and capital improvements.
- Develop, and formulate operating policies, procedures, and regulations and oversee implementation.
- Follow safe work practices and use protective equipment as directed and trained.

- Serve as media contact for program activities, effectively use the media to enhance programs and create good public relations.
- Analyze data and develop creative approaches to problem resolution within existing resources.
- React quickly, effectively and calmly under stressful situations.
- Establish cooperative working relationships with co-workers, organizations and the general public.
- Communicate effectively with others in person, in writing and over the telephone.
- Meet deadlines under stressful conditions.
- Maintain confidential information following legal standards and County regulations.
- Resolve conflicts and respond appropriately to complaints.
- Prepare clear and comprehensive reports.
- Administer proper euthanasia techniques.

Education:

- Graduation from an accredited college or university with a Bachelor of Arts degree in business administration, public administration or related field.

Equivalency for Education:

- Additional qualifying experience as a Registered Veterinary Technician (RVT) or similar, may be substituted for up to two years of the required education.

Experience:

- Four years of experience in the development and administration of public service relations which would be applicable to an animal services environment.
- **Note:** Having and/or caring for personal or family pets will not substitute for the required experience.

Equivalency for Experience:

- Job-related experience in the field of animal care services may be substituted for the administrative experience on a year-for-year basis up to two (2) years.

License or Certificate

- Possession of a valid California Driver's License.

SPECIAL REQUIREMENTS

- Must be immunized against rabies and maintain immunity for duration of employment.

DESIRABLE EMPLOYMENT STANDARDS

License and Certificate:

- Possession of a valid and current certification as a Registered Veterinary Technician (RVT) issued by the Veterinary Medical Board of the State of California.
- A Doctorate of Veterinary Medicine degree from a school of veterinary medicine recognized by the Board of Examiners in Veterinary Medicine of the State of California.
- Possession of a valid license to practice veterinary medicine and two years of licensed veterinarian experience.

[Animal Srvs Manager] Job Code 097000, Res# 2008-0109, Adopted: 2/26/2008
[Animal Srvs Manager] Job Code: 097000, Res# 2014-0647, Approved: 9/16/2014
[Animal Srvs Div Mgr] Job Code: 097000, Res# 2018-xxxx, Retitled: 09/xx/2018

Supplemental Information

Overtime Status: Exempt

Probation: At - Will

BU: 19

ANIMAL SERVICES TECHNICIAN

County of Tulare

DEFINITION

This position is responsible for answering multi-line phones and receiving telephone messages pertaining to the control of animals; dispatches authorized officers and equipment for services relating to animal control issues; has direct contact with the public regarding explanation of procedures, laws, adoptions, reclaiming animals; public education; dog licenses; utilizes custom animal software; performs a variety of clerical work in support of the operations of Animal Services.

DISTINGUISHING CHARACTERISTICS

Incumbent's primary responsibility is dispatching calls, entering data into custom animal software, greeting the public and assisting shelter staff with clerical duties. This position is subject to overtime and weekend hours.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by a Supervising Animal Control Officer or higher level management.

DUTIES

Greet the general public at the counter and help by answering questions following program policies.

Provide information to and assist the public and employees by telephone, computer, radio, and in person.

Receive telephone calls from the general public and other agencies and route requests and complaints to the appropriate personnel or office.

Dispatch calls to Animal Control Officers or other agencies.

Prioritize and assign calls for service and maintain the status of each.

Operate dispatch system, multi-line telephone, and general business office machines.

Provide information to the public regarding laws, regulations and department policies.

Issue dog licenses; Gather, verify and file information on dog licenses and license violations.

Process administrative citations.

Accept payments, issue receipts and reconcile cash against receipts to balance cash bag.

Compile and prepare information from a variety of sources including complaint forms, animal bite records, and correspondence.

Respond to and provide information for interested parties regarding pets and the adoption process. Prepare various forms, routine correspondence and run reports.

Process mail, file, maintain records and logs, type, and duplicate and distribute various material.

Assist with the Tulare County Animal Services Advisory Board.

Inventory, order and stock supplies.

Work with veterinarians to schedule spay and neutering appointments, including transportation.

Pick up donations.

Attend and assist in animal shelter related events.

Work closely with all shelter staff.

Assist in handling animals when necessary.

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.)

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:

- General clerical procedures including filing, typing, and proper telephone technique and etiquette.
- General principles and techniques of communication equipment and operations.
- Principles and processes for providing customer service.
- Modern office procedures and practices.
- Record keeping methods.
- Basic mathematics.
- Correct use of the English language including spelling, grammar, and punctuation.
- Alphabetical and numerical filing system and procedures.

Skill/Ability to:

- Work and communicate effectively with people of various educational and socioeconomic backgrounds by respecting beliefs, interpersonal styles, and behaviors of both customers and co-workers.
- Learn, apply and follow appropriate rules, policies, procedures, and ordinances including those related to the licensing, adoption, quarantine, impounding, care and treatment of animals.
- Input data and utilize a computer-aided dispatch system.
- Organize work, determine priorities, exercise good judgment, and complete multiple tasks with deadlines under stressful conditions.
- Follow safe work practices.
- Understand and follow oral and written instructions.
- Provide prompt, courteous, and responsive customer service to the public.
- Communicate clearly and concisely in person, over the telephone, and in writing.
- Write clearly to convey ideas in memos and correspondence using correct grammar, spelling, and punctuation.
- Effectively utilize office equipment including computer systems and applications.
- Count and balance money and deposits.

- File and maintain accurate records.
- Receive, interpret, and prioritize calls from the public and law enforcement officials.
- Plan and complete assignments independently.
- Dispatch Animal Services Officers to handle field-related issues by communicating by phone and computer.
- Maintain effective relationships with the public and co-workers.
- Exhibit humane and sympathetic treatment of animals.
- Respond to requests and inquiries from the general public.
- Safely operate a motor vehicle.
- Work in a loud environment while exposed to animals, animal fluids, waste and smells, and pharmaceuticals.
- Remain seated for periods of time.
- Retain and recall information.
- Work a flexible schedule including evening and weekend hours.

Education:

- Equivalent to completion of the twelfth grade.

Experience:

- Two (2) years of general clerical experience; preferably with high volume service call dispatcher experience OR experience volunteering at an animal shelter with significant public contact experience.
- **Note: Having and/or caring for personal or family pets will not substitute for the required experience.**

License or Certificate

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

SPECIAL REQUIREMENT:

- Must be immunized against rabies and maintain immunity for the duration of employment.

DESIRABLE EMPLOYMENT STANDARDS

Knowledge of:

- General geography of the unincorporated areas of Tulare County.

[Animal Services Technician] Job Code: XXXXXX; Res: 18_XXXX; Approved: XX/XX/XX

Supplemental Information

Overtime Status: Eligible

Probation: Six (6) Months

BU: 01

ASSISTANT TRAFFIC CONTROL SUPERINTENDENT

County of Tulare

DEFINITION

To plan and supervise the work of a crew doing installation and maintenance of road marking and traffic control signs.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the Traffic Control Superintendent, or higher level department management. Responsibilities include the direct and indirect supervision of sign maintenance personnel.

DUTIES

Schedule sign shop crew to fulfill work orders.

Establish priorities, order materials and plan production of new signs.

Perform regular inspection, countywide, of existing signs and traffic symbols.

Maintain a replacement or repair schedule.

Inspect for reported damages and replace or repair signs and markings.

Supervise crew members in replacement of posts, mountings, and making measurements for center lines, crosswalks, school zones and other traffic markings.

Remove shrubbery, weeds or other obstructions to sign view; make construction signs and barricades.

Make minor repair and adjustment to spray equipment.

Keep records and make reports on kinds and locations of signs placed, inventory of materials and employee's time.

Write performance evaluation reports.

Interview candidates for crew vacancies.

Inspect shop and storage areas and provide instructions to employees in proper safety procedures. Implement the California Manual of Uniform Traffic Control Devices (MUTCD) regulations.

Prepare and supervise record keeping for traffic control device system.

Maintain signal lights and devices and supervise crew.

Assist with training of employees in proper use of the shop's equipment.

Schedule safety meetings; receive and answer public complaints.

Assist the Traffic Control Superintendent in planning future traffic control projects.

Assist with the traffic control budget preparation.

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.)

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:

- State Traffic and Maintenance regulations pertaining to installation of traffic and other devices.
- Sign construction materials, methods of fabrication, installation and repair
- County safety regulations and work practices.

Skill/Ability to:

- Work and communicate effectively with people of various education and socioeconomic backgrounds by respecting beliefs, interpersonal styles and behaviors of both clients and co-workers.
- Operate contemporary office equipment inclusive of computer, keyboard, and all applicable electronic equipment.
- Schedule shop time and make assignments to sign crews.
- Supervise shop and installation work; read, understand and interpret Traffic and Maintenance Manuals
- Identify safety hazards.
- Conduct meetings to explain safety procedures and regulations;
- Determine supply needs
- Prepare legible and accurate reports and records
- Train new employees in sign maintenance procedures.
- Review and evaluate employee performance
- Remain flexible to changes in workloads and stress of meeting deadlines.
- Convey oral and written instructions in a clear, concise manner; work cooperatively with maintenance personnel and the public.

Education:

- Equivalent to completion of the twelfth grade.

Experience:

- Four years in making, installing and maintaining road marking and traffic control signs, preferably including one year leading or supervising a crew.

License or Certificate

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

DESIRABLE EMPLOYMENT STANDARDS

Skill/Ability to:

- Prepare and operate a sign manufacturing machine.
- Sketch simple diagram.
- Interview job applicants.

[Assistant Traffic Control Superintendent] Job Code: 039800, Res: XXXX, Approved: XX/XX/XX

Supplemental Information

Overtime Status: Eligible

Probation: Six (6) Months

BU: 07

BUDGET OFFICER

[At-Will]

County of Tulare

DEFINITION

To plan, develop, implement and oversee all budgetary related goals, objectives and work of one or any of the individual Branches within the Health and Human Services Agency; and maintain a direct oversight of the applicable fiscal personnel or unit(s). The Branches include, but are not limited to Fiscal Operations, Public Health, Human Services, and Mental Health.

DISTINGUISHING CHARACTERISTICS

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

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the applicable Branch Director, or the designee. Responsibilities include the general supervision of support staff.

DUTIES

Assist in the planning and direction of the integration, analysis and evaluations of department programs as it relates to funding and budgetary considerations.

Assist in the management and coordination of departmental grant acquisition and maintenance processes.

Assist in the establishment of policies and procedures for the department to enhance the effective recording, analyzing and reporting of all daily fiscal matters, and for reasonable reserve analysis and audit functions.

Prepare, present and monitor the monthly financial activities of the department and the individual units' budgets.

Oversee the cash flow of the department's operations and recommend funding alternatives to meet service needs for department programs.

Oversee and review financial planning documents and actuarial projections.

Assist in the development, implementation and monitoring of policies and procedures for budgetary management of receivables and payables.

Interface and coordinate with other functions/divisions including operations, administration, provider relations, member services and claims processing in areas related to fiscal procedures and policies.

Plan, organize, assign, review and monitor the work of department analysts, professional/technical, and other administrative support staff who are performing departmental program, grant acquisition, and related administrative duties.

Liaison with other departments, divisions and units within the Agency, and with outside Federal and State program related agencies, regarding the department's funding and fiscally related functions.

Research and report on new developments in Federal and/or State regulations, reform and legislation that may or would impact the department's funding, operational needs or service delivery systems.

Participate in the development of departmental policies and procedures to ensure cost effective delivery of services throughout the Agency.

Monitor and evaluate the implementation of the department's various grants and programs.

Supervise, train and evaluate staff.

Review, analyze and prepare a variety of financial statements and reports.

Prepare and present to employees, performance evaluations, disciplinary documents, and training programs.

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.)

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:

- Applicable departmental service delivery systems.
- Grant development, writing, monitoring, management and evaluation.
- Contract monitoring.
- Department specific funding and budgets.
- Principles of personnel management.
- Problem solving techniques.
- Laws, rules and regulations dealing with specific departmental service expenditures and reimbursements.
- Principles and practices of finance.
- Department specific governmental accounting, auditing and budgeting.
- Fiscal legal responsibilities under laws governing the department programs.
- Principles and practices of supervision.

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.

- Communicate and establish effective working relationships with staff, groups, agencies, officials, departments and boards.
- Gather, analyze and organize data in arriving at recommendations or in taking an effective course of action.
- Interpret rules, regulations, laws and legislation.
- Establish goals and objectives, and implement plans to meet those objectives.
- Work with and understand budgetary data.
- Communicate effectively with boards, committees, agencies, internal staff and medical groups, orally and in writing.
- Supervise analyst, professional/technical, and support staff.
- Prepare, present, and monitor a public agency budget.
- Prepare financial and budgetary statements and reports.
- Read, interpret and apply provisions of laws, rules and regulations.
- Interview and evaluate candidates for professional and support positions.
- Prepare clear and concise budgets, reports, and correspondence.

Education:

- Equivalent to a Bachelor's Degree from an accredited college or university with major course work in health, social services, business or public administration, or a closely related field.

Education Equivalency:

- Increasingly responsible budget or fiscal experience in health, social services, management or administration, or equivalent, may be substituted for two years of the education requirement.

Experience:

- Three (3) years of increasingly responsible budget or fiscal experience in health, social services, management or administration, or equivalent, including independently performing budget analyses, preparation, and control, including one (1) year of supervisory experience.

License or Certificate:

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

[Budget Officer] Job Code: 078422 Res: xx-xxxx, Approved: xx/xx

Supplemental Information

Overtime Status: Eligible
Probation: Six (6) Months
BU: 19

CLINIC OPERATIONS MANAGER

[At-Will]

County of Tulare

DEFINITION

Plan, organize, and direct the operations of an outpatient medical clinic(s) providing comprehensive primary and preventative health care services.

DISTINGUISHING CHARACTERISTICS

Incumbent's primary responsibility is to carry out independent, day-to-day oversight of health center activities, directing the delivery of public health services and prevention programs within the county clinic and/or public health system from on and off-site locations.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Deputy Director of Public Health Services or higher level management. Responsibilities include the direct and indirect supervision of professional, technical and support staff and the administration of the assigned programs.

DUTIES

Coordinate, supervise, and provide direction for the operations of an ambulatory outpatient medical clinic including medical, nursing, and support services.

Establish and maintain effective working relationships with other departments, agencies, and the general public.

Meet with the Health Resources and Services Administration (HRSA) consultants to assess clinic operations, making necessary improvements under mandated regulations and the Community Health Clinic Board (CHCB) direction.

Attend monthly CHCB meetings.

Plan, organize, direct, and evaluate the programs and staff.

Coordinate services among medical, nursing and support staff within the clinic and health programs.

Assess daily clinic operations to ensure smooth patient flow.

Ensure the availability of necessary resources for the execution of clinical projects.

Resolve administrative problems involving clinic operations and patient care issues.

Assist in planning and organizing nursing services for clinic and health programs.

Correct problems by modifying and implementing procedural changes with input and approval of department administration when appropriate.

Evaluate and recommend improvements in outpatient clinic organization and services.

Ensure clinic staff is informed of and comply with administrative, fiscal, and personnel policies and procedures.

Work closely and collaboratively with internal and external units and programs within the agency and community.

Analyze, evaluate, and solve the more complex administrative problems.

Interpret, recommend, and implement clinic policies and procedures.

Monitor and control expenditures, use and inventory of supplies and equipment.

Assist in resolving patient complaints and billing problems.

Supervise, train, and evaluate clinic and program staff with input where appropriate.

Provide input on evaluations of nursing and medical staff.

Assess equipment, supply, and staffing needs making recommendations with appropriate justification.

Coordinate clinic scheduling.

Ensure departmental goals and objectives are met.

Assist in developing and managing the program budget development and justifying annual operating budget for clinic and health programs through the fiscal year.

Prepare various letters, memoranda, and statistical reports.

Direct clinic staff meetings and communicate effectively to medical, nursing, and support staff all procedural changes to department policy.

Act as liaison with community providers and local agencies to coordinate medical services.

Oversee facility maintenance.

Analyze data and design procedures to effectively implement departmental policies.

Keep abreast of clinic management techniques and health programs by attending meetings, trainings, seminars, and conferences.

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.)

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 primary and/or preventive health care clinic management.
- Principles and practices of health administration, personnel management, and fiscal administration.
- Principles of effective supervision and management, including basic budgeting.
- Electronic Health Records systems.
- Current medical office methods including patient scheduling and quality control.
- Data collection and analysis methods.
- Current laws and regulations affecting health practices.
- Preventive medicine and health programs.
- Community aspects of health programs.
- Government and private medical insurance programs and billing practices.
- Program and budget development, implementation, and evaluation.
- Medical records administration.
- Statistical and research methods.
- Department of Public Health Services programs and services.
- Governmental budgeting practices.
- State of California and Federal Government Public Health Services funding sources and how it relates to a Federally Qualified Health Center (FQHC).

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.
- Plan, organize, and coordinate outpatient medical clinic operations and work effectively with individuals to ensure effective delivery of health care services.
- Coordinate functions of medical, nursing, and support staff.
- Analyze, evaluate, and solve complex administrative problems.
- Interpret, explain, and apply health clinic policies, procedures, and regulations.
- Develop and implement policies and procedures related to clinic operations and health programs.
- Resolve inter-professional and intra-disciplinary problems.
- Write clear, concise, grammatically correct reports, letters, notes, and memos.
- Complete multiple projects within stipulated timeframes or deadlines under stressful conditions.

- Organize and motivate members of a team.
- Possess excellent communication skills to effectively convey messages to clinic staff and other external vendors and consultants.
- Retain and recall information.

Education:

- Graduation from an accredited college or university with a bachelor's degree in health administration, public or business administration or closely related field.

Equivalency for Education:

- Sixty (60) educational units in health administration, public or business administration or closely related field AND directly related program specific experience may be substituted on a ratio of one (1) year specific experience equivalent to one (1) year of education.

Experience:

- Four (4) years of increasingly responsible supervisory, administrative, or managerial experience related to planning, organizing, and directing a health services program.

Experience:

- Four (4) years of increasingly responsible supervisory, administrative, or managerial experience related to planning, organizing, and directing a health services program.

License or Certificate:

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

[Clinic Operations Manager] Job Code: 099302; Res: XXXX; Approved: XX/XX/XX

Supplemental Information

Overtime Status: Exempt

Probation: At-will

BU: 19/ Unrepresented

CONSTRUCTION AND MAINTENANCE WORKER I

County of Tulare

DEFINITION

Under immediate supervision, to do unskilled and semi-skilled work in concrete, construction and maintenance duties.

DISTINGUISHING CHARACTERISTICS

This is an entry level class which will include a variety of light and heavy physical work, unskilled labor tasks, semi-skilled maintenance tasks and may include training in laying concrete, operation of light and heavy equipment. Experience in this class provides opportunity for progressing into higher Construction and Maintenance Worker classes involved primarily with equipment operation.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by the Assistant Road Superintendent or higher level departmental management. Functional or lead supervision is provided by a Construction and Maintenance Worker IV.

DUTIES

Work in patching damaged road areas with asphaltic materials.

Clear brush and debris and level areas in road and refuse construction sites, right of ways, gutters, drains and culverts.

Lay drain pipes and repair fences and guard railings.

Concrete work.

Clear obstructions from road areas to allow room for equipment and normal traffic.

Act as traffic flagman.

Operate light trucks in pickup and delivery of equipment.

Assist with service, maintenance and minor repair of heavy equipment.

May do intermittent light and heavy equipment operation on a training basis and as relief operator.

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.)

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:

- Basic math sufficient to keep time cards and service records.

County of Tulare

CONSTRUCTION AND MAINTENANCE WORKER I

Skill/Ability to:

- Work and communicate effectively with people of various education and socioeconomic backgrounds by respecting beliefs, interpersonal styles and behaviors of both clients and co-workers.
- Operate contemporary office equipment inclusive of computer, keyboard, and all applicable electronic equipment.
- Carry out oral and written job assignments.
- Read and understand operator's and service manuals.
- Identify hazardous situations and work safely.
- Keep accurate and legible equipment maintenance records.
- Work and communicate effectively with people of various education and socioeconomic backgrounds by respecting beliefs, interpersonal styles and behaviors of both clients and co-workers.
- Operate contemporary office equipment inclusive of computer, keyboard, and all applicable electronic equipment.

Education:

- Equivalent to completion of the twelfth grade.

License or Certificate:

- Attain a "Class B" driver's license with no restrictions and a tanker endorsement two (2) weeks prior to the expiration of the one-year probationary period. Attainment of the Class B license is a condition of employment. Incumbent CMW I Bargaining Unit members shall not be required to attain a Class B driver's license

DESIRABLE EMPLOYMENT STANDARDS

Knowledge of:

- Various types of oils and greases for heavy equipment.
- Weights and measures of various construction materials.
- Basic methods of equipment maintenance.
- Amount of water to be used for compaction and dust control.

Skill/Ability to:

- Operate construction and maintenance equipment.
- Operate compressor equipment.
- Operate various hand and power tools.
- Attach various types of equipment and hydraulic lines to tractor truck.
- Handle trucks with heavy loads on various terrains.
- Spread material with dump truck.
- Level hot mix and oil sand to meet surface when patching road.
- Use hand level to transfer grades or check grades from gradestakes.
- Place rip rap around bridges and culverts.
- Backfill culvert installations to get proper compaction.

County of Tulare
CONSTRUCTION AND MAINTENANCE WORKER I

[Construction and Maintenance Worker I] Job Code: 011710, Res: 93-0761, Approved: 07/93
[Construction and Maintenance Worker I] Job Code: 011710, Res: XX-XXXX, Update: XX/XX

Supplemental Information

Overtime Status: Eligible

Probation: 1 year

BU: 2

CONSTRUCTION AND MAINTENANCE WORKER II

County of Tulare

DEFINITION

To perform maintenance, concrete and construction work using one of several pieces of gasoline or diesel powered equipment while on assignment to a Road District.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Assistant Road Superintendent or higher level department management. Functional or lead supervision is provided by a Construction and Maintenance Worker IV.

DUTIES

Operate construction and maintenance equipment and attachments which may include dump truck and loader, water truck, bulldozer, scraper, traxcavator, wheel tractor or similar equipment used in preparing road surfaces.

Do hauling, loading, cutting, leveling and packing of fill dirt and asphaltic materials.

Do cleaning along construction projects, right of ways, and drainage ditches.

Do signing of area for traffic control and direct traffic.

May do snow removal, installation of culverts and drain pipes with rip-rap, moving fences and guard railings, and painting of equipment and signs.

Perform concrete work such as setting forms, laying, finishing, and repairing concrete.

May operate other heavy equipment in an emergency, as relief, or for training purposes.

Do routine service work on assigned piece of equipment, make minor adjustments and assist in repair.

Keep simple time, materials and equipment maintenance records.

Follow safety rules and regulations.

May supervise and instruct a labor crew in simple road maintenance and construction assignments.

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.)

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:

- Operating characteristics of gasoline and diesel powered earth moving equipment.
- Practical application of equipment operation to road work.
- Safety procedures for use of equipment.
- Service requirements of equipment.

- Basic math sufficient to keep time, operating and servicing records.
- Proper use of hand and power tools.
- Concrete practices, mixtures, and their elementary properties.

Skill/Ability to:

- Work and communicate effectively with people of various education and socioeconomic backgrounds by respecting beliefs, interpersonal styles and behaviors of both clients and co-workers.
- Operate contemporary office equipment inclusive of computer, keyboard, and all applicable electronic equipment.
- Operate one or more pieces of construction equipment.
- Carry out oral and written job assignments.
- Read and understand operator and service manuals.
- Inspect, service and make minor adjustments on equipment.
- Work cooperatively with other operators and maintenance personnel.
- Set forms, lay, finish and repair concrete.

Education:

- Equivalent to completion of the twelfth grade.

Experience:

- One (1) year in the operation of a piece of heavy equipment in construction and maintenance work which involved servicing equipment, reading work orders and keeping service records in addition, this position also requires a general knowledge and understanding of concrete placement for flat work and curb and gutter installations; to include grade checking, form placement, concrete, calculations and finishing

License or Certificate:

- Required as a condition of employment to possess a Class B license with no restrictions and tanker endorsement at date of hire.

DESIRABLE EMPLOYMENT STANDARDS

Knowledge of:

- How to connect various types of accessories and hydraulic lines to equipment.
- Various types of oil and greases.
- California Vehicle Code and axle weights.
- Steam cleaners.
- Weights and measures of road materials.
- Types of sand, gravel, dirt and asphalt and concrete.
- Methods of backfilling culvert installation to get proper compaction and amount of water to use for compaction.

Skill/Ability to:

- Properly level hot mix and oil sand.
- Spread materials with dump truck.
- Handle trucks with heavy loads.
- Run snow removal equipment.
- Operate compressor equipment.

[Construction & Maint Wkr 2] Job Code: 011720, Res: 93-0761, Updated 7/93
[Construction & Maint Wkr 2] Job Code: 011720, Res: XX-XXXX, Update: XX/XX

Supplemental Information

Overtime Status: Eligible
Probation: Six (6) Months
BU: 02

CONSTRUCTION AND MAINTENANCE WORKER III

County of Tulare

DEFINITION

To perform journey worker level maintenance, concrete and construction work using one of several pieces of gasoline or diesel powered equipment; and to assist other operators and maintenance personnel in remote area assignments.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the Assistant Road Superintendent or higher level department management. Functional or lead supervision is provided by a Construction and Maintenance Worker IV.

DUTIES

Operate a piece of road construction and maintenance equipment which may include motor grader, rotary mixer, bulldozer, traxcavator, back-hoe, portable crane, scraper, truck and semitrailer or drag line.

Cut, fill and level in preparing road beds.

Mix and spread road materials.

Finish road surfaces and shoulders.

Make roadside excavations, clear drainage pipes and position heavy culvert pipes.

Do routine service work on an assigned piece of equipment; make minor adjustments and repairs.

Act occasionally as supervisor while doing finish operation on isolated road sections. Perform concrete work such as setting forms, laying finishing, and repairing concrete.

Do snow removal, slide area clean up, posting of signs and the repair of railings on an emergency or routine basis.

May be responsible for the repair and maintenance work in a specific area.

Read plans and directions.

Keep simple time, material and equipment maintenance records.
Follow safety rules and regulations.

Answer or properly refer questions from the public.

Assist with training new employees.

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.)

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the education, training, experience, special

CONSTRUCTION AND MAINTENANCE WORKER III

skills and/or license which are required and equivalent to the following.

Knowledge of:

- Operating characteristics of heavy gasoline and diesel powered earth moving equipment.
- Operating procedures, materials and safety measures encountered in road building and maintenance.
- Equipment service requirements.
- Proper use of concrete, hand and power tools.
- Basic math sufficient to keep time and service records, concrete practices, mixtures, and their elementary properties.

Skill/Ability to:

- Work and communicate effectively with people of various education and socioeconomic backgrounds by respecting beliefs, interpersonal styles and behaviors of both clients and co-workers.
- Operate contemporary office equipment inclusive of computer, keyboard, and all applicable electronic equipment.
- Operate and drive one or more pieces of heavy equipment in performing road construction and maintenance work.
- Service and make minor repairs.
- Follow verbal and written directions.
- Perform a variety of heavy equipment construction work to stakes or other layout. Set forms, lay finish and repair concrete;
- Make distance and ground level estimates.
- Evaluate problems and take proper steps to correct them.
- Maintain and keep daily records.
- Organize work in step-by-step order.
- Communicate over the telephone and two-way radio.
- Work cooperatively with other operators, maintenance personnel and the public.

Work and communicate effectively with people of various education and socioeconomic backgrounds by respecting beliefs, interpersonal styles and behaviors of both clients and co-workers.

Operate contemporary office equipment inclusive of computer, keyboard, and all applicable electronic equipment.

Education:

- Equivalent to completion of the twelfth grade.

Experience:

- Three years experience in the operation of a variety of heavy equipment in construction and maintenance work of roads which included servicing equipment, reading work orders and keeping operating records. In addition, this position also requires a general knowledge and understanding of concrete placement for flat work and curb and gutter installations. To include grade checking, form placement, concrete, calculations and finishing.

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CONSTRUCTION AND MAINTENANCE WORKER III

LICENSE OR CERTIFICATE

- Required as a condition of employment to possess a Class A Commercial Driver's License as well as an endorsement to include tankers and doubles at date of hire.

DESIRABLE EMPLOYMENT STANDARDS

Knowledge of:

- Proper method of inspection.
- Occupational Safety and Health Acts Safety Regulations.
- Weights and measures.
- Identification of utilities and obstructions.
- Methods of backfilling culvert installation to get proper compaction.
- Handling and storage of explosives.
- Legal requirements for proper posting of signs and barricades.
- Building retaining walls or installing rip rap.

Skill/Ability to:

- Mix oil materials.
- Read and understand grade stakes.
- Interpret blueprints.
- Operate dozer or traxcavator to safely handle materials such as concrete, tree stumps and demolition materials.
- Cut trenches with scraper leaving safe bank slopes.
- Identify and handle hazardous materials.

[Construction & Maint Wkr 3] Job Code: 011830, Res: 93-1146, Updated 10/93
[Construction & Maint Wkr 3] Job Code: 011730, Res: XX-XXXX, Update: XX/XX

Supplemental Information

Overtime Status: Eligible
Probation: Six (6) Months
BU: 02

CONSTRUCTION AND MAINTENANCE WORKER IV

County of Tulare

DEFINITION

To perform advanced journey level maintenance and construction work using gasoline or diesel powered equipment; and to act as lead worker for one or more small crews on a regular or intermittent basis.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the Assistant Road Superintendent or higher level department management. Responsibilities may include technical or lead supervision over Construction and Maintenance Workers I, II and III.

DUTIES

Operate any of a variety of road construction and maintenance equipment on an intermittent or regular basis depending on work projects and locations.

Act as lead worker over small crews as locations make necessary.

Interpret verbal and written orders and work sketches.

Inspect work in progress and give assistance to crew members.

Assist superintendent in making regular inspections of district roads and concrete structures for damages and repairs.

Assist in handling emergency and after hour calls.

Answer public complaints.

Assist in making field repairs and adjustments of equipment.

Service assigned equipment.

Coordinate work efforts of two or more small crews apart from larger groups.

Supervise directing traffic, road patching, fence repair, concrete work, right of way clearance, installation of drains or culverts and similar duties.

Keep records on time, material and equipment maintenance.

May assume additional duties in Assistant Superintendent's absence or as conditions warrant.

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

CONSTRUCTION AND MAINTENANCE WORKER IV

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:

- Light and heavy equipment operation and service requirements.
- Safety procedures.
- Proper method of backfilling culvert installations, and building retaining walls or installing rip rap. Concrete work to include the use of concrete tools, practices mixtures, and their elementary properties.
- Procedures and applicable federal and state rules and guidelines in road construction and maintenance operations.
- Principles of supervision and training of small crews.
- Record keeping systems.

Skill/Ability to:

- Work and communicate effectively with people of various education and socioeconomic backgrounds by respecting beliefs, interpersonal styles and behaviors of both clients and co-workers.
- Operate contemporary office equipment inclusive of computer, keyboard, and all applicable electronic equipment.
- Work with and supervise small crews.
- Operate a variety of construction type equipment.
- Service and make minor repairs on equipment.
- Setting of forms, lay, finish and repair concrete.
- Organize work in proper step-by-step order.
- Adjust to changes in work loads.
- Identify and evaluate problems.
- Read and understand construction plans and grade stakes.
- Interpret blueprints.
- Retain and recall factual information.
- Inspect work progress at intervals and make adjustments on completion.
- Explain nature of work to interested property owners.
- Train inexperienced workers in acceptable work methods.
- Prepare written and oral reports.
- Work cooperatively with maintenance personnel and other County departments.
- Use patience, tact and courtesy in dealing with the public.

Education:

- Equivalent to completion of the twelfth grade.

County of Tulare

CONSTRUCTION AND MAINTENANCE WORKER IV

Experience:

- Four years in the operation of a variety of light and heavy construction type equipment doing several phases of road building and maintenance work including equipment service maintenance, keeping operation records and some supervisory experience gained as a journey worker acting on an occasional or emergency basis. In addition, this position also requires a general knowledge and understanding of concrete placement for flat work and curb and gutter installations and finishing.

License or Certificate:

- Possession of, or ability to obtain, a valid, Class "A" California driver's license.

[Construction & Maint Wkr 4] Job Code: 011940, Res: 93-1146, Updated 10/93
[Construction & Maint Wkr 4] Job Code: 011940, Res: XX-XXXX, Update: XX/XX

Supplemental Information

Overtime Status: Eligible
Probation: Six (6) Months
BU: 02

CUSTODIAL SERVICES MANAGER

County of Tulare

DEFINITION

To plan, organize, evaluate and direct the operations of the Custodial Services division of General Services Agency for County facilities.

DISTINGUISHING CHARACTERISTICS

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

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by General Services Manager or a higher level management position within the agency. Responsibilities include the direct and indirect supervision of Custodial Workers and the Custodial Supervisor.

DUTIES

Plan, assign and oversee daily assignments of the Custodial staff for County facilities, including detentions.

Conduct interviews, make hiring recommendations, prepare employee performance evaluations and oversee personnel management of time cards, leave requests and meetings.

Oversee planning, development and coordination of training and cross training of Custodial Workers.

Develop and implement employee in-service training programs in proper methods, procedures, and safety practices.

Plan and develop emergency response protocols for hazardous material handling. i.e. bodily fluids, human waste, communicable parasites.

Supervise and train employees in custodial methods of safe use and storage of equipment, proper storage of chemicals and ergonomically correct techniques.

Maintain current Safety Data Sheets (SDS) sheets for all chemicals, solvents, and cleaning supplies in each facility.

Establish goals and priorities for the Division; provide direction on these goals and priorities to Custodial Workers.

Conduct regular inspections of facilities to determine if County standards of cleanliness are achieved and correct deficiencies.

Notify Facilities upon finding any problem, security hazard or broken fixture within a facility.

Work with County departments to ensure optimum efficiency and minimal disruption to County operations.

Provide cost estimates for additional services and new facilities.

Prepare proposals and administrative reports, make recommendations, and confer with the General Services Manager, General Services Agency Director or Assistant General Services Director on policies and procedures relating to the Custodial Division.

Prepare and monitor the Custodial budget, including the preparation of the annual budget narratives, personnel requests, and capital asset requests.

Monitor division purchase orders, expenditures and related functions.

Determine and recommend repair, replacement, or purchase of cleaning equipment and supplies.

Maintain the Custodial inventory for all pertinent facilities.

Represent the division in meetings with the Board of Supervisors, County Departments and other agencies.

Present oral and written reports to a variety of partners.

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.)

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:

- Industry standards and work practices used for cleaning surfaces of various material compositions, including fixtures, floors, walls, tile, carpet, and knowledge of the operation of janitorial equipment.
- Principles and practices of organizational management and supervision.
- Budget preparation, monitoring and analysis.
- Safe work practices, regulations and procedures applicable to janitorial work.
- Cost factors relating to equipment such as renting, leasing, or purchasing.

Skill/Ability to:

- Manage, assign, evaluate and assist employees in performance of duties.
- Analyze and resolve administrative and operational problems.
- Determine special cleaning needs and inspect work for satisfactory completion.
- Evaluate supplies for least environmental impact i.e. Green supplies.
- Maintain inventory of supplies and equipment.
- Give clear, concise verbal and written instruction.
- Establish and maintain effective working relationship with staff and other agencies within the county.
- Organize and direct workflow to meet changing and fixed deadlines.
- Prepare cost estimates of janitorial services for various types and sizes of buildings.

Education:

- Completion of the twelfth grade

Experience:

- Four years of increasingly responsible experience in custodial, janitorial, housekeeping or related building cleaning, including two years in a lead or supervisory capacity.

Desirable License or Certificate:

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

Special Requirements:

- Applicants must undergo a law enforcement background investigation and receive clearance to work within Sheriff Department detention facilities and maintain that clearance for the duration of employment.

[Custodial Services Manager] Job Code: 041800, Res: 12-0748, Approved: 09/18/12
[Custodial Services Manager] Job Code: 041800, Res: XX-XXXX, Update: XX/XX

Supplemental Information

Overtime Status: Exempt
Probation: Six (6) months
BU: 19

CUSTODIAL SUPERVISOR

County of Tulare

DEFINITION

To plan, assign and supervise the activities of the custodial unit in maintaining the cleanliness of County facilities.

DISTINGUISHING CHARACTERISTICS

The Custodial Supervisor is the supervisory level class in the Custodial Services division. Incumbents assist management in the planning, assignment and supervision of the activities of the Custodial Division in maintaining the cleanliness of County facilities.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Custodial Manager or higher level management position within the General Services Agency.

Responsibilities include the direct and indirect supervision of Custodial Workers.

DUTIES

Determine cleaning needs, schedule activities and assign work areas;

Prepare general plans for accomplishing custodial coverage for County facilities;

Supervise and train employees in custodial methods and safe use of equipment;

Coordinate cleaning activities with department personnel to ensure minimum disruption;

Inspect rooms, halls, offices, storage, restrooms, and work areas for compliance with established cleaning and safety standards;

Report building repair and security needs;

Check, evaluate and order or recommend cleaning equipment and supplies;

Maintain inventory, receive and distribute supplies and equipment;

Keep records pertaining to time, material and performance;

Evaluate work of subordinates;

Interview job applicants and make hiring recommendations;

Monitor janitorial contracts to ensure compliance with contract provisions;

Instruct employees in proper use of equipment, cleaning solutions, and other supplies, and cleaning of buildings;

Keep records;

Verify and sign time cards;

Prepare route worksheets, time cards, and lists of supplies needed;

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.)

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:

- Math sufficient to add working hours, estimate supplies and inventory records;
- Operation and maintenance of custodial equipment;
- Equipment, materials and proper methods of cleaning large buildings;
- Safety regulations and procedures applicable to custodial work.

Skill/Ability to:

- Determine special cleaning needs and inspect work for satisfactory completion;
- Prepare cost estimates of janitorial services for various types and sizes of buildings;
- Recognize problem areas such as work or broken floor tiles and torn carpets;
- Interview and recommend candidates for employment;
- Supervise, schedule, evaluate, discipline and train employees;
- Maintain inventory of supplies and equipment;
- Give clear, verbal and written instructions;
- Establish and maintain effective working relationship with others;
- Coordinate work schedules with other departments to ensure minimum disruption.

Education:

- Completion of the twelfth grade

Experience:

- Four years of increasingly responsible experience in custodial, janitorial, housekeeping or related building cleaning, including one year in a lead or supervisory capacity.

Desirable License or Certificate:

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

Special Requirements:

- Applicants must undergo a law enforcement background investigation and receive clearance to work within Sheriff Department detention facilities and maintain that clearance for the duration of employment.

[Custodial Supervisor] Job Code: 013700, Res: 93-1146, Updated: 10/93
[Custodial Supervisor] Job Code: 013700, Res: XX-XXXX, Update: XX/XX

Supplemental Information

Overtime Status: Eligible
Probation: Six (6) months
BU: 07

CUSTODIAL WORKER

County of Tulare

DEFINITION

To clean assigned areas in a County facility or building.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Custodial Supervisor or a higher level management position within the department. Lead supervision may be provided by a Custodial Worker - Lead.

DUTIES

Clean offices and restrooms.

Sweep, mop, wax, strip, vacuum, and scrub floors, stairways and halls.

Vacuum and shampoo carpets.

Dust, polish and wash furniture.

Clean light fixtures, vents, walls, sinks, windows, window shades, blinds, ashtrays, drinking fountains, and utility sinks.

Empty waste receptacles.

Assist in moving and arranging furniture and equipment and setting up rooms for special events.

May make minor non-technical repairs such as replacing lights, adjusting shades or blinds, or adjusting desks and other furniture.

Operate electrical floor polishing machines.

May sweep outside areas and sidewalks.

Check security of building before leaving, locking doors, and turning off lights.

Prepare route worksheets, time cards, and lists of supplies needed.

Keep utility storage area and custodial equipment clean and in good order.

May fuel equipment and auxiliary tanks in a Public Works setting.

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.)

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:

- Math sufficient to add working hours.
- Operation and maintenance of basic custodial equipment.

Skill/Ability to:

- Use proper cleaning solutions and equipment.
- Maintain custodial equipment.
- Give and follow verbal and written instructions.
- Read and understand instructions in equipment maintenance manuals and on cleaning supplies.
- Work cooperatively with supervisors, co-workers and others contacted in the course of duty.
- Observe safe work practices.
- Determine when cleaning is necessary and the proper equipment and solutions to use.
- Accurately mix cleaning solutions
- Maintain cleaning equipment.
- Identify safety hazards

Education:

- Completion of the twelfth grade.

Experience:

- One year of custodial, janitorial, housekeeping, or related building cleaning experience.

License or Certificate:

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

Special Requirements:

- Applicants must undergo a law enforcement background investigation and receive clearance to work within Sheriff Department detention facilities and maintain that clearance for the duration of employment.

[Custodial Worker] Job Code: 013810/013820, Res: 93-0032 Updated: 1993

[Custodial Worker (*Collapse Levels and Title Change*)] Job Code: 013820, Res: 18-xxxx, Update: 03/2018

[Custodial Worker (*Spec Update*)] Job Code: 013820, Res: 18-xxxx, Update: 07/2018

Supplemental Information

Overtime Status: Eligible
Probation: Six (6) months
BU: 02

CUSTODIAL SUPERVISOR

County of Tulare

DEFINITION

To serve as a lead worker for a unit of Custodial Workers assigned to a specific building or area and to perform complex custodial maintenance.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Custodial Supervisor or a higher level management position within the department. Responsibilities include providing lead supervision to custodial workers.

DUTIES

Supervise and perform the cleaning of a building and maintenance of custodial equipment and supplies.

Assign areas to be maintained to custodial workers.

Supervise custodial workers in the sweeping, scrubbing, oiling, polishing and dusting of floors, stairs, furniture, fixtures, equipment, windows, restrooms and other facilities, and assist in the performance of this work.

Inspect buildings and check completed areas for conformance to standards.

Maintain inventory, and requisition and distribute supplies and equipment.

Instruct employees in proper use of equipment, cleaning solutions, and other supplies, and cleaning of buildings.

Keep simple records.

Relay information between customers, Custodial Workers, the Custodial Supervisor and the Custodial Manager.

Clean offices and restrooms;

Sweep, mop, wax, strip, vacuum, and scrub floors, stairways, and halls; vacuum and shampoo carpets;

Dust, polish and wash furniture; clean light fixtures, vents, walls, sinks, windows, window shades, blinds, ashtrays, drinking fountains, and utility sinks;

Empty waste receptacles;

Assist in moving and arranging furniture and equipment and setting up rooms for special events;

Sweep outside areas and sidewalks;

Check security of building before leaving, locking doors, and turning off lights;

Prepare route worksheets, time cards, and lists of supplies needed;

Keep utility storage area and custodial equipment clean and in good order;

Fuel equipment and auxiliary tanks in a Public Works setting;

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.)

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:

- Math sufficient to add working hours.
- Operation and maintenance of custodial equipment.
- Equipment, materials and proper methods of cleaning and maintaining large buildings.

Skill/Ability to:

- Determine when cleaning is necessary and use of proper cleaning solutions and equipment.
- Maintain custodial equipment.
- Use electronic cleaning equipment such as carpet shampooer, vacuum cleaner and buffer.
- Recognize areas that require special cleaning.
- Identify safety hazards.
- Establish and maintain effective working relationships with others.
- Give and follow verbal and written instructions to and from others employees.
- Prepare simple reports
- Inspect buildings to make ensure work is completed.
- Read and understand instructions on cleaning supplies and directions in equipment maintenance manuals, on cleaning supplies and on work orders.
- Train and evaluate employees.
- Keep supply records, requisition and distribute correct amount of supplies to do work.
- Observe safe work practices.

Education:

- Completion of the twelfth grade.

Experience:

- Three years of custodial, janitorial, housekeeping or related building cleaning experience.

License or Certificate:

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

DESIRABLE EMPLOYMENT STANDARDS

Knowledge of:

- Building security and safety measures.
- Energy conservation practices such as control of lights in buildings.

Skill/Ability to:

- Select and properly apply the correct cleaning agents for special jobs such as stripping and buffing floors, washing walls and shampooing carpets.

Special Requirements:

- Applicants must undergo a law enforcement background investigation and receive clearance to work within Sheriff Department detention facilities and maintain that clearance for the duration of employment.

[Custodial Worker III] Job Code: 013930, Res: 92-0032, Updated: 1993
[Custodial Worker Lead (*Title Change*)] Job Code: 013930, Res: 18-XXXX, Update: 03/2018
[Custodial Worker Lead (*Spec Update*)] Job Code: 013930, Res: 18-XXXX, Update: 07/2018

Supplemental Information

Overtime Status: Eligible
Probation: Six (6) months
BU: 02

DIETITIAN I

County of Tulare

DEFINITION

The duties of a Dietitian I position are to provide technical, educational, consultative, and operational services in the field of nutrition and dietetics; conduct, plan, coordinate, and evaluate nutritional and breastfeeding services the Special Supplemental Nutrition Program for Women, Infants, and Children (W.I.C.) Program, and other public health care programs.

DISTINGUISHING CHARACTERISTICS

The Dietitian I position is the professional entry-level classification for those who meet the eligibility requirements to obtain registration as a Dietitian with the Commission on Dietetic Registration of the Academy of Nutrition and Dietetics. Incumbents must become registered within 12-months of appointment. Incumbents in this class will assist registered Dietitians and provide professional level nutrition and dietetic services and perform increasingly independent work of a routine nature.

The unregistered dietitian is expected to be registered within 12-months. Upon hire, the incumbent will assume all duties of the Dietitian I, except for direct supervision of paraprofessional and support staff. This position is intended to allow the incumbent who is eligible for registration time to train and bridge into a registered Dietitian I position after passing the registration examination.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by a Dietitian II or higher level department staff. Responsibilities may include the direct or indirect supervision of para-professional and support staff.

DUTIES

Unregistered Dietitian I:

Conducts and provides high risk nutrition assessment, diet counseling, breastfeeding consultation, and case management including providing referrals to individuals and families.

Interprets the special dietary needs and concerns of persons most susceptible to nutritional deficiencies.

Confer with and assist staff on more difficult eligibility evaluation/determination problems.

Participate in the training and instruction of staff on policies, procedures, and clinics, and develop, implement, and monitor plans to maintain and improve clinic performance.

Participate in staff development programs to increase or maintain technical competence.

Monitor food instrument issuance and security.

Handle participant concerns as needed.

Make referrals to appropriate agencies/programs in the community.

Conduct staff counseling and audits on statewide information systems to monitor compliance with program standards.

Maintain clinic records and participant files, complete program enrollment records, and prepare reports.

Collaborate with other supervisors, managers, and clinic lead workers to assist in the coordination of staff activities.

Assist in the planning, assignment, supervision and evaluation of the work of staff engaged in evaluating and determining initial and continuing eligibility for nutrition programs in assigned clinics.

Assist in the development, implementation and evaluation of the nutrition education and breastfeeding promotion, and support programs for participants.

Participate in training the paraprofessional staff on nutrition education and breastfeeding counseling and support.

Prepare memos, reports, and correspondence.

Assist in the development, implementation and evaluation of in-services for paraprofessional and support staff.

Conduct and/or participate in studies, surveys, and projects as assigned.

Develop educational materials and conduct education programs on health and the dietary needs of various age and occupational groups as needed.

Assume an active role in promoting the nutrition aspects of programs, such as the Women, Infants and Children's Program, Nutrition Education Obesity Prevention Program, and Senior Nutrition Program.

Interpret to professional and lay groups the special nutrition needs of expectant mothers, handicapped children, tuberculosis patients, and other special groups as needed.

Assume leadership in the development and coordination of nutrition activities in the community with voluntary health agencies such as the Cancer Association, Heart Association, and Diabetes Association as needed.

Plan and/or participate in program outreach activities and programs.

Monitor food preparation sites for compliance with the California Retail Food Code (CRFC) and the Division of Occupational Safety and Health (Cal/OSHA) standards.

Provide information relative to food and nutrition to medical providers, senior programs, school groups, nursing homes, and other programs/facilities when assigned.

Assist in monitoring providers and subcontracts for provisions of nutritional services.

Participate in all mandatory and applicable supplemental training to prepare for the Registered Dietitian position.

Assist the Registered Dietitian with indirect supervision of paraprofessional and support staff.

Registered Dietitian I

In addition to the duties of the unregistered Dietitian, the registered Dietitian will:

Plan, assign, supervise and evaluate the work of professional and para professional staff engaged in evaluating and determining initial and continuing eligibility for nutrition programs in assigned clinics.

Participate in the selection and promotion of paraprofessional, and support staff.

Participate in the development and implementation of policies, procedures, and standards to ensure compliance of State and Federal program regulations and funding accountability when assigned.

Participate in developing and evaluating the agency's Request for Proposals (RFP) process and grant applications concerning nutrition services.

Review and approve written staff training plans, material, menus, and activities for specified programs.

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.)

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:

- Nutrition and the relationship to health and disease.
- Techniques and practices of nutrition and breastfeeding.
- Food requirements for various age and occupational groups, expectant mothers, and others with special food requirements.
- Community health organizations and current social and economic problems pertaining to public health nutrition.
- Comparative costs of various foods in relation to their nutritional value.
- Education methods and techniques.
- Standard office practices, methods, equipment and procedures.

Skill/Ability to:

- Work and communicate effectively with people of various education and socioeconomic backgrounds by respecting beliefs, interpersonal styles and behaviors of both clients and co-workers.

- Operate contemporary office equipment inclusive of computer, keyboard, and all applicable electronic equipment.
- Apply the methods and techniques used in nutrition investigations and dietary studies.
- Develop nutrition programs.
- Analyze menus and diets for nutritional adequacy.
- Conduct nutritional assessments; prepare care plans; educate and counsel individuals of all age groups on nutritional requirements, dietary needs, menu planning, preparation, and special needs.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Communicate clearly and effectively in all forms of communications by using correct grammar, punctuation, and spelling.
- Provide training to staff in other related programs, seniors and volunteers on nutritional issues.
- Prepare clear and concise reports.
- Organize work and maintain systematic, detailed and accurate program and participant records.
- Retain and recall information.
- Understand and follow oral and written instructions.
- Maintain productivity with frequent interruptions.
- Use patience, tact and courtesy in dealing with people under various circumstances.

Education:

- Graduation from an accredited college or university with a bachelor's degree in nutrition, dietetics, food and nutrition or related area, completion of a Commission on Accreditation of Dietetics Education (CADE) accredited Didactic Program in Dietetics, and completion of an Accredited Dietetic Internship Program or Accredited Coordinated Program.

Equivalencies:

- Graduation from an accredited college or university with a bachelor's degree in nutrition, dietetics, food and nutrition or related area, and enrolled with an expected completion of the Commission on Accreditation of Dietetics Education (CADE) accredited Didactic Program in Dietetics, and completion of an Accredited Dietetic Internship Program or Accredited Coordinated Program and become registered within 12-months of hire.

License or Certificate:

- Registration as a Dietitian with the Commission on Dietetic Registration of the Academy of Nutrition and Dietetics within 12-months of hire, and maintain the level of Registered Dietitian throughout employment in this classification with Tulare County.
- Possession of, or ability to obtain, an appropriate, valid California driver's license.

Dietitian I Job Code: 015710; Approved: 1/97; Revised: 6/08; Revised Reso# 9-2015

Supplemental Information

Overtime Status: Eligible

Probation: Six (6) Months

BU: 06

DIETITIAN II

County of Tulare

DEFINITION

The duties of a Dietitian II are to provide technical, educational, consultative, and operational services in the field of nutrition and dietetics; conduct, plan, coordinate, and evaluate nutritional and breastfeeding services the Special Supplemental Nutrition Program for Women, Infants, and Children (W.I.C.) Program, and other public health care programs.

DISTINGUISHING CHARACTERISTICS

This is the lead or specialist class in the Dietitian series. Positions in this class differ from the Dietitian I in that incumbents perform the most complex and technical work, and operate at a high level of independence.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by a higher level departmental staff.

Responsibilities may include the direct supervision of the Dietitian I classification, professional, para-professional and support staff.

DUTIES

Plan, assign, supervise and evaluate the work of professional and para professional staff engaged in evaluating and determining initial and continuing eligibility for nutrition programs in assigned clinics.

Plan, assign, supervise and evaluate the work of support staff in assigned clinics.

Review quality and quantity of work performed by staff in assigned clinics, and develop, implement, and monitor plans to maintain and improve clinic performance.

Train and instruct staff on policies, procedures, and techniques.

Conduct group and individual conferences with staff to provide direction, and to interpret and explain rules, regulations, and policies.

Confer with and assist staff on more difficult eligibility evaluation/determination problems.
Plan, develop, implement, and evaluate the nutrition education and breastfeeding promotion and support programs for participants.

Participate in the development and implementation of policies, procedures, and standards to ensure compliance of State and Federal program regulations and funding accountability when assigned.

Assume an active role in promoting the nutrition aspects of programs, such as the Women, Infants and Children's Program, Nutrition Education Obesity Prevention Program, and Senior Nutrition Program.

Oversee the training of nutrition education and breastfeeding counseling and support for the

paraprofessional staff.

Conduct staff counseling and audits on statewide information systems to monitor compliance with program standards.

Collaborate in the development and implementation of local agency policies, procedures, and standards to ensure compliance of State and Federal program regulations and funding accountability, and evaluate program effectiveness.

Handle participant concerns as needed.

Collaborate with other supervisors, managers, and clinic lead workers to coordinate the activities of staff.

Monitor food instrument issuance and security.

Develop, implement, and evaluate training plans for paraprofessional staff.
Participate in the selection and promotion of professional, paraprofessional, and support staff.

Participate in staff development programs to increase or maintain technical competence.

Maintain clinic records and participant files, complete program enrollment records, and prepare reports

Prepare memos, reports, and correspondence.

Develop, implement and evaluate the nutrition education and breastfeeding promotion, and education program for participants.

Interprets the special dietary needs and concerns of persons most susceptible to nutritional deficiencies.

Conducts and provides high risk nutrition assessment, diet counseling, breastfeeding consultation, and case management including providing referrals to individuals and families.

Make referrals to appropriate agencies/programs in the community.

Conduct and/or participate in studies, surveys, and projects as assigned.

Participate in developing and evaluating the agency's Request for Proposal (RFP) process and grant applications concerning nutrition services.

Provide information relative to food and nutrition to medical providers, nursing homes, senior programs, school groups, and other programs/facilities.

Provide information on nutritional status, dietary patterns, and food needs of various population

groups.

Develop educational materials and conduct education programs on health and the dietary needs of various age and occupational groups.

Assist in monitoring providers and subcontracts for provisions of nutritional services.

Provide consultant services to other providers and health professionals.

Plan and/or participate in program outreach activities and programs.

Monitor food preparation site for compliance with the California Retail Food Code (CRFC) and the Division of Occupational Safety and Health (Cal/OSHA) standards.

Review and approve written staff training plans, material, menus and activities for specified programs.

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.)

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:

- Nutrition and the relationship to health and disease.
- Techniques and practices of nutrition and breastfeeding.
- Food requirements based on various age and occupational groups, expectant mothers, and others with special dietary requirements.
- Community health organizations and current social and economic problems pertaining to public health nutrition.
- Comparative costs of various foods in relation to their nutritional value.
- Education methods and techniques.
- Principles of supervision.
- Standard office practices, methods, equipment and procedures.

Skill/Ability to:

- Work and communicate effectively with people of various education and socioeconomic backgrounds by respecting beliefs, interpersonal styles and behaviors of both clients and co-workers.
- Operate contemporary office equipment inclusive of computer, keyboard, and all applicable electronic equipment.

- Plan, schedule, and coordinate the site delivery of a nutrition program.
- Schedule work assignments, review, and evaluate employee performance.
- Assist in the development of grant applications.
- Apply the methods and techniques used in nutrition investigations and dietary studies.
- Develop nutrition programs.
- Analyze menus and diets for nutritional adequacy.
- Conduct nutritional assessments; prepare care plans; educate and counsel individuals of all age groups on nutritional requirements, dietary needs, menu planning, preparation, and special needs.
- Interpret and apply program regulatory requirements.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Communicate clearly and effectively in all forms of communications by using correct grammar, punctuation, and spelling. Prepare clear and concise reports.
- Organize work and maintain systematic, detailed and accurate program and participant records.
- Provide training to staff, in other related programs, seniors and volunteers on nutritional issues.
- Retain and recall information.
- Understand and follow oral and written instructions.
- Maintain productivity with frequent interruptions.
- Use patience, tact and courtesy in dealing with people under various circumstances.

Education:

Graduation from an accredited college or university with a bachelor's degree in nutrition, dietetics, food and nutrition or related area, completion of a Commission on Accreditation of Dietetics Education (CADE) accredited Didactic Program in Dietetics and completion of an Accredited Dietetic Internship Program or Accredited Coordinated Program

Experience:

Two (2) years of experience as a registered dietitian with at least one (1) year in a lead or supervisory capacity.

LICENSE OR CERTIFICATE

Registration as a Dietitian with the Commission on Dietetic Registration of the Academy of Nutrition and Dietetics, and maintain the level of Registered Dietitian throughout employment in this classification with Tulare County.

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

DESIRABLE EMPLOYMENT STANDARDS

Experience:

- Three (3) years of experience as a registered dietitian.

[Dietitian II] Job Code: 015820, Res: 97-0027, Adopted 01/07/97 REV 9-2015
[Dietitian II] Job Code: 015820 Res: xx-xxxx REV:

Supplemental Information

Overtime Status: Eligible

Probation: Six (6) Months

BU: 07

DIVISION MANAGER HHS – PUBLIC HEALTH NURSING AND PREVENTION SERVICES

[At-Will]

County of Tulare

DEFINITION

To plan, organize and direct fiscal, personnel and program matters for the Public Health Branch. Coordinate, direct, organize and supervise public health nursing programs and community services such as maternal and child health care services .

DISTINGUISHING CHARACTERISTICS

The Division Manager of Public Health will oversee a group of full-time employees, including a team of nurses, health educators, nutritionists, dietitians, administrative professionals, and support staff. To continue the development and improvement of public health services, it is essential that the Division Manager of Public Health has the ability to motivate and effectively communicate with employees at all levels. The incumbent will be expected to actively engage with agencies and departments outside the Health and Human Services Agency (HHS) organizational structure. The successful candidate will oversee Maternal, Child & Adolescent Health, Communicable Disease, Immunizations, Vital Statistics, and other Public Health programs. This classification is in the non-competitive service of the County and, as such, is appointed by and serves at the will of the Health and Human Services Agency Director.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Deputy Director of Public Health Nursing and Prevention Services or a higher level position. Responsibilities include the direct and indirect supervision of program staff.

DUTIES

Plan, organize and direct all fiscal, personnel and program matters for the Public Health programs such as nursing, the Maternal Child Health program including the high-risk infant program, children's medical services, teen parenting programs, perinatal services, California Department of Public Health (CDPH) programs, and other community services.

Coordinate the public health nursing and Maternal Child Health programs with other Agency Branches and community agencies.

Secure medical approval for nursing procedures.

Address local groups and represent the Public Health Branch on community boards and in community organizations.

Evaluate the public health and Maternal Child Health programs to determine present and future needs of the community.

Act as chief advisor to the Deputy Director(s) and Director of Public Health on nursing and maternal child health matters.

Develop, implement, interpret, analyze and evaluate programs, operating procedures, and policies of the program.

Research and write comprehensive reports.

Prepare, review, and monitor budgets for Public Health programs.

County of Tulare

DIV MGR HHS – PUBLIC HEALTH NURSING AND PREVENTION SERVICES

Write, review and monitor grants.

Ensure program staff is informed of and complies with administrative, fiscal and personnel policies and procedures.

Supervise, train, and evaluate staff within public health, maternal child adolescent health, and health services.

Coordinate Medi-Cal care services and acute communicable disease programs with the Health Officer/Medical Director.

Assume the responsibility of unit supervisors and managers in their absence.

Address and resolve inter-professional and intra-disciplinary problems.

Perform studies using analytics and assessment skills and complete special projects to reduce population-based health risks.

Develop and review new funding resources and grant opportunities.

Oversee initiatives and serve on Branch and Agency committees, such as Public Health Accreditation.

Review and respond to State program audits and compliance reports.

Evaluate Public Health programs to determine present and future needs of the community.

Incorporate ethical standards of practice, develop organizational values and assure quality control standards are in place.

Coordinate strategic planning efforts, community health needs assessment or other activities for program and service improvements.

Serve as liaison to County and other governmental agencies and various community interest groups.

Attend and conduct a variety of public meetings representing the program, and explain the goals and objectives.

Review legislative proposals for content and appropriateness, and provide recommendations on necessary changes and approaches to County advocacy positions.

Conduct presentations representing the Public Health Branch with various community groups and committees.

Assess community needs with implementing and conducting surveys, studies, and projects related to public health.

Plan, develop, coordinate, and implement programs for nursing education, orientation, student field experience, and in-service education.

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.)

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 health administration including the effective delivery of health care services.
- Principles, methods and procedures of nursing.
- Principles and practices of personnel management, fiscal management, and grant administration.
- Community aspects of nursing programs.
- Causes, treatment, prevention and early detection of communicable diseases, chronic diseases, handicapping conditions, mental illness and other disabling conditions.
- Child growth and development.
- Sociological, psychological and physical problems involved in nursing.
- Community resources available for patient assistance.
- Current trends and concepts relative to professional nursing practices.
- Current laws, regulations and trends affecting nursing practices.
- Principles and practices of service delivery planning, evaluation and program policy development.
- Principles and practices of supervision including counseling, motivating and training.
- Maternal and child health programs and services.

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.
- Plan, organize and supervise the work of the Public Health programs, the Maternal Child Health Division, and direct various functions of the division to ensure the effective delivery of healthcare services.
- Coordinate various programs and services.
- Evaluate program effectiveness.
- Develop and implement procedures, policies and protocols.
- Analyze and evaluate operating procedures to develop effective improvements.
- Plan and coordinate program activities with other divisions and/or agencies.
- Prepare and monitor annual budgets of units within the division.
- Research and write comprehensive reports.
- Work effectively with individuals and families to assist them in satisfactory solution of health problems.
- Establish and maintain effective working relationships with other departments, agencies and the general public.
- Recognize social problems which affect health and assist in securing adjustments.
- Instruct staff in the prevention of disease, promotion of health and nursing care of an ill or injured person.

County of Tulare

DIV MGR HHS – PUBLIC HEALTH NURSING AND PREVENTION SERVICES

- Communicate effectively with medical professionals, administrators and persons of diverse economic and social backgrounds.
- Supervise, train and evaluate staff.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, verbally and in writing.
- Complete multiple priority projects with strict deadlines.
- Maintain confidentiality of patient/client information.
- Determine the appropriate action in an emergency or stressful situation.
- Operate contemporary office equipment inclusive of computer, keyboard, and all applicable electronic equipment.

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in healthcare administration, public, social services, business administration, or closely related field.

Experience:

- Two (2) years of experience in management, supervisory, or in an administrative capacity in primary, preventative, public health, mental health or social services, including one-year in a supervisory capacity.

License or Certificate:

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

DESIRABLE EMPLOYMENT STANDARDS

Knowledge of:

- Administrative, fiscal, and personnel policies and procedures of Tulare County.

[Div Mgr-Public Health Nursing & Prevention Svcs] Job Code: 072702; Res: XXXX; Approved: 1/99
[Div Mgr-Public Health Nursing & Prevention Svcs] Job Code: 072702; Res: XXXX, Revised: XX/XX/XX

Supplemental Information

Overtime Status: Exempt

Probation: [At-Will]

BU: 19

ENGINEERING TECHNICIAN I

County of Tulare

DEFINITION

To perform technical engineering office, laboratory and field work; and to assist civil engineers in a variety of project assignments.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by the Engineering Technician III or higher level departmental management. Responsibilities may include supervision of Engineer Aides.

DUTIES

Act as party chief, public works inspector or office technician for construction projects, plant inspector or material testing specialist, and assist project engineers with other specialties.

Conduct spatial analysis, manage data and create and automated workflows.

Create maps and presentation documents.

Geocoding for public works, land survey, aviation, public transit, flood control, assessment districts, pavement management systems and other thematic mapping and geospatial datasets.

Check maps and plans for subdivisions and building facilities.

Check and prepare property descriptions, charts, and diagrams.

Prepare progress reports.

Assist in preparation of equipment and material specifications.

Assist in coordinating utility relocation and right-of-way clearing.

May negotiate for construction projects.

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.)

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:

- Principals of surveying.
- Relevant engineering terminology and nomenclature.
- Geographic information systems (GIS) such as ESRI including but not limited to ArcGIS for Desktop Basic.
- Geographic database management and geo-spatial systems.

- Basic drafting and design practices and methods.
- Routine traffic investigation and survey techniques.
- Measuring, surveying, drawing and drafting instruments.
- General construction materials, specifications, tools, and equipment used in construction and maintenance work and sample soil and material testing procedures.
- Basic filing methods, manually and electronically.

Skill/Ability to:

- Work and communicate effectively with people of various education and socioeconomic backgrounds by respecting beliefs, interpersonal styles and behaviors of both clients and co-workers.
- Operate contemporary office equipment inclusive of computer, keyboard, and all applicable electronic equipment.
- Operate and utilize a computer and related software applications, including but not limited to geographic information systems.
- Read and understand contract specifications, engineering blueprints, maps and project plans.
- Do engineering calculations.
- Handle routine design problems.
- Recognize compliance with established standards and codes.
- Take accurate field notes and prepare reports.
- Give and follow written and oral instructions.
- Establish priorities, organize work in proper step-by-step order, and meet deadlines.
- Adjust to changes in workloads.
- Retain and recall factual information.
- Compile data, analyze information, draw valid conclusions and formulate recommendations.

Education:

- Equivalent to the completion of the twelfth grade with courses in algebra, geometry, trigonometry and drafting.

Experience:

- Two years of sub-professional civil engineering experience comparable to an Engineering Aid in Tulare County;

Equivalency for Experience:

- Or completion of two years (60 semester units) of accredited college work in engineering, mathematics, one of the physical sciences, or a closely related field may substitute for the required experience on a year-for-year basis.

License or Certificate

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

[Engineering Tech 1} Job Code: 050610, Res: 93-0761, Updated: 3/2015

Supplemental Information

Overtime Status: Eligible
Probation: Six (6) Months
BU: 03

ENGINEERING TECHNICIAN II

County of Tulare

DEFINITION

To perform technical engineering office, laboratory, and field work and to assist in a specialized area.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by the Engineering Technician III or higher level departmental management. Responsibilities may include supervision of Engineer Aides and Engineering Technician I's.

DUTIES

Conduct spatial analysis, manage data and create and automated workflows.

Create maps and presentation documents.

Geocoding for public works, land survey, aviation, public transit, flood control, assessment districts, pavement management systems and other thematic mapping and geospatial datasets.

Perform basic roadway drainage studies.

Research and prepare legal descriptions.

Field review and design traffic control devices.

Prepare estimates of quantities and costs for budgeting, payments and costs.

Prepare contract specifications for construction procedures, materials and sites.

Prepare, check and update various County maps.

Coordinate assignments with survey crews and other engineers.

Work closely with private surveyors and engineers to meet required codes and ordinances.

Observe, inspect, accept or reject construction projects.

Attend various classes, courses and training sessions.

Train, supervise and evaluate new employees.

Establish and maintain filing systems.

Prepare written correspondence to the public, governmental agencies and County contractors.

Learn and apply procedures to operate specialized technical equipment.

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.)

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 of surveying.
- Relevant engineering terminology and nomenclature.
- Geographic information systems (GIS) such as ESRI including but not limited to ArcGIS for Desktop Basic.
- Geographic database management and geo-spatial systems.
- Construction materials, specifications, tools, and equipment used in construction and maintenance work.
- Soil and material testing procedures.
- Traffic investigation and survey techniques.
- Basic drafting and design practices and methods.
- Office procedures and filing systems.
- Measuring, surveying, drawing and drafting equipment.

Skill/Ability to:

- Work and communicate effectively with people of various education and socioeconomic backgrounds by respecting beliefs, interpersonal styles and behaviors of both clients and co-workers.
- Operate contemporary office equipment inclusive of computer, keyboard, and all applicable electronic equipment.
- Operate and utilize a computer and related software applications, including but not limited to geographic information systems.
- Read, comprehend and utilize technical manuals, legal documents, engineering blueprints, maps and project plans, specifications and descriptions pertaining to engineering projects.
- Prepare descriptions pertaining to engineering projects.
- Conduct inspections and gain compliance.
- Do engineering calculations and routine design problems.
- Use drafting equipment to produce drawings.
- Apply supervisory techniques.
- Use patience, tact and courtesy in dealing with people.

Education:

- Equivalent to the completion of the twelfth grade with courses in algebra, geometry, trigonometry, and drafting.

Experience:

- Two years of responsible sub-professional engineering experience comparable to an Engineering Technician I in the Tulare County or four years of increasingly responsible sub-professional field and office engineering work.

License or Certificate

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

[Engineering Tech 2] Job Code: 050720, Res: 93-0761, Updated: 3/2015

Supplemental Information

Overtime Status: Eligible

Probation: Six (6) Months

BU: 03

ENGINEERING TECHNICIAN III

County of Tulare

DEFINITION

To perform the highest level technical engineering work; and to plan and supervise field or office work of technical and sub-professional assistants.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by an Engineer IV or higher level department management. Responsibilities include the direct and indirect supervision of Engineering Technicians and Engineering Aides.

DUTIES

Act as resident engineer on major contract construction projects.

Coordinate and supervise the work activity of survey, materials testing, and inspection crews assigned to construction projects.

Make determinations regarding acceptability of work, payments due, and necessary changes.

Prepare change orders or refer changes to engineering section.

Administer department contract policies.

Supervise the preparation of maps, plans, charts, property descriptions, specifications, and estimates for engineering projects.

Review sub-division maps for compliance with county ordinances.

Assist other organizations with mapping and description problems.

Act as surveyor in charge of one or more survey parties.

Do engineering studies, gather and compile data, write reports, and submit recommendations.

Conduct spatial analysis, manage data and create and automated workflows.

Geocoding for public works, land survey, aviation, public transit, flood control, assessment districts, pavement management systems and other thematic mapping and geospatial datasets.

Create maps and presentation documents.

Evaluate the performance of assigned personnel.

Met and confer with individuals and contractors.

Handle a variety of technical correspondence.

Attend classes/meetings as required, insure that all County, State and Federal laws and requirements are in compliance pertaining to the various jobs.

Prepare departmental budgets for road construction, road maintenance and for equipment acquisition.

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.)

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:

- Surveying, construction, maintenance, and materials testing practices and procedures.
- Contract administration.
- Progress reports and periodic inspection schedules.
- Relevant engineering terminology and nomenclature.
- Geographic information systems (GIS) such as ESRI including but not limited to ArcGIS for Desktop Basic.
- Geographic database management and geo-spatial systems.
- Mapping and drafting.
- Budgetary control procedures.
- Accepted supervisory practices.
- Engineering mathematics.

Skill/Ability to:

- Prepare plans, specifications, descriptions, and estimates pertaining to engineering projects.
- Supervise the work of a crew.
- Handle routine and special design problems.
- Maintain a complex inspection program and gain compliance with specification and ordinances.
- Operate and utilize a computer and related software applications, including but not limited to geographic information systems
- Gather engineering data and submit meaningful reports.
- Make detailed and legible sketches and compose correspondence.
- Prepare budgets.
- Read and interpret construction plans.
- Draft legal documents.
- Train new personnel.
- Maintain cooperative working relationships and effective public relations.

Education:

- Equivalent to the completion of the twelfth grade with courses in algebra, geometry, trigonometry, and drafting.

Experience:

- Seven (7) years of experience in an area of civil engineering practices, six (6) of which were of an advanced sub-professional level and three (3) of which included supervisory responsibilities.

Equivalency for Experience:

- Or two years of full-time, paid work experience equivalent to that gained as an Engineering Technician II with the County of Tulare.

License or Certificate

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

[Engineering Technician III] Job Code: 050830, Res: 97-0238, Updated: 3/2015

Supplemental Information

Overtime Status: Eligible

Probation: Six (6) Months

BU: 07

ENGINEERING TECHNICIAN IV

County of Tulare

DEFINITION

To perform the highest level technical engineering work; and to plan and supervise field or office work of technical and sub-professional assistants.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by an Engineer IV or higher level department management. Responsibilities include the direct and indirect supervision of Engineering Technicians and Engineering Aides.

DUTIES

Calculate flow rates to determine waste water system capacities and conveyance limitations.

Calculate waste water basin retention and evaporation rates.

Calculate storage capacity and water system delivery capabilities.

Assure compliance with Waste Discharge Requirements, Air Pollution Control District permits and Environmental Health's permits to operate.

Oversight of all maintenance and repairs.

Review invoices, pay estimates, monthly monitoring reports.

Interface with County residents receiving water and sewer services regarding service complaints and requests for system information.

Review engineering submittals prepared by design consultants.

Assist with the development of plans, specification and estimates.

Assist with the advertising and awarding of construction projects, providing Resident Engineer backup on construction projects.

Track landfill cut and fill progressions.

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.)

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:

County of Tulare
Engineering Technician IV

- Surveying, construction, maintenance, and materials testing practices and procedures.
- Contract administration.
- Progress reports and periodic inspection schedules.
- Mapping and drafting.
- Budgetary control procedures.
- Accepted supervisory practices.
- Engineering mathematics.

Skill/Ability to:

- Work and communicate effectively with people of various education and socioeconomic backgrounds by respecting beliefs, interpersonal styles and behaviors of both clients and co-workers.
- Operate contemporary office equipment inclusive of computer, keyboard, and all applicable electronic equipment.
- Prepare plans, specifications, descriptions, and estimates pertaining to engineering projects.
- Supervise the work of a crew.
- Handle routine and special design problems.
- Maintain a complex inspection program and gain compliance with specification and ordinances.
- Gather engineering data and submit meaningful reports.
- Make detailed and legible sketches and compose correspondence.
- Prepare budgets.
- Read and interpret construction plans.
- Draft legal documents.
- Train new personnel.
- Maintain cooperative working relationships and effective public relations.

Education:

- Equivalent to the completion of the twelfth grade with courses in algebra, geometry, trigonometry, and drafting.

Experience:

- Ten (10) years of experience in an area of civil engineering practices, six (6) of which were of an advanced sub-professional level and four (4) of which included supervisory responsibilities.

Equivalency for Experience:

- Or two years of full-time, paid work experience equivalent to that gained as an Engineering Technician III with the County of Tulare.

County of Tulare
Engineering Technician IV

License or Certificate

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

[Engineering Technician IV] Job Code: 050840, Res: 97-0238, Updated 03/25/97
[Engineering Technician IV] Job Code: 050840, Res: XX-XXXX, Updated:

Supplemental Information
Overtime Status: Eligible
Probation: Six (6) Months
BU: 07

HUMAN RESOURCES DEPUTY DIRECTOR

[At-will]

County of Tulare

DEFINITION

To manage, plan and direct centralized human resources programs and services in Human Resources & Development (HRD) which serve departments and employees Countywide; to provide direction to staff in human resources, benefits, employee relations and administrative issues; to serve as principal assistant to the Human Resources Director, and to perform related work.

DISTINGUISHING CHARACTERISTICS

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

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Human Resources Director. Responsibilities include general supervision and management of administrative and operational activities and staff for a major division, and indirect supervision of staff within the Human Resources Department.

DUTIES

Provide overall administrative and programmatic direction in the various human resources areas which include talent acquisition, compensation and classification, benefits and wellness, employee/employer relations, data/payroll services, and records management.

Recommend to the Human Resources Director proposed policies, procedures, changes in County personnel needs, and/or best human resources practices.

Assist in the development, implementation, monitoring, and revision of County-wide personnel policies, procedures, and rules.

Coordinate development and implementation of Department goals, services, and programs. Initiate internal operating procedures, policies and controls.

Assist with employee/employer relations issues and provide direction and assistance as critical incidences arise.

Assist with the management of the various employee benefit programs including such areas as plan design, bid process, open enrollment, data collection, payroll implementation, employee and retiree servicing, and meet and confer.

Assist in the planning, development and implementation of automated systems to efficiently maintain, access and recall a variety of human resources and payroll related data.

May assist with the planning and implementation of training for management, supervisors and employees in areas such as leadership, discipline, performance evaluation, supervision, sexual harassment avoidance, violence in the workplace, and new employee orientation.

May coordinate internally, with HRD staff and the County Administrative Office, and other departments, on major projects such as classification and organization studies, salary surveys, disability accommodation studies, and the annual health plan review.

May assist with the oversight of the maintenance of the official County personnel files and insure their security in accord with applicable laws.

Provide direction and supervision for departmental staff including interviewing, hiring, assigning, monitoring and evaluating work, counseling and disciplining personnel.

Attend meetings, conferences, and public forums to inform others of HRD services, County personnel policies, and to receive technical and legal information critical to the County's human resources programs.

May represent the County and the Board on sensitive and critical matters with the public, employees, community groups and others.

Develop, assist in the preparation of, and/or review, agenda items and materials placed on the Board's Agenda for consideration.

Assist with preparation and monitoring of the Departmental budget. May oversee the budget of a major division(s) or functional area in HRD.

May act in the absence of the Human Resources Director.

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.)

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 public human resources administration, organization, management and supervision.
- Applicable background, current practices, and controlling Federal, State and local laws, rules, regulations and current case law regarding public personnel administration.
- Budget preparation, fiscal management, and funding practices.
- County organization, departments, programs, and administration.
- Federal, State, and County legislative processes.
- County and Departmental customer service objectives and strategies.

Skill/Ability to:

- Manage and direct the daily operations of a major division(s) within HRD.
- Coordinate departmental services with County departments, public/private agencies.
- Analyze complex administrative problems, develop viable and creative solutions and alternatives, and present/support the resultant recommendations.
- Make timely and sound decisions after considering all available factors.

- Provide leadership and viable counsel in a dynamic and changing environment.
- Properly define human resources issues and make decisions in accordance with applicable laws, regulations, and policies.
- Identify and resolve disputes between a wide variety of individuals and groups.
- Mentor, evaluate, counsel and motivate subordinate staff.
- Prepare and present extensive oral and written reports on the departments services and activities to a wide variety of audiences.
- Establish and maintain effective working relationships with a variety of individuals and groups including elected and appointed officials, peers, subordinates, employee organizations, and the general public.
- Handle situations which require a high degree of sensitivity, tact and diplomacy.

Education:

Equivalent to graduation from an accredited college or university with major coursework in public, business, or human resource administration, or related field.

Equivalency for Education:

- Experience may be substituted for the degree on a year for year basis.

Experience:

- Six (6) years' experience in responsible human resources administration or closely related field, including three years of experience in a supervisory capacity.

License or Certificate:

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

DESIRABLE EMPLOYMENT STANDARDS

License or Certificate:

- Possession of certifications from coursework in leadership, management, human resources, HRIS, benefits, and/or related trainings such as IPMA-HR, CALPELRA, CSAC Institute, UC Irvine (Human Resources Management Course).

[Human Resources Deputy Director, At-Will] Job Code: 097002, Res: xx-xxxx; Budget FY2018-19, Revised: 9/11/2018

Supplemental Information

Overtime Status: Exempt

Probation: [At-Will]

BU: 11

IT DESKTOP TECHNICIAN I/II

County of Tulare

DEFINITION

Serve as a single point of contact, utilizing the telephone, email, chat and in person, for users to receive support and maintenance within the department or agency desktop computing environment. Installs, diagnoses, repairs and upgrades personal computer hardware and equipment to ensure optimal workstations performance.

DISTINGUISHING CHARACTERISTICS

The IT Desktop Technician I is the entry level in the series. Incumbents in this class receive close supervision and training with an emphasis on learning procedures and computer systems used by County departments.

SUPERVISION RECEIVED AND EXERCISED

The IT Desktop Technicians receive immediate supervision by an IT Manager or IT Division Manager.

DUTIES

Diagnose and troubleshoot technical issues, including account set up and network configuration.

Ask customers targeted questions to quickly understand the root of the problem.

Track computer system issues through to resolution, within the agreed timeframe.

Talk clients through a series of actions, either by phone, email or chat, until the technical issue is solved.

Properly escalate unresolved issues to appropriate internal teams, (e.g., Systems, Networks, and Applications).

Provide customers with prompt and accurate feedback.

Refer to internal database or external resources to provide accurate technical solutions

Ensure all issues are properly logged.

Prioritize and manage several open issues at one time.

Follow up with clients to ensure their IT systems are fully functional after troubleshooting.

Prepare accurate and timely reports.

Perform on-site analysis, diagnosis, and resolution of complex desktop problems for end-users, and recommend and implement corrective solutions, including off-site repair for remote users as needed.

Install, configure, test, maintain, monitor, and troubleshoot end-user workstations and related hardware and software in order to deliver required desktop service levels.

Assess the need for and implement performance upgrades to PC boxes, including the installation of CPUs, I/O and NIC cards, hard drives, RAM, memory chips, CD-ROMs.

Receive and respond to support and service tickets regarding desktop problems and requests.

Accurately document instances of desktop equipment or component failure, repair, installation, and removal.

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.)

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:

- PC and desktop hardware.
- PC internal components.
- Current protocols, operating systems and standards.

Skill/Ability to:

- Work and communicate effectively with people of various education and socioeconomic backgrounds by respecting beliefs, interpersonal styles and behaviors of both clients and co-workers.
- Operate contemporary office equipment inclusive of computer, keyboard, and all applicable electronic equipment.
- Read and understand technical manuals, procedural documentation, and OEM guides.
- Conduct research into PC issues and products as required.
- Practice effective interpersonal skills and relationship-building skills.
- Demonstrate strong written and oral communication skills.
- Present ideas in user-friendly language.
- Understand the organization's goals and objectives.
- Demonstrate analytical and problem-solving abilities, with keen attention to detail.
- Be self-motivated and directed, with the ability to effectively prioritize and execute tasks in a high-pressure environment.
- Work in a team-oriented, collaborative environment.
- Possess strong customer-service orientation.

Education:

- Completion of two (2) years of college coursework in computer science or related field.

Equivalencies for Education:

- Completion of a certified IT program from a computer/business school.

License or Certificate

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

DESIRABLE EMPLOYMENT STANDARDS

License and Certificate:

- A+ Certification

[IT Desktop Technician I] Job Code: 097910/097920, Res: #08-0639, Approved 08/26/2008
[IT Desktop Technician I] Job Code: 097910/097920, Res: #XX-XXXX, Approved: 09/XX/2018

Supplemental Information

Overtime Status: Eligible

Probation: Six (6) months

BU: 07

IT DESKTOP TECHNICIAN II

County of Tulare

DEFINITION

Serve as a single point of contact, utilizing the telephone, email, chat and in person, for users to receive support and maintenance within the department or agency desktop computing environment. Installs, diagnoses, repairs and upgrades personal computer hardware and equipment to ensure optimal workstations performance.

DISTINGUISHING CHARACTERISTICS

The IT Desktop Technician II is the journey level position which continues to receive training and is assigned more complex assignments and work with some independence of action.

SUPERVISION RECEIVED AND EXERCISED

The IT Desktop Technicians receive immediate supervision by an IT Manager or IT Division Manager.

DUTIES

Diagnose and troubleshoot technical issues, including account set up and network configuration.

Ask customers targeted questions to quickly understand the root of the problem.

Track computer system issues through to resolution, within the agreed timeframe.

Talk clients through a series of actions, either by phone, email or chat, until the technical issue is solved.

Properly escalate unresolved issues to appropriate internal teams, (e.g., Systems, Networks, and Applications).

Provide customers with prompt and accurate feedback.

Refer to internal database or external resources to provide accurate technical solutions

Ensure all issues are properly logged.

Prioritize and manage several open issues at one time.

Follow up with clients to ensure their IT systems are fully functional after troubleshooting.

Prepare accurate and timely reports.

Perform on-site analysis, diagnosis, and resolution of complex desktop problems for end-users, and recommend and implement corrective solutions, including off-site repair for remote users as needed.

Install, configure, test, maintain, monitor, and troubleshoot end-user workstations and related hardware and software in order to deliver required desktop service levels.

Assess the need for and implement performance upgrades to PC boxes, including the installation of CPUs, I/O and NIC cards, hard drives, RAM, memory chips, CD-ROMs.

Receive and respond to support and service tickets regarding desktop problems and requests.

Accurately document instances of desktop equipment or component failure, repair, installation, and removal.

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.)

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:

- PC and desktop hardware.
- PC internal components.
- Current protocols, operating systems and standards.
- Policies, procedures and functions of the Tulare County Information Technology Department.

Skill/Ability to:

- Work and communicate effectively with people of various education and socioeconomic backgrounds by respecting beliefs, interpersonal styles and behaviors of both clients and co-workers.
- Operate contemporary office equipment inclusive of computer, keyboard, and all applicable electronic equipment.
- Read and understand technical manuals, procedural documentation, and OEM guides.
- Conduct research into PC issues and products as required.
- Practice effective interpersonal skills and relationship-building skills.
- Demonstrate strong written and oral communication skills.
- Present ideas in user-friendly language.
- Understand the organization's goals and objectives.
- Demonstrate analytical and problem-solving abilities, with keen attention to detail.
- Be self-motivated and directed, with the ability to effectively prioritize and execute tasks in a high-pressure environment.
- Work in a team-oriented, collaborative environment.
- Possess strong customer-service orientation.
- Perform the more complex assignments related to diagnosis and repair of computer equipment and related components.
- Assist in preparing, maintaining, and upholding procedures for logging, reporting, and statistically monitoring desktop operations.

Education:

- Completion of two years of college coursework in computer science or related field.

Equivalencies for Education:

- Completion of a certified IT program from a computer/business school.
- Three (3) years of work experience, including actual hands-on hardware troubleshooting experience OR one (1) year as an IT Desktop Technician I with Tulare County.

License or Certificate

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

DESIRABLE EMPLOYMENT STANDARDS

License and Certificate:

- A+ Certification

[IT Desktop Technician I] Job Code: 097910/097920, Res: #08-0639, Approved 08/26/2008
[IT Desktop Technician I] Job Code: 097910/097920, Res: #XX-XXXX, Approved: 09/XX/2018

Supplemental Information

Overtime Status: Eligible

Probation: Six (6) months

BU: 07

IT DESKTOP TECHNICIAN III

County of Tulare

DEFINITION

Serve as a single point of contact, utilizing the telephone, email, chat and in person, for users to receive support and maintenance within the department or agency desktop computing environment. Installs, diagnoses, repairs and upgrades personal computer hardware and equipment to ensure optimal workstations performance.

DISTINGUISHING CHARACTERISTICS

The IT Desktop Technician I is the entry level in the series. Incumbents in this class receive close supervision and training with an emphasis on learning procedures and computer systems used by County departments.

The IT Desktop Technician II is the journey level position which continues to receive training and is assigned more complex assignments and work with some independence of action.

SUPERVISION RECEIVED AND EXERCISED

The IT Desktop Technicians receive immediate supervision by an IT Manager or IT Division Manager.

DUTIES

Diagnose and troubleshoot technical issues, including account set up and network configuration.

Ask customers targeted questions to quickly understand the root of the problem.

Track computer system issues through to resolution, within the agreed timeframe.

Talk clients through a series of actions, either by phone, email or chat, until the technical issue is solved.

Properly escalate unresolved issues to appropriate internal teams, (e.g., Systems, Networks, and Applications).

Provide customers with prompt and accurate feedback.

Refer to internal database or external resources to provide accurate technical solutions.

Ensure all issues are properly logged.

Prioritize and manage several open issues at one time.

Follow up with clients to ensure their IT systems are fully functional after troubleshooting.

Prepare accurate and timely reports.

Perform on-site analysis, diagnosis, and resolution of complex desktop problems for end-users, and recommend and implement corrective solutions, including off-site repair for remote users as needed.

Install, configure, test, maintain, monitor, and troubleshoot end-user workstations and related hardware and software in order to deliver required desktop service levels.

Assess the need for and implement performance upgrades to PC boxes, including the installation of CPUs, I/O and NIC cards, hard drives, RAM, memory chips, CD-ROMs.

Receive and respond to support and service tickets regarding desktop problems and requests.

Accurately document instances of desktop equipment or component failure, repair, installation, and removal.

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.)

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:

- PC and desktop hardware.
- PC internal components.
- Current protocols, operating systems and standards.
- Policies, procedures and functions of the Tulare County Information Technology Department.
- Training methods and techniques.

Skill/Ability to:

- Work and communicate effectively with people of various education and socioeconomic backgrounds by respecting beliefs, interpersonal styles and behaviors of both clients and co-workers.
- Operate contemporary office equipment inclusive of computer, keyboard, and all applicable electronic equipment.
- Prepare tests and applications for monitoring desktop performance.
- Provide performance statistics and reports.
- Act as a liaison with third-party and PC equipment vendors.
- Conduct research on desktop products in support of PC Procurement and development efforts.
- Assist in developing long-term strategies and capacity planning for meeting future desktop hardware needs.
- Evaluate and recommend products of purchase.
- Write technical specifications for purchase of PC's, desktop hardware and related products.
- Read and understand technical manuals, procedural documentation, and OEM guides.
- Conduct research into PC issues and products as required.
- Perform the more complex assignments related to diagnosis and repair of computer equipment and related components.
- Assist in preparing, maintaining, and upholding procedures for logging, reporting, and statistically monitoring desktop operations.

County of Tulare
IT DESKTOP TECHNICIAN III

- Practice effective interpersonal skills and relationship-building skills.
- Demonstrate strong written and oral communication skills.
- Present ideas in user-friendly language.
- Understand the organization's goals and objectives.
- Demonstrate analytical and problem-solving abilities, with keen attention to detail.
- Be self motivated and directed, with the ability to effectively prioritize and execute tasks in a high-pressure environment.
- Work in a team-oriented, collaborative environment.
- Possess strong customer-service orientation.

Education:

- Completion of two years of college coursework in computer science or related field OR completion of a certified IT program from a computer/business school.

Experience:

- Four (4) years' work experience in a computer setting including actual hands-on hardware troubleshooting experience OR two (2) years as an IT Desktop Technician with Tulare County.

License and Certificate:

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

DESIRABLE EMPLOYMENT STANDARDS

License and Certificate:

- A+ Certification

[IT Desktop Technician III] Job Code: 097930, Res: #08-0639, Approved 08/26/2008
[IT Desktop Technician III] Job Code: 097930, Res: #XX-XXXX, Approved: 09/XX/2018

Supplemental Information

Overtime Status: Eligible

Probation: Six (6) months

BU: 07

IT PROGRAMMER ANALYST I

County of Tulare

DEFINITION

Applies expertise in programming complex programs; recommends the redesign of programs; investigates and analyzes feasibility of program requirements and develops programming specifications. Analyzes needs, designs, writes and tests new programs and applications. Assigned programs typically affect a broad area or highly complex systems. Works independently under specified objectives; applies knowledge of pertinent system software, hardware, work processes, regulations and management practices, apprising supervisor about progress and unusual complications. Modifies and adapts precedent solutions and proven approaches.

DISTINGUISHING CHARACTERISTICS

This is the entry level classification in the IT Programmer Analyst series. Incumbents receive assignments which give them proficiency in development and maintenance of County wide electronic data processing systems.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by an IT Manager, Project Manager, IT Programmer Analyst III or other higher level management staff.

DUTIES

Reviews user/software requirements and performs analysis, design, implementation, installation and training related to new software developed and/or acquired.

Analyzes and plans systems on consultations with project leaders, users and management then documents system plan and establishes an implementation schedule.

Designs and documents systems based on business requirements and further consultation with project team.

Develops data bases, programs and procedures necessary to integrate and/or implement the system and tests system fully to determine its operational reliability.

Assists user and operating areas in implementing and supporting systems including system installation, training and troubleshooting.

Develops, modifies and maintains complex programs; monitors the operations of assigned programs; responds to problems by diagnosing and correcting errors in logic and coding.

Provides technical advice and support to users which includes: Creating ad-hoc reports, data analysis and correction, training and problem solving.

Authors highly complex web pages and templates into which user content is loaded to generate dynamic web pages.

Prepares user and technical documentation for the implementation, support and modified systems.

County of Tulare
IT PROGRAMMER ANALYST I

Perform and train others in Software and Business Application Development/Customization.

Develops staff by assisting, training, scheduling, provide guidance and direction employee and serves as an informational resource regarding policies and procedures.

Assist with the coordination of projects and the work of others to develop, test, install and modify programs.

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.)

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:

- Working knowledge of complex programming languages, web tools, scripting languages, database design, application/systems integration development (API) and operating systems.
- Requirements gathering, designing, prototyping, troubleshooting, and supporting users.
- Project Management and Business Analysis concepts.

Skill/Ability to:

- Work and communicate effectively with people of various education and socioeconomic backgrounds by respecting beliefs, interpersonal styles and behaviors of both clients and co-workers.
- Operate contemporary office equipment inclusive of computer, keyboard, and all applicable electronic equipment.
- Perform feasibility studies and programming analysis.
- Determine alternate program design approaches and facilitate most effective solution to meet user needs.
- Work independently and make necessary decisions throughout the systems process within department guidelines.
- Ability to multi-task and respond to emergency situations effectively.
- Ability to communicate using the appropriate vernacular for the intended audience.
- Coordinate projects to develop, test, install and modify programs.
- Operate contemporary office equipment inclusive of computer, keyboard, and all applicable electronic equipment.

Education:

- Associate degree in a computer related discipline.

County of Tulare
IT PROGRAMMER ANALYST I

Experience:

- Two (2) years of experience in programming and systems software support.

License or Certificate

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

DESIRABLE EMPLOYMENT STANDARDS:

Experience:

- Programming Languages: C#, BC net, Java, Python, Cold Fusion, Swift, Objective C.
- Programming IDE's: Microsoft Visual Studio, PyCharm, Eclipse, Aptana, Xcode.
- Programming Frameworks: Microsoft net, JQuery, Angular JS, Bootstrap, MVC.
- Databases: Microsoft SQL and MySQL.

License or Certificates:

- Microsoft MCSD or MCPD
- Certified Business Professional (CBAP)

[Administrative Svs Programmer-Analyst I/II] Job Code: 075612/075622, Res: 99-0869/07-0856, Adopted 11/1999
[Administrative Svs Programmer-Analyst I/II] Job Code: 075612/075622. Res: 07-XXXXm Revised 10/30/2007
[Administrative Svs Programmer-Analyst I/II] Job Code: 075612/075622 Res:16-0771, Revised 09/18/2016
[IT Programmer Analyst I] Job Code: 075612 Res:18-xxxx, Retitled/ Revised: 09/xx/2018

Supplemental Information

Overtime Status: Exempt
Probation: Six (6) months
BU: 19 (Unrepresented)

IT PROGRAMMER ANALYST III

County of Tulare

DEFINITION

The Administrative Programmer Analyst III classification is responsible to plan, organize, and supervise staff; participate in the initial planning and conducting of advanced, complex programming activities for a County wide electronic data processing system.

DISTINGUISHING CHARACTERISTICS

The IT Programmer Analyst III classification is assigned to the IT Department to assist in development and maintenance of County wide business applications and systems. The Administrative Services Programmer Analyst III has highly specialized knowledge of complex systems with county-wide impacts, such as County Property, Finance, Human Resources/Payroll system or other enterprise class application systems.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the IT Division Manager, or other higher level staff. Responsibilities include direct and indirect supervision of more junior information technology technical and support staff.

DUTIES

Analyzes user requests to determine if a new program must be created or if an existing program can be modified.

Designs, codes, tests, maintain, and documents highly complex computer programs based on user requests.

Builds highly complex user interface applications and back-end databases using expert-level skills in various web development tools, programming languages and scripting languages.

Authors highly complex web pages and complex templates into which user content is loaded to generate dynamic web pages.

Analyzes and documents user information needs or business problems and determines most effective/efficient programming solution.

Analyzes existing software and hardware systems and procedures; recommends modifications or creations of computer programs and user procedures to best meet user's needs; implements any needed changes.

Prepares user and technical documentation for the implementation, support, and running of new and/or modified systems.

Provides unique data and reports as requested by users.

Designs and develops application integration between systems.

Perform and train others in Software and Business Application Development/Customization.

Develops staff by assisting, training, scheduling, directing and monitoring employees, and serving as an informational resource regarding policies and procedures.

Provides assistance and expertise in implementing, programming, and troubleshooting systems; addressing complaints and resolving complex problems including user support.

Coordination of projects and work of others to develop, test, install and modify programs.

Supervise, train, and evaluate the performance of assigned staff.

Interacts with all levels of county personnel in a way that promotes respect, encourages cooperation, and contributes to excellent performance.

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.)

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:

- Complex programming languages, web tools, scripting languages, database design, application/systems integration development (API) and operating systems.
- Requirements gathering, designing, prototyping, troubleshooting, and supporting users.
- Principle of supervision, training, and evaluating employee.
- Project Management and Business Analysis concepts.

Skill/Ability to:

- Work and communicate effectively with people of various education and socioeconomic backgrounds by respecting beliefs, interpersonal styles and behaviors of both clients and co-workers.
- Operate contemporary office equipment inclusive of computer, keyboard, and all applicable electronic equipment.
- Maintain a consistent, high quality, customer-focused approach when conducting business and providing services or products to clients, the general public and other external customers.
- Communicate effectively using the appropriate vernacular for the intended audience.
- Effectively manage time, and resources.
- Maintain a customer focus in providing technology services.
- Utilize modern programming languages and methodologies to develop and maintain software applications.
- Maintain professional knowledge of current trends and developments in the field and apply pertinent new knowledge to performance of other responsibilities.
- Organize, prioritize, and coordinate work load of staff.

Education:

- Two years of college with course work in computer science or related field.

Experience:

- Six (6) years of experience developing and programming business applications using industry standard tools and languages. Lead or supervisory experience is highly desired.

License or Certificate

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

DESIRABLE EMPLOYMENT STANDARDS

Experience:

- Microsoft Visual Studio, net framework, MVC programming Technics, Visual Basic, C#, Java and Cold Fusion.

License or Certificate:

- Microsoft MCSD or MCPD certification is desirable.

[Administrative Srvs Programmer Analyst III] Job Code: 075632, Res: 2016-0771, Approved: 09/18/2016
[IT Programmer Analyst III] Job Code: 075632, Res: 2018-XXXX, Retitled/Revised: 09/xx/2018

Supplemental Information

Overtime Status: Exempt

Probation: Six (6) months

BU: 19 (Unrepresented)

IT PROGRAMMER ANALYST II

County of Tulare

DEFINITION

Applies expertise in programming complex programs; recommends the redesign of programs; investigates and analyzes feasibility of program requirements and develops programming specifications. Analyzes needs, designs, writes and tests new programs and applications. Assigned programs typically affect a broad area or highly complex systems. Works independently under specified objectives; applies knowledge of pertinent system software, hardware, work processes, regulations and management practices, apprising supervisor about progress and unusual complications. Modifies and adapts precedent solutions and proven approaches.

DISTINGUISHING CHARACTERISTICS

The II level is the advanced journey level classification in the series. Incumbents in this classification work with a high degree of independence and are expected to demonstrate self-motivation, time management, and strong organizational and communications skills. The II level may be assigned to lead county-wide teams, committees, and projects.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by an IT Manager, Project Manager, IT Programmer Analyst III or other higher level management staff.

The IT Programmer Analyst II may provide lead guidance and direction to more junior level Programmer Analysts, other technical staff and/or project teams.

DUTIES

Reviews user/software requirements and performs analysis, design, implementation, installation and training related to new software developed and/or acquired.

Analyzes and plans systems on consultations with project leaders, users and management then documents system plan and establishes an implementation schedule.

Designs and documents systems based on business requirements and further consultation with project team.

Develops data bases, programs and procedures necessary to integrate and/or implement the system and tests system fully to determine its operational reliability.

Assists user and operating areas in implementing and supporting systems including system installation, training and troubleshooting.

Develops, modifies and maintains complex programs; monitors the operations of assigned programs; responses to problems by diagnosing and correcting errors in logic and coding.

Provides technical advice and support to users which includes: Creating ad-hoc reports, data analysis and correction, training and problem solving.

Authors highly complex web pages and templates into which user content is loaded to generate dynamic web pages.

Prepares user and technical documentation for the implementation, support and modified systems.

Perform and train others in Software and Business Application Development/Customization.

Develops staff by assisting, training, scheduling, provide guidance and direction employee and serves as an informational resource regarding policies and procedures.

Assist with the coordination of projects and the work of others to develop, test, install and modify programs.

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.)

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:

- Working knowledge of complex programming languages, web tools, scripting languages, database design, application/systems integration development (API) and operating systems.
- Requirements gathering, designing, prototyping, troubleshooting, and supporting users.
- Project Management and Business Analysis concepts.

Skill/Ability to:

- Work and communicate effectively with people of various education and socioeconomic backgrounds by respecting beliefs, interpersonal styles and behaviors of both clients and co-workers.
- Operate contemporary office equipment inclusive of computer, keyboard, and all applicable electronic equipment.
- Perform feasibility studies and programming analysis.
- Determine alternate program design approaches and facilitate most effective solution to meet user needs.
- Work independently and make necessary decisions throughout the systems process within department guidelines.
- Ability to multi-task and respond to emergency situations effectively.
- Ability to communicate using the appropriate vernacular for the intended audience.
- Coordinate projects to develop, test, install and modify programs.
- Operate contemporary office equipment inclusive of computer, keyboard, and all applicable electronic equipment.

Education:

- Associate degree in a computer related discipline.

Experience:

- Five (5) years of experience in complex systems architecture, programming systems software, and software support.

License or Certificate

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

DESIRABLE EMPLOYMENT STANDARDS:

Experience:

- Programming Languages: C#, BC net, Java, Python, Cold Fusion, Swift, Objective C.
- Programming IDE's: Microsoft Visual Studio, PyCharm, Eclipse, Aptana, Xcode.
- Programming Frameworks: Microsoft net, JQuery, Angular JS, Bootstrap, MVC.
- Databases: Microsoft SQL and MySQL.

License or Certificates:

- Microsoft MCSD or MCPD
- Certified Business Professional (CBAP)

[Administrative Svs Programmer Analyst I/II] Job Code: 075612/075622, Res: 99-0869/07-0856, Adopted 11/1999
[Administrative Svs Programmer Analyst I/II] Job Code: 075612/075622, Res: 07-XXXX, Revised 10/30/2007
[Administrative Svs Programmer Analyst I/II] Job Code: 075612/075622, Res: 16-0771, Revised 09/18/2016
[IT Programmer Analyst II] Job Code:075622. Res: 18-XXXX, Retitled/Revised: 09/xx/2018

Supplemental Information

Overtime Status: Exempt

Probation: Six (6) months

BU: 19 (Unrepresented)

IT SECURITY ADMINISTRATOR I

County of Tulare

DEFINITION

To plan and implement overall strategic goals of the County's security systems, carry out assigned security related tasks, produce security reports and audit responses to ensure that departments and workgroups remain compliant with applicable regulations, and perform scheduled maintenance on the systems. Reviews project plans and advises IT Managers of security and privacy impacts.

DISTINGUISHING CHARACTERISTICS

The Security Administrator I represents the entry level for this position series. Individuals work under supervision to learn all aspects of the County Security systems.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by a Manager or higher level staff.

DUTIES

Perform daily, weekly and monthly security administration tasks relative to protection of data and ensure production system availability.

Assume the role of security monitor using monitoring tools.

Perform trouble shooting.

Perform observational tasks and make recommendations for, and conduct, proactive maintenance.

Apply changes in a scheduled manner to ensure client's impact is minimized.

Perform some networking changes needed for security hardware installations, and respond to security alerts and notifications.

Collaborate with a cross-functional team to handle security incidents, investigate suspicious network activity, perform investigations of staff network activity and perform security systems diagnostics as well as problem resolution, design, implementation and administration of network security control tools.

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.)

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:

- Possess familiarity with standard concepts, practices, and procedures within the security operations field.

- Understands and is familiar with IP networking, VPN, Cisco PIX firewalls, switches, and routers.
- Current security incidents, threats, and available tools for information security.
- Implementing and supporting Windows servers and and perform administrative tasks within Microsoft Active Directory.

Skill/Ability to:

- Manage technical security controls, implement and maintain security solutions, apply security policy, perform security assessments and take actions to mitigate risk.
- Review agreements and contracts that include technical requirements.
- Establish methods or solutions for meeting project requirements.
- Make recommendations to improve and protect the security of the client's information, networks, systems, and use end-point and malware security software.
- Manage multiple projects and daily work load at the same time.
- Provide excellent customer service and possess strong interpersonal and communication skills.

Education:

- Equivalent to completion of two years of college course work in computer science, information technology or related field.

Experience:

- Sufficient work experience to provide knowledge of security administration, security design, and networking.

License or Certificate

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

DESIRABLE EMPLOYMENT STANDARDS

License or Certificates:

- Completion of any of the following certification programs: Certified Information Systems Security Professional (CISSP), Systems Security Certified Practitioner (SSCP), Certified Computer Security Incident Handler (CSIH), Global Information Assurance Certification (GIAC).
- Cisco Certified Network Associate (CCNA), Microsoft Certified Professional (MCP Cisco Certified Internet Engineer (CCIE), Certified Voice Professional (CCVP), Cisco Certified Network Professional (CCNP).

[IT Security Administrator] Job Code: 098410/098420, Res:#2008-0639, Approved: 08/26/2008
[IT Security Administrator] Job Code: 098410, Res: #xx-xxxx, Approved: 09/xx/2018

Supplemental Information

Overtime Status: Exempt

Probation: Six (6) months

BU: Level I: 07

IT SECURITY ADMINISTRATOR II

County of Tulare

DEFINITION

To plan and implement overall strategic goals of the County's security systems, carry out assigned security related tasks, produce security reports and audit responses to ensure that departments and workgroups remain compliant with applicable regulations, and perform scheduled maintenance on the systems. Reviews project plans and advises IT Managers of security and privacy impacts.

DISTINGUISHING CHARACTERISTICS

The Security Administrator II represents the journey level and works with more independence and on complex assignments.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by a Manager or higher level staff.

DUTIES

Perform daily, weekly and monthly security administration tasks relative to protection of data and ensure production system availability.

Assume the role of security monitor using monitoring tools.

Perform trouble shooting.

Perform observational tasks and make recommendations for, and conduct, proactive maintenance.

Apply changes in a scheduled manner to ensure client's impact is minimized.

Perform some networking changes needed for security hardware installations, and respond to security alerts and notifications.

Collaborate with a cross-functional team to handle security incidents, investigate suspicious network activity, perform investigations of staff network activity and perform security systems diagnostics as well as problem resolution, design, implementation and administration of network security control tools.

Demonstrates a clear understanding of information security and privacy laws, regulations and best practices.

Reviews project plans and advises Information Technology Managers and Supervisors of security and privacy impacts.

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.)

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:

- Possess familiarity with standard concepts, practices, and procedures within the security operations field.
- Understands and is familiar with IP networking, VPN, Cisco firewalls, switches, and routers.
- Current security incidents, threats, and available tools for information security.
- Implementing and supporting Windows servers and perform administrative tasks within Microsoft Active Directory.
- Security Management protocols and utilities.
- Standard methodology for performing security incident management tasks and activities.
- Best practices for effectively handling computer security incidents.
- Information security and privacy laws, regulations and best practices.

Skill/Ability to:

- Manage technical security controls, implement and maintain security solutions, apply security policy, perform security assessments and take actions to mitigate risk.
- Review agreements and contracts that include technical requirements.
- Establish methods or solutions for meeting project requirements.
- Make recommendations to improve and protect the security of the client's information, networks, systems and use end-point and malware security software.
- Manage multiple projects and daily work load at the same time.
- Provide excellent customer service and possess strong interpersonal and communication skills.

Education:

- Equivalent to completion of two years of college course work in computer science, information technology or related field.

Experience:

- One (1) year of experience as a Security Administrator I

Equivalency for Experience:

- Or two (2) years of experience in Security Administration, Security Design and construction of LAN, WAN and VoIP.

License or Certificate

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

DESIRABLE EMPLOYMENT STANDARDS

License or Certificates:

- Completion of any of the following certification programs: Certified Information Systems Security Professional (CISSP), Systems Security Certified Practitioner (SSCP), Certified Computer Security Incident Handler (CSIH), Global Information Assurance Certification (GIAC).
- Cisco Certified Network Associate (CCNA), Microsoft Certified Professional (MCP), Cisco Certified Internet Engineer (CCIE), Certified Voice Professional (CCVP), Cisco Certified Network Professional (CCNP).

[IT Security Administrator I/II] Job Code: 098410/098420, Res:#2008-0639, Approved: 08/26/2008
[IT Security Administrator II] Job Code: 098420, Res: #xx-xxxx, Approved: 09/xx/2018

Supplemental Information

Overtime Status: Exempt
Probation: Six (6) Months
BU: 19

NURSE – QUALITY ASSURANCE COUNTY OF TULARE

DEFINITION

Provides support, gathers data, oversight for essential clinical compliance activities, evaluates electronic medical records and provides documentation to ensure completeness, accuracy, and compliance of patient care and services standards to assure documentation accurately reflects and supports the patient visit.

SUPERVISION RECEIVED AND EXERCISED

This position is supervised by a Supervising Nurse or a higher level position.

DUTIES

Develop, implement and track quality assurance policies and procedures to ensure quality care to patients.

Identify specific topics for review including problem procedures, drugs, high volume cases, high-risk cases, or other factors.

Audit Electronic Health Records in healthcare centers, criminal justice facilities as well as subcontracted providers, applying quality assurance criteria.

Identify through focused audits potential operational and/or regulatory issues related to quality assurance in healthcare, regulatory compliance, prevention, reporting and monitoring to minimize the risk of fraud and abuse.

Evaluate records and prepare narrative reports summarizing quality assurance findings for review by management, make recommendations for changes in policies and procedures.

Prepare corrective actions for audit review findings and disseminate guidance to staff.

Assist in State and/or Federal financial reviews for compliance.

Provide technical guidance to physicians and other departmental staff in identifying and resolving issues or errors that do not conform to patient care standards, accuracy of documentation, procedures, and requirements.

Identifies training needs based on quality assurance finding, prepares training materials for Electronic Health Records, and conducts training for physicians and support staff to improve compliance and performance improvement activities.

Reviews bulletins, newsletters, and periodicals, and attends workshops to stay abreast of current issues, governing quality assurance standards; develops and updates procedures manuals to maintain standards; participate in special projects as assigned.

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.)

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, techniques and procedures used in professional nursing.
- Practices of medical quality assurance, medical terminology, medical instruments and equipment.
- Uses and effects of medicines and narcotics, safety policies and practices and capabilities and applications of electronic management information systems.
- Coding guidelines and Federal, State and local requirements for maintaining health records including HIPPA laws and regulations.

Skill/Ability to:

- Work and communicate effectively with people of various educational and socioeconomic backgrounds by respecting beliefs, interpersonal styles, and behaviors of both customers and co-workers.
- Operate contemporary office equipment inclusive of computer, keyboard, and all applicable electronic equipment.
- Ability to research and analyze data, draw conclusions, and resolve issues.
- Read, interpret, and apply policies, procedures, laws, and regulations; read and interpret medical procedures and terminology.
- Develop training materials; make group presentations.
- Train staff.
- Exercise independent judgment; prepare reports and related documents.
- Maintain working relationships with physicians and other staff.
- Ability to work independently with minimal supervision.
- Willingness to be flexible depending upon department and/or physician schedule needs.
- Ability to communicate verbally, orally or in writing with a broad spectrum of co-workers, public and others.
- Work in healthcare clinics and criminal justice facilities, working with vendors as well as subcontracted providers.

Education:

- Graduation from an accredited school of nursing. Possess and maintain active Registered Nurse certification issued by the California Board of Registered Nursing.

Experience:

- Three (3) years nursing experience as a Registered Nurse, including one (1) year in patient care and one (1) year in process improvement in a clinical setting.

License or Certificate:

- A valid Registered Nurse License issued by the California Board of Registered Nursing.
- Possession of, or ability to obtain, a valid California driver's license.

[Nurse-Quality Assurance] Job Code: 004100 Res: xx-xxxx, Updated: 08/12/14

[Nurse-Quality Assurance] Job Code: 004100, Res: xx-xxxx, Revised: 09/xx/18

Supplemental Information

Overtime Status: Eligible

Probation: Six (6) Months

BU: 06

PLANNING TECHNICIAN III

County of Tulare

DEFINITION

To perform a wide variety of paraprofessional planning related and routine office work; to assist planners in the collection and organization of planning information; and to provide planning information to the public.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the Planning Technician series. Positions in this class may be flexibly staffed and are normally filled by advancement from the lower level of Planning Technician II, or when filled from outside the County service, require prior planning technician experience. A Planning Technician III works under general supervision, and, within a framework of established procedures, is expected to perform a wide variety of general planning duties with only occasional instruction or assistance. The Planning Tech III is the advanced experience level classification in the Permit Technician series. Incumbents are expected to perform in the full range of skills and duties in building, zoning and permit issuance, including advanced level knowledge of applicable laws, codes and regulations and to provide lead supervision to subordinate personnel.

SUPERVISION RECEIVED AND EXERCISED

Immediate supervision is provided by a Planner III or higher level Department staff. Technical or functional supervision may be provided by a Planner II or higher level Department staff.

DUTIES

May include, but are not necessary limited to:

Provides technical information by phone, over the counter and in writing to the public regarding land use and zoning requirements, building codes and procedures, and other related permit processes.

Assists the public in the permit application process.

Uses the Department's computerized permit system to issue minor building permits and department issued licenses.

Prepares permit files and related reports for building and planning permits.

Answers questions and request from the public, agencies, and other departments concerning the Tulare County General Plan and various ordinances related to planning.

Reviews California Environmental Quality Act (CEQA) procedures to assist planner in the preparation of CEQA documents and environmental studies.

Checks applications such as building permits, parcel maps, lot splits, zone changes, environmental assessment and agricultural preserves for completeness and compliance/non-compliance with planning related ordinances.

Assists planning staff in processing commercial and residential permit applications.

County of Tulare
PLANNING TECHNICIAN III

Reviews plans and issues over-the-counter permits for minor construction projects such as patios, fences, pools and signs.

Operates a variety of office equipment, including computers and peripheral equipment, filing and general office work.

input and retrieve data from automated systems; use computer software to create memos and reports and perform mathematical computations.

Provides backup on answering department phones.

May assist in making public presentations.

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.)

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:

- General understanding of planning and zoning laws, Subdivision Map Act, CEQA; zoning and land division procedures; building related codes and ordinances enforceable by the County.
- General understanding of the Tulare County General Plan.
- Basic principles relating to land use planning; basic math to compute averages, percentages, land areas, and distances.
- Alpha/numeric filing systems; basic office procedures and record keeping; proper English grammar, spelling and usage.

Skill/Ability to:

- Work and communicate effectively with people of various education and socioeconomic backgrounds by respecting beliefs, interpersonal styles and behaviors of both clients and co-workers.
- Operate contemporary office equipment inclusive of computer, keyboard, and all applicable electronic equipment.
- Read and understand ordinances and regulations pertaining to planning.
- Obtain and file information alphabetically and numerically.
- Establish and maintain effective communication with co-workers.
- Convey ideas and information clearly and concisely in simple staff reports, letters, and memos using correct grammar, punctuation and spelling; recall information; proofread materials for accuracy and correct grammar.
- Follow oral and written instructions.
- Communicate with persons of various educational and socioeconomic backgrounds in a courteous and tactful manner. Read and apply ordinance codes and technical documents.
- Collect and review information for staff reports by means of field investigations and compiling raw data.
- Organize information in written and graphic formats and draw valid conclusions.
- Read maps and aerial photographs to obtain required information such as land use, distance,

County of Tulare
PLANNING TECHNICIAN III

topography.

- Organize work and establish priorities; coordinate work with employees in the department and other departments; follow and give oral and written instructions.
- Plan, prepare and present material at public meetings.
- Retain and recall procedures and regulations.

Education

- Two (2) years of college with major coursework in engineering, architecture, business administration, planning, geography or a closely related field

Experience:

- OR two years of experience equivalent to a Planning Technician II.

DESIRABLE EMPLOYMENT STANDARDS

Knowledge of: Geographic Information Systems

Skill/Ability to: Use measuring devices such as planimeters, footometers, engineering scales and architectural scales; understand engineering and building plans; compile data utilizing simple statistics.

[Planning Technician III] Job Code: XXXXXX, Res: xx-xxxx, Approved: xx/xx

Supplemental Information

Overtime Status: Eligible

Probation: Six (6) Months

BU: 03

PROPERTY MANAGER

[At-Will]

County of Tulare

DEFINITION

Under general direction, plan, organize, direct, and manage the Property Management division of the General Services Agency; Provide highly responsible technical management assistance to the Director and Assistant Director.

DISTINGUISHING CHARACTERISTICS

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

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the General Services Manager; additional direction may be received from the General Services Agency Director and Assistant General Services Director. Responsibilities include the direct and indirect supervision of professional, technical, and clerical staff.

DUTIES

Serve as part of the management team of the General Services Agency to plan, develop, organize and implement management and service delivery practices of the Property Management Division.

Prepare and administer the annual budget of the division, consistent with the goals and objectives of the County.

Develop and implement goals, objectives, policies, and priorities relating to services provided by the Division.

Direct, supervise, train, and evaluate Property Specialists responsible for executing the day-to-day activities of this division.

Prepare, schedule and monitor work assignments.

May serve on committees to address Countywide concerns.

Prepare a variety of status reports on project activities.

Prepare and make presentations to the Board of Supervisors and other groups.

Consult with the County Administrative Officer, Board members and other Departments as needed.

Prepare, negotiate and manage contracts for services and projects.

Respond to difficult and complex complaints and requests for information.

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.)

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 organization, administration, budget and personnel management.
- Principles and practices of government financial controls, procurement, building services and capital construction.
- Federal, State regulations and Tulare County Ordinances pertaining to real property acquisition, disposition, and relocation.
- Principles related to real property appraisal, acquisition, relocation and methods to describe real property.
- Legal documents necessary for the transfer of property rights.
- Escrow functions and procedures.

Skill/Ability to:

- Apply management principles to the operation of a Property Management division.
- Manage, supervise, train and evaluate subordinate staff.
- Analyze, evaluate, and modify policies, procedures and practices of the Division, including recommending changes in County policies, procedures and practices.
- Communicate clearly and concisely, orally and in writing to a wide range of audiences.
- Make oral and written presentations to departments, elected officials, and other groups.
- Collect and analyze information, draw conclusions, make and present recommendations.
- Write reports, agenda items, resolutions, letters, and correspondence for internal and external audiences.
- Maintain effective relationships with County Departments, agencies, private contractors, businesses, employees and the general public.
- Manage consultants hired to perform property appraisal and acquisition functions.
- Maintain accurate records of leased and owned real estate including lease expirations, annual rent adjustments, and insurance policy expiration dates.

Education:

- Bachelor's Degree in Public or Business Administration, Economics, Engineering, Real Estate or closely related field.

Experience:

- Five years of progressively responsible, full-time paid work experience in real estate appraisal and negotiation for the acquisition, disposition or management of real property, three years of which with a public agency.

License or Certificate:

- California Real Estate Broker's License or California Real Estate Salesperson's License.
- Valid California Driver's License.

[Property Manager] Job Code: 076502 Res: #2014-0647, Approved 09/16/2014
[Property Manager] Job Code: 076502, Res: XX-XXXX, Updated: XX/XX

Supplemental Information

Overtime Status: Exempt
Probation: Six (6) months
BU: 19

PROPERTY SPECIALIST I

County of Tulare

DEFINITION

To acquire and dispose of real property or real property rights.

DISTINGUISHING CHARACTERISTICS

This is the entry level class for the Property Specialist series. Duties are assigned on a progressive training basis, to increase in difficulty and responsibility as the individual incumbent's ability warrants. Incumbents are expected to progress toward qualification for the Property Specialist II class within a 12-month period.

SUPERVISION RECEIVED AND EXERCISED

Immediate supervision is received from the Supervising Property Specialist or higher level department management personnel.

DUTIES

Conduct negotiations to acquire property for County use.

Contact property owners and negotiate for the purchase or lease of property.

Explain need and effect of property acquisition and improvements to individuals concerned.

Prepare a variety of legal documents for execution, including deeds, reconveyances, agreements and similar documents and procedures with legal counsel.

Search records for data regarding title to and rights in property considered for acquisition or disposal.

Supply right of way information to public, private agencies and other departments.

Make field surveys, investigations and appraisals relative to properties and leases.

Prepare estimates of costs for budgeting purposes.

Coordinate property acquisition and disposal and appraisals with related departmental functions.

Maintain a complete inventory of all real property and improvements owned or leased by the County.

Assist in collection of rents and other moneys due or owed to the County from leases and agreements.

Search records of the Assessor's/Clerk-Recorder's Office, and title companies for relevant appraisal data.

Attend and participate in public hearings and other meetings involving property and right of way matters.

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.)

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:

- Basic math sufficient to assist with project estimates and expenditures.
- Professional communication techniques;
- Law pertaining to real estate purchases, sales and leases;
- Escrows, property titles, liens and encumbrances.

Skill/Ability to:

- Read, interpret and understand technical and legal documents, laws, ordinances and guidelines governing rights to acquire private property for public use;
- Adjust to changes in workload, priorities, and assignments;
- Use patience, tact and courtesy, persuasion, and self-restraint in dealing with people of various professional, educational and socio-economic backgrounds;
- Conduct research, collect and analyze data, establish facts, draw conclusions and formulate recommendations;
- Conduct research, collect and analyze data, establish facts, draw conclusions and formulate recommendations;
- Write effective letters, memoranda and reports;
- Read and interpret technical information such as property legal descriptions, blueprints, architectural drawings, and road plans;
- Keep accurate records and write clear and concise reports;
- Maintain cooperative working relationships with departmental personnel, other agencies, groups and individuals;
- Maintain accurate records of leased and owned real estate including lease expirations, annual rent adjustments, and insurance policy expiration dates.

Education:

- Graduation from an accredited college or university with major work in public or business administration, economics, engineering or a closely related field.

Experience:

- Some experience in a private or public real estate office.

License or Certificate:

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

DESIRABLE EMPLOYMENT STANDARDS

Knowledge of:

- Appraisal techniques.
- Land measurement and survey practices.

Skill ability to:

- Read and understand highway plans.
- Interpret and develop an accurate legal description of real property.
- Make accurate computations sufficient to compute amortized debt service, lease payments and property estimates

[Property Specialist I] Job Code: 076510, Res: XX-XXXX, Updated: XX/XX

Supplemental Information

Overtime Status: Exempt

Probation: Twelve (12) Months

BU: 03

PROPERTY SPECIALIST II

County of Tulare

DEFINITION

To acquire and dispose of real property or real property rights.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the Property Specialist class series. Incumbents perform technical work of average difficulty. The class differs from Property Specialist III in that it handles the duties for which general guidelines have been established.

SUPERVISION RECEIVED AND EXERCISED

General supervision is received from the Supervising Property Specialist or higher level department management personnel.

DUTIES

Conduct negotiations to acquire property for County use.

Contact property owners and negotiate for the purchase or lease of property.

Explain need and effect of property acquisition and improvements to individuals concerned.

Prepare a variety of legal documents for execution, including deeds, re-conveyances, agreements and similar documents and procedures.

Search records for data regarding title to and rights in property considered for acquisition or disposal.

Supply right of way information to public, private agencies and other departments.

Make field surveys, investigations and appraisals relative to properties and leases.

Prepare estimates of costs for budgeting purposes.

Coordinate property acquisition and disposal and appraisals with related departmental functions.

Maintain a complete inventory of all real property and improvements owned or leased by the County.

Assist in collection or payment of rents and other moneys due or owed to the County from leases and agreements.

Search records of the Assessor's/Clerk-Recorder's Office, and title companies for relevant property information.

Attend and participate in public hearings and other meetings involving property and right of way matters.

Write Board agenda items and resolutions.

Review property title reports for ownership, liens and encumbrances.

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.)

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:

- Basic math sufficient to assist with project estimates and expenditures.
- Professional communication techniques.
- Appraisal methods and procedures.
- Commercial law pertaining to real estate purchases, sales, leases, liens, and rentals.
- Legal documents and procedures pertaining to public acquisition of property.
- Negotiation techniques and practices.
- Real property financing and current loan interest rates.
- Escrows, property titles, liens and encumbrances;
- Methods of describing real property.
- Land measurements and basic surveying practices.

Skill/Ability to:

- Read, interpret and understand technical and legal documents, laws, ordinances and guidelines governing rights to acquire private property for public use.
- Adjust to changes in workload, priorities, and assignments.
- Use patience, tact and courtesy, persuasion, and self-restraint in dealing with people of various professional, educational and socio-economic backgrounds.
- Conduct research, collect and analyze data, establish facts, draw conclusions and formulate recommendations.
- Read and interpret technical information such as property legal descriptions, blueprints, architectural drawings, and road plans.
- Make accurate computations sufficient to compute amortized debt service and principle payments, lease payments and property estimates.
- Negotiate successfully with property owners, public utilities and others.
- Make presentations at public meetings.
- Keep accurate records and write clear and concise reports.
- Maintain cooperative working relationships with departmental personnel, other agencies, groups and individuals.
- Interpret and develop accurate legal descriptions of real property.
- Negotiate and coordinate tenant and property improvements.
- Maintain accurate records of leased and owned real estate including lease expirations, annual rent adjustments, and insurance policy expiration dates.
- Review and understand subdivision and tract maps, parcel maps, and license surveys.

Education:

- Graduation from an accredited college or university with major work in public or business administration, economics, engineering, real estate, or a closely related field.

Experience:

- One (1) year in appraising and negotiating for the purchase or lease of property or property rights, experience with a public agency is desirable.

License and Certificate:

- Possession of, or ability to obtain, an appropriate, valid California driver's license.
- California Real Estate Salesperson's License is desirable

[Property Specialist II] Job Code: 076520, Res: XX-XXXX, Update: XX/XX

Supplemental Information

Overtime Status: Eligible
Probation: Six (6) months
BU: 03

PROPERTY SPECIALIST III

County of Tulare

DEFINITION

To acquire and dispose of real property or real property rights.

DISTINGUISHING CHARACTERISTICS

This class is the working lead level for the Property Specialist series. An incumbent in this class will conduct the most complex property negotiations as well as plan, supervise and review the work of other Property Specialists.

SUPERVISION RECEIVED AND EXERCISED

General supervision is received from the Supervising Property Specialist or higher level department management personnel. May provide lead supervision for other Property Specialists.

DUTIES

Plan, supervise and review work assignments; coordinate property acquisition, disposal and appraisals with related departmental functions.

Develop and update property management policies and procedure.

Establish and maintain a complete inventory of all real property and improvements owned or leased by the County.

Oversee compliance of lease provisions for rented or leased property;

Assist in collection and payment of rents and other monies due or owed to the County from leases and agreements.

Make field surveys, investigations and appraisals relative to properties and leases.

Contact property owners and negotiate for the purchase or lease of property.

Search records of the Assessor's/Clerk-Recorder's Office, and title companies for relevant property information.

Direct the County's Relocation Program and provide relocation assistance.

Attend and participate in public hearings and other meetings involving property and right of way matters.

Write Board agenda items and resolutions.

Prepare legal documents including deeds, re-conveyances and agreements.

Consult legal counsel concerning complicated acquisitions, appraisals and condemnations.

Assist in preparation of division budget.

Train new staff.

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.)

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:

- Basic math sufficient to assist with project estimates and expenditures.
- Appraisal methods and procedures.
- Law pertaining to government real estate purchases, sales and leases.
- Legal documents and procedures pertaining to public acquisition of property.
- Negotiation techniques and practices.
- Real property financing and current loan interest rates.
- Title and escrow functions and procedures.
- Methods of describing real property.
- Land measurements and basic surveying practices.
- Personnel policies and supervisory practices.

Skill/Ability to:

- Read, interpret and understand technical and legal documents, laws, ordinances and guidelines governing rights to acquire private property for public use;
- Use patience, tact and courtesy, persuasion, and self-restraint in dealing with people of various professional, educational and socio-economic backgrounds.
- Plan and direct the acquisition and appraisal of real property.
- Read and interpret technical information such as property legal descriptions, blueprints, architectural drawings and road plans.
- Make accurate computations sufficient to compute amortized debt service, lease payments and property estimates.
- Supervise the activities of Property Specialists.
- Negotiate successfully with property owners and others.
- Make presentations at public meetings;
- Conduct research, collect and analyze data, establish facts, draw conclusions and formulate recommendations.
- Keep accurate records and write clear and concise reports.
- Maintain cooperative working relationships with departmental personnel, other agencies, groups and individuals.
- Interpret and develop accurate legal descriptions of real property.
- Negotiate and coordinate tenant and property improvements.
- Maintain accurate records of leased and owned real estate including lease expirations, annual rent adjustments, and insurance policy expiration dates.

Education:

- Graduation from an accredited college or university with major work in public or business administration, economics, engineering, real estate, or a closely related field.

Experience:

- Two (2) years in appraising and negotiating for the purchase or lease of property or property rights, including one year with a public agency.

License and Certificate:

- Possession of, or ability to obtain, an appropriate, valid California driver's license.
- California Real Estate Salesperson's License is desirable

[Property Specialist III] Job Code: 076530, Res: XX-XXXX, Update: XX/XX

Supplemental Information

Overtime Status: Exempt
Probation: Six (6) months
BU: 07

SUPERVISING PROPERTY SPECIALIST

County of Tulare

DEFINITION

To supervise the Property Management division of the General Services Agency.

DISTINGUISHING CHARACTERISTICS

This class is the management and supervisory level for the Property Specialist series and must possess strong organizational and supervisory skills as well as good oral and written communication skills, and a high degree of maturity, integrity, and good judgment.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the Property Manager or higher level department management personnel. Responsibilities include supervisory and administrative direction of Property Specialists I/II/III and support staff as assigned.

DUTIES

Direct the activity of a department division.

Interview and select staff.

Prepare, schedule and monitor work assignments.

Plan, develop, implement, and evaluate real property management activities, policies, and procedures.

Consult with the County Administrative Office, Board members and other Departments as needed.

Prepare and administer the annual budget of the division, consistent with the goals and objectives of the County.

Direct, supervise, train, and evaluate Property Specialists responsible for executing the day-to-day activities of this division.

May serve on committees to address Countywide concerns.

Prepare a variety of status reports on project activities.

Prepare, negotiate and manage contracts for services and projects.

Respond to difficult and complex complaints and requests for information.

Coordinate the services provided by the division with clients.

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.)

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:

- Federal, State regulations and Tulare County Ordinances pertaining to real property acquisition and relocation.
- Principles related to real property appraisal, acquisition, relocation and methods to describe real property.
- Legal documents necessary for the transfer of property rights.
- Escrow functions and procedures.
- Principles and practices of organization design, public administration, and budgeting.
- Principles and practices of personnel selection, evaluation, management, and supervision;

Skill/Ability to:

- Plan and direct the acquisition, appraisal and lease of real property.
- Read and interpret technical information such as applicable Federal, State and local laws and codes, property descriptions, blueprints, building plans, road plans, and property maps.
- Conduct research, collect and analyze data, establish facts, draw conclusions and formulate recommendations.
- Establish and maintain effective working relationships with the public, private industry, government agencies, and department staff.
- Make presentations at public meetings.
- Manage consultants hired to perform property appraisal and acquisition functions.
- Maintain accurate records of leased and owned real estate including lease expirations, annual rent adjustments, and insurance policy expiration dates.

Education:

- Bachelor's Degree in Public or Business Administration, Economics, Engineering, Real Estate or closely related field.

Experience:

- Four years progressively responsible, full-time paid work experience in real estate appraisal and negotiations for the acquisition, disposition or management of real property, two years of which with a public agency.

License or Certificate:

- California Real Estate Broker's License or California Real Estate Salesperson's License.
- Valid California Driver's License.

County of Tulare
SUPERVISING PROPERTY SPECIALIST

[Supervising Property Specialist] Job Code: 072540, Res: XX-XXXX, Updated: XX/XX

Supplemental Information

Overtime Status: Exempt

Probation: Six (6) months

BU: 19

REFUSE SITE COORDINATOR

County of Tulare

DEFINITION

To plan, coordinate and supervise the County's Solid Waste Management Program through responsible and technical staff supervision in order to manage the operations of the County's solid waste facilities.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Solid Waste Manager. Responsibilities include the direct and indirect supervision of designated staff.

DUTIES

Administer the operation of County owned and/or operated disposal sites and transfer stations.

Assist with the preparation, administration, monitoring and evaluation of the annual program and budget.

Maintain good working relationships with all County departments, staff members and other public agencies to ensure co-operation in regards to solid waste projects and resolution to any potential conflicts or issues.

Direct the disposal of refuse in the various County disposal areas to obtain maximum utilization of available space.

Develop, read, implement and maintain detailed maps of refuse site areas.

Inspect and supervise the operation of public refuse disposal areas in compliance with established standards and policies.

Assist in the planning and development of the master refuse disposal plan and in the selection and acquisition of necessary sites.

Confer with road superintendents and arrange major work projects according to availability of manpower and equipment.

Interview, select, train, assign, evaluate, promote and discipline staff; make or recommend personnel hiring decisions.

Prepare, renew, modify, and oversee PFP's bids, RFQ's, agreements, and service contracts necessary to fulfill landfill operation obligations.

Prepare requisitions for equipment, parts, and supplies.

Receive and handle inquiries and complaints pertaining to the County refuse program.

Prepare and maintain a variety of records and reports.

Oversee the collection and deposit of landfill tipping fees.

Confer with the Director and other department staff regarding long term planning, programs, policies

procedures, and operational problems.

Work with agricultural and health officials on vector control problems

Application and maintenance of annual permits.

Prepare and conduct presentations to various boards, organization, agencies and the public.

Recommend procedures to reduce expenses and increase revenues.

Coordinate the study, recommendation(s), acquisition and development of possible new disposal sites and closures of existing sites.

Perform related duties as assigned. (Essential duties may vary from position to position within this classification. Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.)

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:

- Management and operation of sanitary landfills.
- Applicable Federal and State guidelines, ordinances and regulations.
- Operation and appropriate use of heavy equipment for various land fill work.
- Movement of large quantities of earth, its compaction and drainage and other implications use by the movement of large quantities of earth.
- Project management.

Skill/Ability to:

- Work and communicate effectively with people of various education and socioeconomic backgrounds by respecting beliefs, interpersonal styles and behaviors of both clients and co-workers.
- Operate contemporary office equipment inclusive of computer, keyboard, and all applicable electronic equipment.
- Prepare and present written and oral reports.
- Evaluate and coordinate equipment and staff assignments based on site location and need.
- Work with the public to obtain cooperation in enforcement of regulations.
- Keep records on equipment, manpower and cost regarding reuse operations.
- Negotiate agreements with other agencies.
- Interpret budget and financial reports; make effective and timely decisions.
- Plan major projects and programs.

Education:

- Graduation from an accredited four-year college or university with major course work in business, or public administration, environmental studies, physical science, civil engineering or a closely related field. Qualifying experience may be substituted for the required education on a year-for-year basis.

Experience:

- Seven (7) years of increasingly responsible management and administrative experience in a public or private solid waste management facility with at least five years of that dedicated specifically to landfill management.

LICENSE OR CERTIFICATE

- Possession of, or ability to obtain, an appropriate, valid California driver's license.
- Possession of a current Hazardous Waste Operations and Emergency Response (HAZWOPER) course certificate.
- Possession of a Solid Waste Association of North America Manager of Landfill Operations Certification.

[Classification] Job Code: XXXXXX, Res: 92-0365, Approved: 12/01
[Classification] Job Code: XXXXXX, Res: XX-XXXX, Update: XX/XX

Supplemental Information

Overtime Status:

Probation:

BU:

SUPERVISING ANIMAL CARE SPECIALIST

County of Tulare

DEFINITION

This classification is responsible for supervising staff assigned to the Animal Shelter and volunteers of the Animal Services Division who oversee the day-to-day operations of the Shelter. The incumbent humanely euthanizes and disposes of dangerous, sick or injured animals using proper methods and equipment; conducts animal temperament assessments; facilitates the care and adoption of shelter animals.

DISTINGUISHING CHARACTERISTICS

This is the supervisory level classification in the Animal Shelter unit of the Animal Services Division. Incumbents have full supervisory responsibility for Shelter staff. This class is distinguished from the Animal Control Supervising Officer in that the latter is responsible for the division's Animal Licensing and Control operations.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Animal Services Division Manager or higher level management. Responsibilities include the direct and indirect supervision of Animal Services Shelter staff.

DUTIES

Plan, supervise, and evaluate the work of the Animal Services Shelter staff.

Advise staff in the interpretation and application of rules, regulations, policies, and procedures governing animal shelter operations; conduct staff meetings.

Recommends and implements approved changes to ensure operational goals are met and informs the Animal Services Manager of operational concerns and emerging issues.

Coordinates shelter activities between the community, volunteers, and departmental staff.

Assist in the development and implementation of policies and procedures.

Participate in the preparation of the annual budget.

Exhibit humane and sympathetic treatment to animals by effectively caring for and safely handling domestic animals, livestock, and wildlife; identifies ill or diseased animals and takes appropriate action.

Maintains and reviews animal intake reports, drug usage reports, and euthanasia logs; prepares reports and correspondence.

Conducts animal temperament assessments to promote successful adoptions, and develops behavior modification plans, when appropriate.

Supervises the administration of and may personally administer medications, vaccinations, and microchips.

Performs procedures to assist in the detection of rabies, parvo, leukemia and other conditions related to public health and animal welfare.

Effectively communicates with the public, Animal Services staff, volunteers and others to coordinate activities and resolve issues related to Animal Shelter activities.

Determines schedules and assigns duties to Animal Services Shelter staff.

Collects fee payments.

Attends conferences and meetings.

Resolves conflict and complaints appropriately and in a timely manner.

Assist in training Animal Shelter staff.

Develop and implement training programs in support of staff and volunteers.

Work a flexible schedule including evening and weekend hours.

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.)

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 supervising and training.
- Laws, rules, ordinances, and regulations governing the operation of animal shelters and impounding, releasing, and euthanasia of animals.
- Accepted safe, humane and efficient practices of animal care and handling of various breeds of animals.
- Techniques, methods, and medications used in the treatment of animals.
- Data collection techniques and report writing.
- Domestic animal behavior assessment techniques.
- An animal shelter or veterinary facility operations.
- Proper cash handling techniques.
- Basic mathematics.
- Correct use of the English language including spelling, grammar, and punctuation.
- Various animal breeds and their behavioral characteristics.
- Symptoms of common animal disease.
- Safe work practices related to the handling and care of animals and facilities maintenance.

Skill/Ability to:

- Work and communicate effectively with people of various education and socioeconomic backgrounds by respecting beliefs, interpersonal styles and behaviors of both clients and co-workers.

County of Tulare
SUPERVISING ANIMAL CARE SPECIALIST

- Operate contemporary office equipment inclusive of computer, keyboard, and all applicable electronic equipment.
- Supervise, train and evaluate the performance of assigned personnel.
- Learn, apply and follow appropriate rules, policies, procedures, and ordinances including those related to the licensing, adoption, quarantine, impounding, care and treatment of animals.
- Understand and follow oral and written instructions.
- Provide prompt, courteous, and responsive customer service to the public.
- Communicate clearly and concisely in person, over the telephone, and in writing.
- Organize work, determine priorities, exercise sound judgment, and complete multiple tasks with deadlines under stressful conditions.
- Plan and complete assignments independently.
- Accurately perform euthanasia of animals by injection as required or assigned;
- Perform unpleasant or emotionally difficult procedures such as preparing rabies test samples by disarticulation.
- Collect and review information on departmental activities.
- Exercise good judgment and self-restraint when operating in stressful situations.
- Use protective equipment as directed and trained.
- Work in a loud environment while exposed to animals, animal fluids, waste and smells, and pharmaceuticals.
- Retain and recall information.
- Lift, drag or carry weights up to 100 pounds.

Education:

- Equivalent to the completion of twelfth grade.

Experience:

- Five (5) years of hands-on experience handling, managing and caring for animals in a shelter facility, humane society, veterinary hospital, or similar agency.

Equivalencies for Experience:

- Thirty (30) semester or forty-five (45) quarter units of college-level coursework in Veterinary Science, Animal Science or a related field may substitute for one (1) year of the required experience.
- Or one (1) year of service as a volunteer or employment involving the coordination of volunteers may substitute for one (1) year of the required experience.

Special Note: Having and/or caring for personal or family pets will not substitute for the required experience.

License or Certificate

- Possess of, or ability to obtain an appropriate, valid California driver's license.
- Complete and pass the department's Humane Euthanasia training course pursuant to Section 2039, Title 16, California Code of Regulations, within six (6) months.

SPECIAL REQUIREMENT: Must be immunized against rabies and maintain immunity for the duration of employment.

[Supervising Animal Care Specialist] Job Code: XXXXXX; Res: 18_XXXX; Approved: XX/XX/XX

Supplemental Information

Overtime Status: TBD

Probation: TBD

BU: TBD

TRAFFIC CONTROL SUPERINTENDENT

[At-Will]

County of Tulare

DEFINITION

To plan, assign, direct and supervise the installation and maintenance of road marking and traffic control signs; determine the need for repairs; recommend a priority based repair schedule; perform related work as required.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the Chief Engineer, or higher level department management. Responsibilities include the direct and indirect supervision of traffic control personnel.

DUTIES

Assign traffic control related work to the Assistant Traffic Control Superintendent and Traffic Control Workers.

Primary responsibilities include traffic control projects, employee related matters and equipment assigned to the traffic control shop.

Review priorities and processes for ordering materials and production of new signs and traffic devices.

Ensure a regular countywide inspection schedule for all existing traffic control signs, symbols and road markings.

Take primary responsibility for traffic control projects.

Make time and cost estimates and recommend priorities and procedures for traffic control projects.

Ensure all damaged signs and markings are reported and repaired or replaced promptly and efficiently.

Perform quality control inspections; maintain a system of control and reporting on labor, materials and equipment used on individual work.

Implement and supervise proper and efficient record keeping for traffic control device system.

Receive, investigate and act on requests from the public regarding damaged or destroyed signs and/or road markings.

Work with road districts, sheriff's department, fire department and any other entity to ensure the public's safety on the road.

Implement the California Manual of Uniform Traffic Control Devices (CAMUTCD) including current changes, updates and revisions to the manual.

Supervise, train and evaluate assigned personnel; interview and hire candidates for crew vacancies; prepare and review performance.

Evaluations reports; counsel employees and administer disciplinary measures including suspension or dismissal; review and evaluate proposed traffic control projects.

Identify project costs and prepare and submit budget recommendations and monitor budget allocations.

Promote the acceptance of safe work practices.

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.)

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:

- California MUCTD regulations pertaining to installation of traffic control signs and other devices
- Sign construction materials, methods of fabrication, installation and repair.
- County safety regulations and work practices; principles of personnel management.
- Methods of budget preparation.

Skill/Ability to:

- Work and communicate effectively with people of various education and socioeconomic backgrounds by respecting beliefs, interpersonal styles and behaviors of both clients and co-workers.
- Operate contemporary office equipment inclusive of computer, keyboard, and all applicable electronic equipment.
- Write and print clearly, uniformly and legibly.
- Accurately post figures to various ledgers, documents and records.
- Proofread for errors in numbers, grammar and spelling.
- Read and compare information in reports, memos, lists and forms.
- Reconcile work daily.
- Deal tactfully with the public and other employees.
- Organize work in proper step-by-step order.
- Remain flexible to changes in workloads and stress of meeting deadlines.
- Follow verbal and written instructions.

Education:

- Equivalent to completion of the twelfth grade.

Experience:

- Five (5) years of related experience with a broad background in making, installing and maintaining road marking and traffic control signs with at least two (2) years of which were in a supervisory capacity equivalent to that of a Traffic Control Supervisor or Assistant Traffic Control Superintendent.

License or Certificate

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

DESIRABLE EMPLOYMENT STANDARDS

- Prepare and operate a sign manufacturing machine; sketch simple diagrams.

[Traffic Control Superintendent] Job Code: 039900, Res: #2014-0647, Approved 09/16/2014

Supplemental Information

Overtime Status: Exempt

Probation: {At-Will}

BU: 19

VETERINARY TECHNICIAN

County of Tulare

DEFINITION

Under direction, provides routine paramedical services to animals in the care of Tulare County Animal Services.

DISTINGUISHING CHARACTERISTICS

A Veterinary Technician prepares vaccines and serums for illness prevention, prepares tissue samples, takes blood samples, executes laboratory tests such as urinalysis and blood counts, cleans and sterilizes instruments and materials in order to maintain equipment and machines.

SUPERVISION RECEIVED AND EXERCISED

Direct and indirect technical supervision is provided by a licensed Veterinarian. General supervision is provided by the Supervising Animal Control Officer or higher level management.

DUTIES

Checks and monitors the general health of all shelter animals.

Receives injured or sick animals brought to the shelter and makes preliminary assessments by observing the behavior and conditions of the animals and monitoring their clinical symptoms.

Provide information and counseling regarding issues such as animal health care, behavior problems, and nutrition.

Provide assistance with animal euthanasia and the disposal of remains.

Dress and suture wounds and apply splints and other protective devices.

Conduct general health assessments of animals prior to administering vaccines.

Bathe animals, clip nails or claws, and brush and cut animals' hair.

Prepare treatment rooms and animals for procedures.

Monitor and care for the conditions of animals recovering from offsite procedures.

Prepare and administer medications, vaccines, serums, and treatments as prescribed by a Veterinarian.

At the direction of a Veterinarian, performs laboratory tests on blood, urine, and feces, such as urinalyses and blood counts, to assist in the diagnosis and treatment of animal health problems; collects, prepares, and labels samples for laboratory testing, culture or microscopic examination.

Administer emergency first aid, such as performing emergency resuscitation or other lifesaving procedures.

Clean and sterilize instruments, equipment, and materials.

Provide veterinarians with the correct equipment and instruments as needed.

Take and develop diagnostic radiographs using x-ray equipment.

Maintain laboratory, research, and treatment records, as well as inventories of pharmaceuticals, equipment, and supplies.

Give enemas and perform catheterizations, ear flushes, intravenous feeding, and gavages.

Clean kennels, animal holding areas, procedure rooms, and animal loading/unloading facilities to control the spread of disease.

Maintain instruments, equipment, and machinery to ensure proper working conditions.

Work closely and collaboratively with internal and external programs within the agency and community.

Coordinates necessary medical information and assists staff in selecting animals suitable for adoption.

Provides expert witness testimony in court cases related to animal cruelty and neglect.

Maintains medical records and files.

Perform a variety of office, clerical and accounting duties.

Perform related duties as assigned. (Essential duties may vary from position to position within this classification. Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.)

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 processes for providing customer service.
- Basic math.
- Information and techniques needed to diagnose and treat animal injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions and preventive health-care measures.
- Understand chemical composition, structure, and properties of substances and the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques and disposal methods.

Skill/Ability to:

- Work and communicate effectively with people of various education and socioeconomic backgrounds by respecting beliefs, interpersonal styles, and behaviors of both clients and co-workers.

- Recognize breed identification.
- Handle animals safely.
- Use tact, discretion, initiative and independent judgment within established guidelines.
- Organize work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Communicate effectively, both orally and in writing.
- Conduct euthanasia of animals.
- Understand and carry out oral and written instructions.
- Establish priorities, meet deadlines, and remain flexible and tolerant of changes in workload and assignments.
- Write clear, concise, grammatically correct reports, letters, notes, and memos.

Education:

- High school diploma or GED equivalency.

Experience:

- One (1) year of experience working with a variety of animals in an animal shelter, kennel, or a veterinary office or hospital.

Equivalencies: None

** Special Note: Having and/or caring for personal or family pets will not substitute for the required experience.

License or Certificate

- Possession of, or ability to obtain, an appropriate, valid California driver's license.
- Complete and pass the department's Humane Euthanasia training course pursuant to Section 2039, Title 16, California code of Regulations, within six (6) months.

SPECIAL REQUIREMENT: Must be immunized against rabies and maintain immunity for the duration of employment.

DESIRABLE EMPLOYMENT STANDARDS

License or Certificate: Possession of a valid and current certification as a Registered Veterinary Technician (RVT) issued by the Veterinary Medical Board of the State of California.

[Registered Veterinary Technician] Job Code: 095400; Res: 07-xxxx, Approved: 2007, Revised 06/20/2017
[Veterinary Technician] (Retitled) Job Code: 095400; Res: 18-xxxx, Approved: 2008; Revised: 09/xx/2018

Supplemental Information
Overtime Status: Eligible
Probation: Six (6) Months
BU: 03

ATTACHMENT "D"

(Government and Fiduciary Fund Tables)

General Fund Balance Summary

GASB 54 (1) Classification (2)	2018 Total General Fund (3)	2017 Total General Fund	2016 Total General Fund	2015 Total General Fund
Nonspendable	\$9,287,000	\$6,805,000	\$1,849,000	\$1,672,000
Restricted	\$71,675,000	\$52,072,000	\$45,270,000	\$37,189,000
Committed	\$44,446,000	\$39,359,000	\$14,524,000	\$15,430,000
Assigned	\$13,473,000	\$20,732,000	-	-
Unassigned	\$49,662,000	\$49,238,000	\$84,868,000	\$73,325,000
Total Fund Balance	\$188,543,000	\$168,206,000	\$146,511,000	\$127,616,000

(1) GASB Statement No.54 is the Standard for Fund Balance Reporting and Governmental Fund Type

(2) Definitions of Classifications:

Nonspendable - Amounts not in spendable form (i.e. prepaid items), or amounts legally or contractually required to be maintained intact.

Restricted - Amounts restricted by external parties (i.e. grant proceeds, laws/regulations of other governments).

Committed - Amounts committed by the Board for a specific purpose. These committed amounts cannot be used for any other purposes unless the Board removes or changes the specified use by a board agenda item. The board must commit funds prior to the end of the reporting period to be considered committed in that years financials.

Assigned - Amounts earmarked by the CAO. The intent can be informally expressed by the CAO (i.e. memo).

Unassigned - Amounts available for any purpose.

(3) Total General Fund represents the General Fund (001) plus Other General Funds (Trust Funds, Teeter and TRAN) amounts. See Attachment 5.

Governmental and Fiduciary Funds Summary

Ending Cash Balance as of 06/30/2018

Agency/Department/Office	Governmental Fund Group				Fiduciary
	Assigned	Committed	Unassigned	Restricted	Held for Others
Agricultural Commissioner				\$ 32,079	\$ 28,612
Assessor/Clerk-Recorder			\$ (179)	\$ 9,484,199	\$ 741,985
Auditor-Controller/Treasurer-Tax Collector	\$ 1,141,954		\$ 28,518	\$ 3,021,444	\$ 7,532,552
Child Support Services				\$ 2,316,269	
County Administrative Office	\$ 15,916,231				
District Attorney's Office			\$ 223,930	\$ 534,402	\$ 2,562,850
General Services Agency	\$ 381,366	\$ 2,452,332		\$ 189	
Health & Human Services Agency		\$ 144,150		\$ 65,127,832	\$ 558,350
Human Resources & Development					\$ 1,892,647
Library				\$ 20,122	
Probation Office	\$ 5,769			\$ 25,379,911	\$ 993,966
Public Defender Office				\$ 1,163,385	\$ 21,608
Retirement Office					\$ 7,309,983
Resource Management Agency		\$ 261,467	\$ 112,317	\$ 1,352,901	\$ 1,335,719
Sheriff-Coroner Office		\$ 247,702		\$ 8,912,531	\$ -
Tulare County Association of Government				\$ 99,320	\$ 12,942,793
Information & Communications Technology		\$ 13,635,566			
Tulare County Law Library					\$ 534,300
Grand Total	\$ 17,445,319	\$ 16,741,217	\$ 364,586	\$ 117,444,585	\$ 36,455,366

County of Tulare - Auditor Controller Office

Government and Fiduciary Funds

By Agency/Department/Office

Ending cash balances as of June 30, 2018

Fund	Fund Group	Fund Name	Cash balance as of 06/30/2018	Classification
Agricultural Commissioner				
512	Fiduciary	Agricultural Commissioner - CDFA Bait Surcharge	28,611.80	Held for Others
458	Governmental	Range Improvement Grazing D#1	32,079.08	Restricted
Agricultural Commissioner Total			60,690.88	
Assessor/Clerk Recorder				
598	Fiduciary	SB2 Affordable Housing Fee	741,985.01	Held for Others
411	Governmental	Micrographics	8,722,536.92	Restricted
457	Governmental	Social Security Truncation	347,781.92	Restricted
503	Governmental	Vital and Health Statistic	9,888.25	Restricted
417	Governmental	AB 818	403,991.89	Restricted
459	Governmental	Real Property Transfer Tax	(179.30)	Unassigned
Assessor/Clerk Recorder Total			10,226,004.69	
Auditor-Controller/Treasurer-Tax Collector				
404	Fiduciary	Auditors	15,593.43	Held for Others
405	Fiduciary	Home Owners Tax Exemption Tr	1,494.35	Held for Others
564	Fiduciary	Emergency Medical Air Transportation Act	23,053.59	Held for Others
414	Fiduciary	Deceased Trust Probate	35,143.77	Held for Others
427	Fiduciary	Public Safety Augmentation Fd	0.00	Held for Others
429	Fiduciary	Incorp Cities & States Fines	95,353.47	Held for Others
416	Fiduciary	DNA Identification Fund	23,973.35	Held for Others
464	Fiduciary	Courthouse Temp. Construction	732,236.52	Held for Others
465	Fiduciary	State Fund	17,911.00	Held for Others
469	Fiduciary	State Sales Tax	17,368.24	Held for Others
470	Fiduciary	Dinuba Courthouse Construction	3,547,842.31	Held for Others
499	Fiduciary	Treasury - Minor Beneficiary	8,132.29	Held for Others
501	Fiduciary	Tax Collectors Deposits in Transit	(1,149,991.48)	Held for Others
519	Fiduciary	Education Rev Augmentation Fd	194,655.92	Held for Others
548	Fiduciary	DNA Penalty Assessment Ab1806	178,091.16	Held for Others
573	Fiduciary	Redemption Reserve Trust Tc/Tr	1,253,077.52	Held for Others
574	Fiduciary	PIMS Trust Tc/Tr	898,802.84	Held for Others
575	Fiduciary	Tax Collector - Map Clearances	683,214.62	Held for Others
578	Fiduciary	Tax Collector Mobile Home Clearances	34,785.10	Held for Others
579	Fiduciary	Tax Collector - Bulk Transfers & Bankruptcie	90,978.54	Held for Others
582	Fiduciary	Tax Collector - Misc	830,834.99	Held for Others
583	Fiduciary	SJVA Investment Fund	0.77	Held for Others
444	Governmental	DUI Laboratory	68,827.54	Restricted
590	Governmental	Local Revenue Fund 2011 (AB118)	2,893,797.23	Restricted
476	Governmental	TRAN Proceeds	0.00	Unassigned
477	Governmental	Officers Cash Overage	28,517.82	Unassigned
482	Governmental	Treasurers	58,819.38	Restricted
527	Governmental	Vehicle Internal Borrowing	1,141,953.77	Assigned
541	Governmental	Supplemental Law Enforcement Services	0.00	Restricted
463	Governmental	Criminal Justice Facility	251,436.54	Debt Service
Auditor-Controller/Treasurer-Tax Collector Total			11,975,904.58	
Child Support Services				
418	Governmental	Child Support Federal Fund	0.00	Restricted
581	Governmental	Child Support ADM/INCENTIVE	2,316,269.40	Restricted
Child Support Services Total			2,316,269.40	
County Administrative Office				
533	Governmental	Elections Trust Fund	3,638,526.55	Assigned
585	Governmental	Future Economic Development	5,810,276.01	Assigned
586	Governmental	Step-Up	467,428.77	Assigned
592	Governmental	Litigation Trust Fund	6,000,000.00	Assigned
593	Governmental	Pension Stabilization Trust	0.00	Assigned
County Administrative Office Total			15,916,231.33	
District Attorney Office				
555	Fiduciary	Asset Forfeiture NTF	6,980.60	Held for Others
407	Fiduciary	Victim_ WIT Funeral_ Burial Fund	29,208.62	Held for Others
408	Fiduciary	Automobile Insurance Fraud	121.27	Held for Others

County of Tulare - Auditor Controller Office

Government and Fiduciary Funds

By Agency/Department/Office

Ending cash balances as of June 30, 2018

Fund	Fund Group	Fund Name	Cash balance as of 06/30/2018	Classification
409	Fiduciary	Workers Comp Fraud	212.98	Held for Others
423	Fiduciary	Consumer Fraud	2,133,686.29	Held for Others
437	Fiduciary	Victim Witness Assistance	392,640.69	Held for Others
451	Fiduciary	Phil Cline Victim's	0.00	Held for Others
475	Fiduciary	Life & Annuity Program	0.01	Held for Others
528	Governmental	DMV Auto Theft	329,545.31	Restricted
479	Governmental	Supplemental Law Enforcement Services COPS	123,835.61	Restricted
500	Governmental	Asset Forfeiture	217,481.82	Unassigned
545	Governmental	Special Projects	6,448.58	Unassigned
554	Governmental	Real Estate Fraud Protection	81,021.33	Restricted
District Attorney Office Total			3,321,183.11	
General Services Agency				
432	Governmental	Harmon Field Clean-Up	188.81	Restricted
522	Governmental	Future Construction	381,365.64	Assigned
596	Governmental	Building and Property Improvement	2,452,331.67	Committed
580	Proprietary	Energy Management Contr (081)	1,175,024.60	ISF
General Services Agency Total			4,008,910.72	
Health and Human Services Agency				
467	Fiduciary	State Trust surcharge of Vital Stats & Environmental Health	103,122.86	Held for Others
498	Fiduciary	IHSS Trust	80,352.88	Held for Others
506	Fiduciary	K/T Area Agency on Aging Assets	324,058.51	Held for Others
518	Fiduciary	Public Health Preparedness	45,689.79	Held for Others
559	Fiduciary	Public Health Emergency Response	2,557.51	Held for Others
562	Fiduciary	Public Health Emergency Response Phase III	2,568.88	Held for Others
412	Governmental	County Children	83,580.18	Restricted
413	Governmental	Conditional Release Prog-MH	26,039.69	Restricted
415	Governmental	Domestic Violence Program	20,490.95	Restricted
424	Governmental	MHSA Local Prudent Reserve	10,076,392.94	Restricted
425	Governmental	Alcohol & Drug Prior Year Unexpended	4,488,848.14	Restricted
434	Governmental	Aids Education	81,635.91	Restricted
435	Governmental	Drug Prevention	170,899.22	Restricted
436	Governmental	Alcohol Prevention	667,796.59	Restricted
438	Governmental	Mental Health Services Act	43,549,922.19	Restricted
440	Governmental	Alcohol Trust Statham	834,135.29	Restricted
441	Governmental	First Offender Program Fees	206,457.08	Restricted
442	Governmental	Substance Abuse & Crime Prevention Act (SACPA)	0.00	Restricted
480	Governmental	Local Enforcement Agency (LEA)	186,382.02	Restricted
481	Governmental	Used Oil Recycling Block Grant	706,812.23	Restricted
511	Governmental	Environmental Litigation	249,379.27	Restricted
513	Governmental	Child Restraint System Loaner	118,624.00	Restricted
514	Governmental	Vital and Health Statistic	320,812.51	Restricted
515	Governmental	Bioterrorism Preparedness Plan	78,644.31	Restricted
524	Governmental	Proposition 99	155,576.98	Restricted
531	Governmental	Public Guardian Interest	1,756,482.65	Restricted
542	Governmental	Children's Wraparound Plan	1,202,351.18	Restricted
558	Governmental	Pandemic Influenza Healthcare Preparedness Improvements for States	10,935.12	Restricted
508	Governmental	Dairy Inspection Program	0.00	Committed
517	Governmental	Cal-Learn	0.00	Committed
567	Governmental	Emergency Medical Services	144,150.46	Committed
597	Governmental	Tobacco Control Proposition 56	135,633.86	Restricted
Health and Human Services Agency Total			65,830,333.20	
Human Resources & Deveopment				
521	Fiduciary	New Hire Insurance Premium Fun Pool	0.00	Held for Others
571	Fiduciary	Health Insurance	1,892,647.41	Held for Others
Human Resources & Deveopment Total			1,892,647.41	
Information and Communications Technology				
591	Governmental	IT Projects - County wide etc.	13,635,565.61	Committed
584	Proprietary	TCICT Equipment Replacement	0.58	Committed
TCICT Total			13,635,566.19	
Library				
447	Governmental	Library	8,526.02	Restricted
448	Governmental	George Stewart Historical Collection	11,595.82	Restricted
Library Total			20,121.84	

County of Tulare - Auditor Controller Office

Government and Fiduciary Funds

By Agency/Department/Office

Ending cash balances as of June 30, 2018

Fund	Fund Group	Fund Name	Cash balance as of 06/30/2018	Classification
Probation Office				
450	Fiduciary	Probation Officers Restitution	704,831.75	Held for Others
428	Fiduciary	Juv Inmate Welfare Benefit Fd	151,475.98	Held for Others
453	Fiduciary	PO Misc	12,140.63	Held for Others
472	Fiduciary	Title IV-E	125,517.45	Held for Others
478	Governmental	Standards In Training Ben-Prob	64,794.87	Restricted
523	Governmental	Local Community Corrections Fund	8,362,958.65	Restricted
543	Governmental	LSPF-Local Safety and Protection Fund	2,948,757.76	Restricted
546	Governmental	Community Corrections Performance Incentive Fund	329,254.43	Restricted
552	Governmental	SLESF Juvenile Justice	3,260,401.32	Restricted
446	Governmental	Probation Sustaining Fund	9,015.59	Restricted
509	Governmental	Youthful Offender Block Grant Fund (SB81)	8,803,604.74	Restricted
550	Governmental	Federal Equitable Sharing	5,768.55	Assigned
594	Governmental	Local Community Corrections Special Growth Fund	1,601,123.42	Restricted
Probation Office Total			26,379,645.14	
Public Defender Office				
454	Fiduciary	Public Defender Agency Trsut	21,608.20	Held for Others
595	Governmental	Public Defender General Purpose	1,163,384.62	Restricted
Public Defender Office Total			1,184,992.82	
Retirement Office				
421	Fiduciary	Employees Retirement	7,082,634.63	Held for Others
422	Fiduciary	TCERA Property	227,348.14	Held for Others
Retirement Office Total			7,309,982.77	
Resource Management Agency				
406	Fiduciary	Building Seismic	9,228.03	Held for Others
431	Fiduciary	Railroad Education	16,816.13	Held for Others
455	Fiduciary	Yokohol Valley General Plan Amendment	15,867.27	Held for Others
460	Fiduciary	Public Works	589,204.26	Held for Others
507	Fiduciary	SB1473 Surcharge	2,482.10	Held for Others
560	Fiduciary	Public Works Permittee Trust Min King Dairy	702,120.94	Held for Others
419	Governmental	Compliance Inspection	97,380.14	Restricted
445	Governmental	Program Income (CDBG)	49,955.89	Restricted
516	Governmental	Federal Forest Reserve	140,952.06	Restricted
530	Governmental	Ivanhoe Communtiy Drainage	30,920.00	Restricted
553	Governmental	CalHome	217,364.58	Restricted
569	Governmental	Neighborhood Stabilization Program (NSP1)	0.00	Restricted
41A	Governmental	Van Beek Brothers Enviromental Impact Review	14,995.83	Restricted
403	Governmental	Building Department	9,630.00	Unassigned
473	Governmental	Survey Monument Preservation	182,208.01	Committed
495	Governmental	Home Program Investment	420,971.54	Restricted
496	Governmental	Grants (All receipts)	380,361.36	Restricted
537	Governmental	Fish and Game Fees	102,687.16	Unassigned
561	Governmental	Eminent Domain	78,393.55	Committed
563	Governmental	Dairy Cares General Plan Amendment	865.19	Committed
Resource Management Agency Total			3,062,404.04	
Sheriff-Coroner Office				
525	Fiduciary	Sheriff's Attachment Trust Fund	0.00	Held for Others
430	Governmental	Inmate Welfare Trust	2,160,192.59	Restricted
452	Governmental	Cal-MMET (Cleu)	0.00	Restricted
456	Governmental	State Asset Forfeitures 15% Trust	78,854.68	Restricted
462	Governmental	County Prop 69 DNA Finger Printing	264.26	Restricted
466	Governmental	State INET [INET asset forfeitures]	0.00	Restricted
468	Governmental	Federal Ntf [narcotics asset forfeitures]	468,587.48	Restricted
502	Governmental	Sheriff's Automation Fund	263,866.78	Restricted
505	Governmental	Suppl Law Enforce Serv - Jails	243,053.28	Restricted
510	Governmental	Sheriff's Fleet Veh Replacement	455,226.58	Restricted
534	Governmental	Local Law Enforcement Service Acct. (LESA)	3,612,719.39	Restricted
544	Governmental	Sheriff's Local Law Enforcement Grant Sheriffs (K9)	86,384.33	Restricted
551	Governmental	Suppl Law Enf Serv Front Line	287,798.50	Restricted
568	Governmental	Narcotics Task Force State NTF	52,323.26	Restricted

County of Tulare - Auditor Controller Office

Government and Fiduciary Funds

By Agency/Department/Office

Ending cash balances as of June 30, 2018

Fund	Fund Group	Fund Name	Cash balance as of 06/30/2018	Classification
449	Governmental	Off Highway Vehicle (014)	45,237.37	Restricted
461	Governmental	Sheriff Civil Trust Fund	684,309.64	Restricted
497	Governmental	Standards & Training For Corrections	0.00	Committed
526	Governmental	Sheriff's Farm Expansion Fund	247,181.58	Committed
535	Governmental	Seized Narcotic Funds [State dist to 466 or 568]	473,713.20	Restricted
549	Governmental	State Criminal Alien Assistance Program	520.56	Committed
566	Governmental	Federal INET	0.00	Restricted
Sheriff-Coroner Office Total			9,160,233.48	
Tulare County Association of Governments				
471	Fiduciary	State Transit Assistance	2,942,676.57	Held for Others
483	Fiduciary	Dinuba Transportation Tax	225,271.50	Held for Others
484	Fiduciary	Exeter Transportation Tax	87,402.27	Held for Others
485	Fiduciary	Farmersville Transportation Tax	326,069.85	Held for Others
486	Fiduciary	Lindsay Transportation Tax	536,445.81	Held for Others
487	Fiduciary	Porterville Transportation Tax	822,075.92	Held for Others
488	Fiduciary	Tulare Transportation Tax	1,163,879.91	Held for Others
489	Fiduciary	Visalia Transportation Tax	5,092,267.37	Held for Others
490	Fiduciary	Woodlake Transportation Tax	77,426.68	Held for Others
491	Fiduciary	Tulare County Transport Tax	1,669,277.42	Held for Others
402	Governmental	Abandoned Vehicle Abatement	99,319.57	Restricted
Tulare County Association of Governments Total			13,042,112.87	
Law Library				
439	Fiduciary	Law Library Trust	534,299.94	Held for Others
Law Library Total			534,299.94	

Grand Total \$ 189,877,534

NOTES:

- 1- Governmental Funds: Used to account for activities related to serving the public
- 2- Fiduciary Funds: Used to account for financial resources held for others as trustee
- 3- Proprietary Funds: Used to account for business-type activities

Tulare County
Governmental and Fiduciary Funds - By Fund Number
Ending Cash Balances as of June 30, 2018

FUND	Fund Group	Fund Name	Cash Balance as of 06/30/2018	Classification	Responsible Department
402	Governmental	Abandoned Vehicle Abatement	99,319.57	Restricted	TCAG
403	Governmental	Building Department	9,630.00	Unassigned	RMA
404	Fiduciary	Auditors	15,593.43	Held for Others	Auditor-Controller/Treasurer-Tax Collector
405	Fiduciary	Home Owners Tax Exemption Tr	1,494.35	Held for Others	Auditor-Controller/Treasurer-Tax Collector
406	Fiduciary	Building Seismic	9,228.03	Held for Others	RMA
407	Fiduciary	Victim_ WIT Funeral Burial Fund	29,208.62	Held for Others	District Attorney's Office
408	Fiduciary	Automobile Insurance Fraud	121.27	Held for Others	District Attorney's Office
409	Fiduciary	Workers Comp Fraud	212.98	Held for Others	District Attorney's Office
41A	Governmental	Van Beek Brothers Environmental Impact Review	14,995.83	Restricted	RMA
411	Governmental	Micrographics	8,722,536.92	Restricted	Assessor/Clerk-Recorder
412	Governmental	County Children	83,580.18	Restricted	HHSA
413	Governmental	Conditional Release Prog-MH	26,039.69	Restricted	HHSA
414	Fiduciary	Deceased Trust Probate	35,143.77	Held for Others	Auditor-Controller/Treasurer-Tax Collector
415	Governmental	Domestic Violence Program	20,490.95	Restricted	HHSA
416	Fiduciary	DNA Identification Fund	23,973.35	Held for Others	Auditor-Controller/Treasurer-Tax Collector
417	Governmental	AB 818	403,991.89	Restricted	Assessor/Clerk-Recorder
418	Governmental	Child Support Federal Fund	0.00	Restricted	Child Support Services
419	Governmental	Compliance Inspection	97,380.14	Restricted	RMA
421	Fiduciary	Employees Retirement	7,082,634.63	Held for Others	Retirement
422	Fiduciary	TCERA Property	227,348.14	Held for Others	Retirement
423	Fiduciary	Consumer Fraud	2,133,686.29	Held for Others	District Attorney's Office
424	Governmental	MHSA Local Prudent Reserve	10,076,392.94	Restricted	HHSA
425	Governmental	Alcohol & Drug Prior Year Unexpended	4,488,848.14	Restricted	HHSA
427	Fiduciary	Public Safety Augmentation Fd	0.00	Held for Others	Temporary Holding Account
428	Fiduciary	Juv Inmate Welfare Benefit Fd	151,475.98	Held for Others	Probation Office
429	Fiduciary	Incorp Cities & States Fines	95,353.47	Held for Others	Auditor-Controller/Treasurer-Tax Collector
430	Governmental	Inmate Welfare Trust	2,160,192.59	Restricted	Sheriff's Office
431	Fiduciary	Railroad Education	16,816.13	Held for Others	RMA
432	Governmental	Harmon Field Clean-Up	188.81	Restricted	General Services Agency
434	Governmental	Aids Education	81,635.91	Restricted	HHSA
435	Governmental	Drug Prevention	170,899.22	Restricted	HHSA
436	Governmental	Alcohol Prevention	667,796.59	Restricted	HHSA
437	Fiduciary	Victim Witness Assistance	392,640.69	Held for Others	District Attorney's Office
438	Governmental	Mental Health Services Act	43,549,922.19	Restricted	HHSA
439	Fiduciary	Law Library Trust	534,299.94	Held for Others	Tulare County Law Library
440	Governmental	Alcohol Trust Statham	834,135.29	Restricted	HHSA
441	Governmental	First Offender Program Fees	206,457.08	Restricted	HHSA
442	Governmental	Substance Abuse & Crime Prevention Act (SACPA)	0.00	Restricted	HHSA
444	Governmental	DUI Laboratory	68,827.54	Restricted	Auditor-Controller/Treasurer-Tax Collector
445	Governmental	Program Income (CDBG)	49,955.89	Restricted	RMA
446	Governmental	Probation Sustaining Fund	9,015.59	Restricted	Probation Office
447	Governmental	Library	8,526.02	Restricted	Library
448	Governmental	George Stewart Historical Collection	11,595.82	Restricted	Library
449	Governmental	Off Highway Vehicle (014)	45,237.37	Restricted	Sheriff's Office
450	Fiduciary	Probation Officers Restitution	704,831.75	Held for Others	Probation Office
451	Fiduciary	Phil Cline Victim's	0.00	Held for Others	District Attorney's Office (Close Fund)
452	Governmental	Cal-MMET (Clew)	0.00	Restricted	Sheriff's Office
453	Fiduciary	PO Misc.	12,140.63	Held for Others	Probation Office
454	Fiduciary	Public Defender Agency Trust	21,608.20	Held for Others	Public Defender
455	Fiduciary	Yokohol Valley General Plan Amendment	15,867.27	Held for Others	RMA
456	Governmental	State Asset Forfeitures 15% Trust	78,854.68	Restricted	Probation Office
457	Governmental	Social Security Truncation	347,781.92	Restricted	Assessor/Clerk-Recorder
458	Governmental	Range Improvement Grazing D#1	32,079.08	Restricted	Agricultural Commissioner
459	Governmental	Real Property Transfer Tax	(179.30)	Unassigned	Assessor/Clerk-Recorder
460	Fiduciary	Public Works	589,204.26	Held for Others	RMA
461	Governmental	Sheriff Civil Trust Fund	684,309.64	Restricted	Sheriff's Office
462	Governmental	County Prop 69 DNA Finger Printing	264.26	Restricted	Sheriff's Office
463	Governmental	Criminal Justice Facility	251,436.54	Debt Service	Auditor-Controller/Treasurer-Tax Collector (Subfund of Debt Service 024)
464*	Fiduciary	Courthouse Temp. Construction	732,236.52	Held for Others	Auditor-Controller/Treasurer-Tax Collector
465	Fiduciary	State Fund	17,911.00	Held for Others	Auditor-Controller/Treasurer-Tax Collector
466	Governmental	State INET [INET asset forfeitures]	0.00	Restricted	Sheriff's Office
467	Fiduciary	State Trust surcharge of Vital Stats & Environmental Health	103,122.86	Held for Others	HHSA
468	Governmental	Federal Ntf [narcotics asset forfeitures]	468,587.48	Restricted	Sheriff's Office
469	Fiduciary	State Sales Tax	17,368.24	Held for Others	Auditor-Controller/Treasurer-Tax Collector
470*	Fiduciary	Dinuba Courthouse Construction	3,547,842.31	Held for Others	Auditor-Controller/Treasurer-Tax Collector
471	Fiduciary	State Transit Assistance	2,942,676.57	Held for Others	TCAG
472	Fiduciary	Title IV-E	125,517.45	Held for Others	Probation Office

Tulare County
Governmental and Fiduciary Funds - By Fund Number
Ending Cash Balances as of June 30, 2018

FUND	Fund Group	Fund Name	Cash Balance as of 06/30/2018	Classification	Responsible Department
473	Governmental	Survey Monument Preservation	182,208.01	Committed	RMA
475	Fiduciary	Life & Annuity Program	0.01	Held for Others	District Attorney's Office
476	Governmental	TRAN Proceeds	0.00	Unassigned	Auditor-Controller/Treasurer-Tax Collector
477	Governmental	Officers Cash Overage	28,517.82	Unassigned	Auditor-Controller/Treasurer-Tax Collector
478	Governmental	Standards In Training Ben-Prob	64,794.87	Restricted	Probation Office
479	Governmental	Supplemental Law Enforcement Services COPS	123,835.61	Restricted	District Attorney's Office
480	Governmental	Local Enforcement Agency (LEA)	186,382.02	Restricted	HHSA
481	Governmental	Used Oil Recycling Block Grant	706,812.23	Restricted	HHSA
482	Governmental	Treasurer	58,819.38	Restricted	Auditor-Controller/Treasurer-Tax Collector
483	Fiduciary	Dinuba Transportation Tax	225,271.50	Held for Others	TCAG
484	Fiduciary	Exeter Transportation Tax	87,402.27	Held for Others	TCAG
485	Fiduciary	Farmersville Transportation Tax	326,069.85	Held for Others	TCAG
486	Fiduciary	Lindsay Transportation Tax	536,445.81	Held for Others	TCAG
487	Fiduciary	Porterville Transportation Tax	822,075.92	Held for Others	TCAG
488	Fiduciary	Tulare Transportation Tax	1,163,879.91	Held for Others	TCAG
489	Fiduciary	Visalia Transportation Tax	5,092,267.37	Held for Others	TCAG
490	Fiduciary	Woodlake Transportation Tax	77,426.68	Held for Others	TCAG
491	Fiduciary	Tulare County Transport Tax	1,669,277.42	Held for Others	TCAG
495	Governmental	Home Program Investment	420,971.54	Restricted	RMA
496	Governmental	Grants (All receipts)	380,361.36	Restricted	RMA
497	Governmental	Standards & Training For Corrections	0.00	Committed	Sheriff's Office
498	Fiduciary	IHSS Trust	80,352.88	Held for Others	HHSA
499	Fiduciary	Treasury - Minor Beneficiary	8,132.29	Held for Others	Auditor-Controller/Treasurer-Tax Collector
500	Governmental	Asset Forfeiture	217,481.82	Unassigned	District Attorney's Office
501	Fiduciary	Tax Collectors Deposits in Transit	(1,149,991.48)	Held for Others	Auditor-Controller/Treasurer-Tax Collector
502	Governmental	Sheriff's Automation Fund	263,866.78	Restricted	Sheriff's Office
503	Governmental	Vital and Health Statistic	9,888.25	Restricted	Assessor/Clerk-Recorder
505	Governmental	Suppl Law Enforce Serv - Jails	243,053.28	Restricted	Sheriff's Office
506	Fiduciary	K/T Area Agency on Aging Assets	324,058.51	Held for Others	HHSA
507	Fiduciary	SB1473 Surcharge	2,482.10	Held for Others	RMA
508	Governmental	Dairy Inspection Program	0.00	Committed	HHSA
509	Governmental	Youthful Offender Block Grant Fund (SB81)	8,803,604.74	Restricted	Probation Office
510	Governmental	Sheriff's Fleet Veh Replacement	455,226.58	Restricted	Sheriff's Office
511	Governmental	Environmental Litigation	249,379.27	Restricted	HHSA
512	Fiduciary	Agricultural Commissioner - CDFA Bait Surcharge	28,611.80	Held for Others	Ag Commissioner
513	Governmental	Child Restraint System Loaner	118,624.00	Restricted	HHSA
514	Governmental	Vital and Health Statistic	320,812.51	Restricted	HHSA
515	Governmental	Bioterrorism Preparedness Plan	78,644.31	Restricted	HHSA
516	Governmental	Federal Forest Reserve	140,952.06	Restricted	RMA
517	Governmental	Cal-Learn	0.00	Committed	HHSA
518	Fiduciary	Public Health Preparedness	45,689.79	Held for Others	HHSA
519	Fiduciary	Education Rev Augmentation Fd	194,655.92	Held for Others	Auditor-Controller/Treasurer-Tax Collector
521	Fiduciary	New Hire Insurance Premium Fun Pool	0.00	Held for Others	HR&D
522	Governmental	Future Construction	381,365.64	Assigned	General Services Agency
523	Governmental	Local Community Corrections Fund	8,362,958.65	Restricted	Probation Office
524	Governmental	Proposition 99	155,576.98	Restricted	HHSA
525	Fiduciary	Sheriff's Attachment Trust Fund	0.00	Held for Others	Sheriff's Office
526	Governmental	Sheriff's Farm Expansion Fund	247,181.58	Committed	Sheriff's Office
527	Governmental	Vehicle Internal Borrowing	1,141,953.77	Assigned	Auditor-Controller/Treasurer-Tax Collector
528	Governmental	DMV Auto Theft	329,545.31	Restricted	District Attorney's Office
530	Governmental	Ivanhoe Community Drainage	30,920.00	Restricted	RMA
531	Governmental	Public Guardian Interest	1,756,482.65	Restricted	HHSA
533	Governmental	Elections Trust Fund	3,638,526.55	Assigned	County Administrative Office
534	Governmental	Local Law Enforcement Service Acct. (LESA)	3,612,719.39	Restricted	Sheriff's Office
535	Governmental	Seized Narcotic Funds [State dist to 466 or 568]	473,713.20	Restricted	Sheriff's Office
537	Governmental	Fish and Game Fees	102,687.16	Unassigned	RMA
541	Governmental	Supplemental Law Enforcement Services	0.00	Restricted	Auditor-Controller/Treasurer-Tax Collector
542	Governmental	Children's Wraparound Plan	1,202,351.18	Restricted	HHSA
543	Governmental	LSPF-Local Safety and Protection Fund	2,948,757.76	Restricted	Probation Office
544	Governmental	Sheriff's Local Law Enforcement Grant (K9)	86,384.33	Restricted	Sheriff's Office
545	Governmental	Special Projects	6,448.58	Unassigned	District Attorney's Office
546	Governmental	Community Corrections Performance Incentive Fund	329,254.43	Restricted	Probation Office
548	Fiduciary	DNA Penalty Assessment Ab1806	178,091.16	Held for Others	Auditor-Controller/Treasurer-Tax Collector
549	Governmental	State Criminal Alien Assistance Program	520.56	Committed	Sheriff's Office
550	Governmental	Federal Equitable Sharing	5,768.55	Assigned	Probation Office
551	Governmental	Suppl Law Enf Serv Front Line	287,798.50	Restricted	Sheriff's Office
552	Governmental	SLESF Juvenile Justice	3,260,401.32	Restricted	Probation Office
553	Governmental	CalHome	217,364.58	Restricted	RMA

Tulare County
Governmental and Fiduciary Funds - By Fund Number
Ending Cash Balances as of June 30, 2018

FUND	Fund Group	Fund Name	Cash Balance as of 06/30/2018	Classification	Responsible Department
554	Governmental	Real Estate Fraud Protection	81,021.33	Restricted	District Attorney's Office
555	Fiduciary	Asset Forfeiture NTF	6,980.60	Held for Others	District Attorney's Office
558	Governmental	Pandemic Influenza Healthcare Preparedness Improvements for States	10,935.12	Restricted	HHSA
559	Fiduciary	Public Health Emergency Response	2,557.51	Held for Others	HHSA
560	Fiduciary	Public Works Permittee Trust Min King Dairy	702,120.94	Held for Others	RMA
561	Governmental	Eminent Domain	78,393.55	Committed	RMA
562	Fiduciary	Public Health Emergency Response Phase III	2,568.88	Held for Others	HHSA
563	Governmental	Dairy Cares General Plan Amendment	865.19	Committed	RMA
564	Fiduciary	Emergency Medical Air Transportation Act	23,053.59	Held for Others	Auditor-Controller/Treasurer-Tax Collector
566	Governmental	Federal INET	0.00	Restricted	Sheriff's Office
567	Governmental	Emergency Medical Services	144,150.46	Committed	HHSA
568	Governmental	Narcotics Task Force State NTF	52,323.26	Restricted	Sheriff's Office
569	Governmental	Neighborhood Stabilization Program (NSP1)	0.00	Restricted	RMA
571	Fiduciary	Health Insurance	1,892,647.41	Held for Others	HR&D
573	Fiduciary	Redemption Reserve Trust Tc/Tr	1,253,077.52	Held for Others	Auditor-Controller/Treasurer-Tax Collector
574	Fiduciary	PIMS Trust Tc/Tr	898,802.84	Held for Others	Auditor-Controller/Treasurer-Tax Collector
575	Fiduciary	Tax Collector - Map Clearances	683,214.62	Held for Others	Auditor-Controller/Treasurer-Tax Collector
578	Fiduciary	Tax Collector Mobile Home Clearances	34,785.10	Held for Others	Auditor-Controller/Treasurer-Tax Collector
579	Fiduciary	Tax Collector - Bulk Transfers & Bankruptcies	90,978.54	Held for Others	Auditor-Controller/Treasurer-Tax Collector
580	Proprietary	Energy Management Control (081)	1,175,024.60	ISF	General Services (Sub-fund of Utilities 081)
581	Governmental	Child Support ADM/INCENTIVE	2,316,269.40	Restricted	Child Support Services
582	Fiduciary	Tax Collector - Misc.	830,834.99	Held for Others	Auditor-Controller/Treasurer-Tax Collector
583	Fiduciary	SJIA Investment Fund	0.77	Held for Others	Auditor-Controller/Treasurer-Tax Collector
584	Proprietary	TCICT Equipment Replacement	0.58	Committed	TCICT
585	Governmental	Future Economic Development	5,810,276.01	Assigned	County Administrative Office
586	Governmental	Step-Up	467,428.77	Assigned	County Administrative Office
590	Governmental	Local Revenue Fund 2011 (AB118)	2,893,797.23	Restricted	Auditor-Controller/Treasurer-Tax Collector
591	Governmental	IT Projects - County wide etc.	13,635,565.61	Committed	TCICT
592	Governmental	Litigation Trust Fund	6,000,000.00	Assigned	County Administrative Office
593	Governmental	Pension Stabilization Trust	0.00	Assigned	County Administrative Office
594	Governmental	Local Community Corrections Special Growth Fund	1,601,123.42	Restricted	Probation Office
595	Governmental	Public Defender General Purpose	1,163,384.62	Restricted	Public Defender Office
596	Governmental	Building and Property Improvement	2,452,331.67	Committed	General Services Agency
597	Governmental	Tobacco Control Proposition 56	135,633.86	Restricted	HHSA
598	Fiduciary	SB2 Affordable Housing Fee	741,985.01	Held for Others	Assessor/Clerk Recorder

Grand Total \$ 189,877,534.41

NOTE:

Governmental Funds: Used to account for activities related to serving the public

Fiduciary Funds: Used to account for financial resources held for others as trustee

Proprietary Funds: Used to account for business-type activities

*Trust Fund 464 and 470: 8/6/18 Per CAO included with Auditor's Office fund groups

County of Tulare - Auditor Controller
Estimated Fund Balance Summary of the General Fund
For the Last Five Fiscal Years
(amounts expressed in thousands)

GASB 54 Classification	Amounts as of 8/9/18		2018 Total General Fund	2017 Total General Fund	2016 Total General Fund	2015 Total General Fund	2014 Total General Fund
	General Fund (001)	Other General Fund (Trust Funds, Teeter, and TRAN)					
Nonspendable - Amounts not in spendable form (i.e. prepaid items), or amounts legally or contractually required to be maintained intact.	\$ 9,287	\$ -	\$ 9,287	\$ 6,805	\$ 1,849	\$ 1,672	\$ 395
Restricted - Amounts restricted by external parties (i.e. grant proceeds, laws/regulations of other governments).	-	71,675	71,675	52,072	45,270	37,189	34,147
Committed - Amounts committed by the Board for a specific purpose. These committed amounts cannot be used for any other purposes unless the Board removes or changes the specified use by a board agenda item. The board must commit funds prior to the end of the reporting period to be considered committed in that years financials.	28,000	16,446	44,446	39,359	14,524	15,430	880
Assigned - Amounts earmarked by the CAO. The intent can be informally expressed by the CAO (i.e. memo).	116	13,357	13,473	20,732	-	-	-
Unassigned - Amounts available for any purpose.	42,809	6,853	49,662	49,238	84,868	73,325	76,284
Total fund balance	<u>\$ 80,212</u>	<u>\$ 108,331</u>	<u>\$ 188,543</u>	<u>\$ 168,206</u>	<u>\$ 146,511</u>	<u>\$ 127,616</u>	<u>\$ 111,706</u>
		Annual dollar increase	\$ 20,337	\$ 21,695	\$ 18,895	\$ 15,910	\$ 15,221
		Annual percentage increase	12.09%	14.81%	14.81%	14.24%	15.78%

Level of Unrestricted Fund Balance in the General Fund	
The GFOA Best Practice recommends maintaining unrestricted fund balance in the General Fund of no less than two months (or no less than 15%) of operating revenues or operating expenditures, which for the County would be \$87,189 (15% of \$581,258 estimated operating revenues) for Fiscal Year 2018. However, the County's estimated level of fund balance in the General Fund for Fiscal Year 2018 is as follows:	
Total operating revenues	<u>\$ 581,258</u>
Committed fund balance	\$ 44,446
Assigned fund balance	13,473
Unassigned fund balance	49,662
Total unrestricted fund balance	<u>\$ 107,581</u>
% of operating revenues	18.51%
Therefore, the County has fund balance of \$20,392 in excess of the GFOA Best Practice minimum.	