



**Information &
Communications
Technology
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: November 6, 2018 - REVISED

| | | | | |
|---|-----|-------------------------------------|-----|-------------------------------------|
| Public Hearing Required | Yes | <input type="checkbox"/> | N/A | <input checked="" type="checkbox"/> |
| Scheduled Public Hearing w/Clerk | Yes | <input type="checkbox"/> | N/A | <input checked="" type="checkbox"/> |
| Published Notice Required | Yes | <input type="checkbox"/> | N/A | <input checked="" type="checkbox"/> |
| Advertised Published Notice | Yes | <input type="checkbox"/> | N/A | <input checked="" type="checkbox"/> |
| County Counsel Sign-Off | Yes | <input type="checkbox"/> | N/A | <input checked="" type="checkbox"/> |
| Meet & Confer Required | Yes | <input type="checkbox"/> | N/A | <input checked="" type="checkbox"/> |
| Electronic file(s) has been sent | Yes | <input checked="" type="checkbox"/> | N/A | <input type="checkbox"/> |
| Budget Transfer (Aud 308) attached | Yes | <input type="checkbox"/> | N/A | <input checked="" type="checkbox"/> |
| Personnel Resolution attached | Yes | <input type="checkbox"/> | N/A | <input checked="" type="checkbox"/> |
| Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s) | Yes | <input checked="" type="checkbox"/> | N/A | <input type="checkbox"/> |
| CONTACT PERSON: Peg Yeates PHONE: 636-4805 | | | | |

SUBJECT: Approve Personnel Resolution.

REQUEST(S):

That the Board of Supervisors:

Approve the Personnel Resolution to increase the position allocation by adding one (1) FTE Fiscal Manager Position and decrease the position allocation by deleting one (1) FTE Funding Specialist Position, effective November 11, 2018.

SUMMARY:

Tulare County's Information Communication and Technology Department (ICT) fiscal unit oversees five funds: Two Special Projects funds which fund County wide projects. The other three funds are the Information Technology Fund, Radio Fund and Telephone Fund. These funds are set up as Internal Service Funds (ISF), therefore, the health of these funds have a direct impact on all County departments.

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

The fiscal unit of ICT is currently allocated the following positions: (1) Administrative Services Officer, (3) Accountant I-II, (1) Senior Account Clerk. The fiscal unit, is responsible for providing a full range of fiscal and accounting services including cash management, accounts payable, accounts receivable, cost accounting, auditing, and fixed assets. In addition, the unit is responsible for performing rate

SUBJECT: Approve Personnel Resolution

DATE: November 6, 2018

calculations, representing the department in ISF fund audits, monitoring fund balances to ensure adequate funding levels, performing cost studies of department operations.

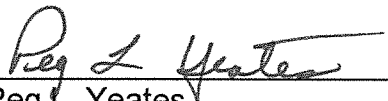
FISCAL IMPACT/FINANCING:

The total cost of adding the Fiscal Manager is covered by the deletion of the Funding Specialist FTE and the salary savings the Department has had this fiscal year. There will be further review of the Department's positions at midyear budget. There will be no Net County Cost to add the Fiscal Manager position.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

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

ADMINISTRATIVE SIGN-OFF:



Peg L. Yeates
Information & Communications Technology Director

cc: Auditor-Controller
County Administrative Office (2)
Human Resource and Development
Information Communications and Technology

Attachment(s)

Attachment A – Personnel Resolution

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

IN THE MATTER OF APPROVE)
PERSONNEL RESOLUTION) 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 _____
_____, BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST: JASON T. BRITT
COUNTY ADMINISTRATIVE OFFICER/
CLERK, BOARD OF SUPERVISORS

BY: _____
Deputy Clerk

* * * * *

Approved the Personnel Resolution to increase the position allocation by adding one (1) FTE Fiscal Manager Position and decrease the position allocation by deleting one (1) FTE Funding Specialist Position, effective November 11, 2018.

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

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

Upon Motion of _____, Seconded by _____, the following was adopted by the Board of Supervisors, at an official meeting held November 6, 2018 by the following vote:

- Ayes:
- Noes:
- Abstain:
- Absent:

Attest: Jason Britt
County Administrative Officer/
Clerk, Board of Supervisors

By: _____
Deputy Clerk

| Add, Delete, Reclassify or Amend | Effective Date | Previous Job Code | Previous Class Title | New Job Code | New Class Title | No. Of Pos | FTE | Grade | Position Number(s) | Dept ID | Job Cost Dist. No. |
|----------------------------------|----------------|-------------------|--------------------------|--------------|-----------------|------------|-----|-------|--------------------|---------|--------------------|
| Delete | 11/11/18 | 013120 | IT Funding Specialist II | | | 1 | 1 | 308 | 06579 | 090000 | 0902900 |
| Add | 11/11/18 | 026100 | Fiscal Manager | | | 1 | 1 | 400 | **** | 090000 | 0902900 |
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Explanation:
Deletion of one (1) IT Funding Specialist II allocated position with TCiCT. This is a vacant position.

Addition of one (1) Fiscal Manager position to TCiCT's allocation.