



**Sheriff's Office
COUNTY OF TULARE
AGENDA ITEM**

BOARD OF SUPERVISORS

KUYLER CROCKER
District One
PETE VANDER POEL
District Two
AMY SHUKLIAN
District Three
EDDIE VALERO
District Four
DENNIS TOWNSEND
District Five

AGENDA DATE: January 29, 2019

Public Hearing Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Published Notice Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Advertised Published Notice	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Meet & Confer Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Personnel Resolution attached	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
CONTACT PERSON: Terrie Saenz, Fiscal Manager PHONE: (559) 802-9450				

SUBJECT: Amend Job Code 077400 - Sheriff's Community Liaison Specialist in the Sheriff's Position Allocation Listing.

REQUEST(S):
That the Board of Supervisors:
Approve a Personnel Resolution amending job code 077400 - Sheriff's Community Liaison Specialist from Unrepresentative Bargaining Unit 21 to Bargaining Unit 01 represented by SEIU, effective February 02, 2019.

SUMMARY:
The Tulare County Sheriff's Office, Employee Public Relations Unit (EPRU) professionally serves Tulare County residents and media partners with accurate and timely information related to critical incidents, providing transparency and safety to the community without jeopardizing the integrity of investigations conducted by the Tulare County Sheriff's Office.

Sheriff's staff assigned to the EPRU Unit rotates being on-call on evenings and weekends for availability to perform duties when a critical incident arises to release significant information to the media ensuring continuity and proper dissemination in the form of news releases, personal interviews, or news conferences.

Currently job code 077400 – Sheriff's Community Liaison Specialist is assigned to Unrepresentative Bargaining Unit 21, however, the Sheriff's Office is requesting this job code be assigned to Bargaining Unit 01 represented by SEIU so that this position can receive on-call compensation at the rate of 15% to respond to crime scenes, disaster scenes and other critical law enforcement operational scenes to assist the Sheriff and on-scene commanders with information dissemination to the media.

SUBJECT: Amend Job Code 077400 - Sheriff's Community Liaison Specialist in the Sheriff's Position Allocation Listing.

DATE: January 29, 2019

Additionally, Bargaining Unit 01 includes bilingual pay at a flat rate of \$0.50 per hour based on the employee's use of a non-English language as part of the regular job duties. Oral and written translations are a major component of this job code due to the large majority of resident in Tulare County that only speak Spanish.


FISCAL IMPACT/FINANCING:

The Sheriff's Office operating budget will absorb the cost of the on-call compensation at the rate of 15% of their hourly equivalent of their regular bi-weekly salary and \$0.50 per hour for bi-lingual compensation for job code 077400 – Sheriff's Community Liaison Specialist. It is estimated that annual cost for on-call compensation will be approximately \$12,000. The annual cost for bi-lingual compensation will be \$1,040. There is no net County cost to the General Fund.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

The County's strategic plan includes the Safety and Security initiative. This request will allow all staff in the Sheriff's EPRU Unit to provide an essential service by distributing information in a timely matter to news media and County citizens during a time of crisis.

ADMINISTRATIVE SIGN-OFF:


Mike Boudreaux
Sheriff - Coroner

cc: County Administrative Office
Human Resources & Development

Attachment(s) Personnel Resolution

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

IN THE MATTER OF AMEND JOB CODE)
077400 – SHERIFF’S COMMUNITY) Resolution No. _____
LIAISON SPECIALIST IN THE SHERIFF’S) Agreement No. _____
POSITION ALLOCATION LISTING)

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 a personnel resolution amending job code 077400 - Sheriff’s Community Liaison Specialist from Unrepresentative Bargaining Unit 21 to Bargaining Unit 01 represented by SEIU, effective February 02, 2019.

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

IN THE MATTER OF AMENDING THE)
POSITION ALLOCATION LISTING) Resolution No. 2019-

Upon Motion of Supervisor (Name), Seconded by Supervisor (Name), the following was adopted by the Board of Supervisors, at an official meeting held January 29, 2019 by the following vote:

Ayes:
Noes:
Abstain:
Absent:

Attest: Jason T. 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.
Amend	2/3/2019	077400	Sheriff's Community Liaison Spec	077400	Sheriff's Community Liaison Spec	1	1	821	10310	240103	2402125

Explanation: Amending job code 077400 – Sheriff's Community Liaison Specialist to move from BU 21 to BU 01 which is represented by SEIU.

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

**IN THE MATTER OF NEW OR AMENDED) Resolution No. 2019-
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 January 29, 2019 by the following vote:

Ayes:
Noes:
Abstain:
Absent:

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

By: _____
Deputy Clerk

* * * * *

Adopt the following new or amended class specifications, class designations, and compensation effective (Date) : February 3, 2019:

Sheriff’s Community Liaison Specialist, Item No. 077400, Salary Grade: 821 (\$53,098 annual Step 5), Bargaining Unit 01, Competitive Service, Probation Period: 13 pay periods.