



**County Administrative
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: March 19, 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 checked="" type="checkbox"/>	N/A	<input 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: Jason T. Britt PHONE: 559-636-5005				

SUBJECT: Mid-year Budget Report for Fiscal Year (FY) 2018/19 and Approval of Rollover Operating Budget for FY 2019/20.

REQUEST(S):

That the Board of Supervisors:

1. Receive the Mid-Year Budget Report for FY 2018/19;
2. Approve the proposed schedule for preparation and adoption of the FY 2019/20 budget, which incorporates a rollover budget as the operating budget (including the Capital Projects budget) for the period between July 1, 2019, and adoption of the FY 2019/20 budget (4/5ths vote required);
3. Adopt the personnel resolution to delete and amend positions; and approve and amend the required job specifications and class designations stemming from the Mid-Year Budget Report subject to completion of meet and confer;
4. Approve the capital asset purchase list; and
5. Authorize the Auditor-Controller/Treasurer-Tax Collector, with the concurrence of the County Administrative Officer, to process any budget adjustments stemming from the Mid-Year Budget Report (4/5ths vote required).

SUMMARY:

Mid-Year Budget Report

This Mid-Year Budget Report is an opportunity to review the financial condition of

SUBJECT: Mid-year Budget Report for Fiscal Year (FY) 2018/19 and Approval of Rollover Operating Budget for FY 2019/20

DATE: March 19, 2019

Tulare County's Adopted Budget approved on September 11, 2018 by the Board of Supervisors for Fiscal Year 2018/19.

This budget review also provides the opportunity to evaluate the fiscal outlook of the economy and future challenges, thereby allowing adequate preparation for the county's next budget fiscal year 2019/20.

Tulare County continues to have several financial challenges to address in the coming years including (1) increasing legislative and regulatory requirements relating to employee compensation; (2) Rising employer retirement contributions along with the Pension Obligation Bond payments; (3) Detention facilities operational cost involving public safety, mental health, and health care costs; (4) Fire departmental planning in terms of Fire Stations, improvements, transport, equipment, and staffing; (5) Zones of Benefit for water systems and wastewater systems; (6) Groundwater management affecting assessed valuation and reverse multiplier effects through restrictions from implementation of the Sustainable Groundwater Management Act plans; and (7) the potential economic recession in terms of timing, affected business sectors and magnitude.

Based on this Mid-Year Report, the County General Fund budget is on target to finish the fiscal year within the net county cost adopted by the Board of Supervisors. Carryover fund balance (revenues and fund balance in excess of expenditures) is expected to be above the structural level necessary to end the current fiscal year appropriately in preparation for the upcoming fiscal year budget process.

This positive financial position is reflective of the conservative approach used in developing discretionary revenue estimates, the unused contingency appropriation, and strong departmental fiscal practices.

Overall, the county continues the structural improvement of the General Fund, while providing 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.

As of December 31, 2018, overall General Fund revenues are 36% collected which is one percent lower when compared to the prior year. The majority of General Fund revenues are collected in the second half of the year, with a large portion received in the last quarter. Additionally, in subvented portions of the budget, revenues flow up or down according to their related claimable expenses.

Expenditures are approximately 53% of the budget, as of December 31, 2018, and are two percent higher when compared to the prior year. Expenditure balances at Mid-Year include full-year charges for COWCAP, Workers' Compensation, General Liability Insurance, Property Insurance, Medical Malpractice, and encumbrances to vendors.

SUBJECT: Mid-year Budget Report for Fiscal Year (FY) 2018/19 and Approval of Rollover Operating Budget for FY 2019/20

DATE: March 19, 2019

Based on the information provided and analyzed, the Mid-Year Budget Report concludes that Tulare County is in strong financial shape at this time.

Budget Schedule and Rollover Budget

The Budget Schedule follows the same timeframe as last year and allows for a more accurate estimate of year-end fund balance.

It is anticipated that the state's information will be available in time to produce a Recommended Budget by the end of August 2019. Budget hearings are recommended to commence on September 10, 2019, thereby allowing sufficient time to address potential year-end issues.

Budget Schedule – Action	Date	Responsible Person(s)
Notice of Final Budget Hearing Posted	8/28/2019	Clerk – BOS
Final Budget Hearing Materials to the Board of Supervisors and Public	8/30/2019	CAO
Recommended Budget to the Board of Supervisors	9/10/2019	CAO
Final Budget Hearing Begins and may Proceed to October 2, 2019, per State Law	9/10/2019	Board of Supervisors
Personnel Resolution with all Adopted Budget Personnel Actions are finalized	9/20/2019	CAO
Adopted Budget Book to the Board of Supervisors and Public	11/20/2019	County Auditor
Adopted Budget Book to the State of California	12/01/2019	County Auditor

Consistent with budget policy, it is recommended that the Board of Supervisors adopt the current modified fiscal year 2018/19 adjusted budget as the operating budget for the period beginning July 1, 2019, and concluding with the adoption of the fiscal year 2019/20 final budget. This approach allows departments to operate over the summer months without having to prepare a temporary budget for that period.

This rollover process also allows for re-budgeting of unexpended appropriations for individual capital projects that are not completed at year-end. The rollover process does not allow additional positions or capital asset purchases without explicit approval from the Board of Supervisors.

Personnel, Capital Assets, and Budget Adjustments

SUBJECT: Mid-year Budget Report for Fiscal Year (FY) 2018/19 and Approval of Rollover Operating Budget for FY 2019/20

DATE: March 19, 2019

Proposed Personnel Changes, Capital Asset Requests and Budget Adjustments are presented in Table 3 of the Mid-Year Report (in Attachment 1).

To the extent that any budget adjustments are necessary, it is recommended that the Board of Supervisors authorize the Auditor-Controller/Treasurer-Tax Collector, with the concurrence of the County Administrative Officer, to process budget adjustments and establishing of funds resulting from the Mid-Year Report. However, any budget adjustments necessary during the rollover period should occur before this fiscal year ends.

The Mid-Year budget amends the county's personnel class specifications, class designations, and position allocation list. Some personnel actions are subject to meet and confer with represented bargaining units.

Accordingly, the County Administrative Office recommends approval of the proposed personnel, capital asset, and other budget requests.

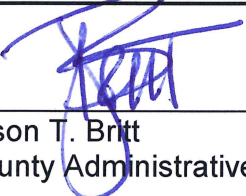
FISCAL IMPACT/FINANCING:

There is no additional net county cost as a result of this Mid-Year Budget Report which includes, personnel actions, capital asset purchases, and budget adjustments. All the requested items are using departmental operational savings (including grants) and the county's Miscellaneous Administration account.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

Tulare County's five-year strategic plan includes the organizational performance Initiative to continuously improve organizational effectiveness and fiscal stability. The approval of the Mid-Year Budget Report and its recommendations helps fulfill this initiative by ensuring that the Adopted Budget is modified promptly to account for periods of economic fluctuations and changing priorities and service demands.

ADMINISTRATIVE SIGN-OFF:



Jason T. Britt
County Administrative Officer

cc: County Administrative Office

Attachment(s)

- Attachment 1 - Mid-Year Budget Report FY 2018/19
- Attachment 2 - AUD 308's - Budget Adjustments
- Attachment 3 - Personnel Resolutions
- Attachment 4 - Class Specifications and Class Designations
- Attachment 5 - Capital Asset Purchase List

Attachment “1”
Mid-Year Budget Report FY2018/19



COUNTY OF TULARE MID-YEAR BUDGET REPORT

Fiscal Year 2018/2019

Presented to

Tulare County Board of Supervisors

By

Tulare County Administrative Office

March 19, 2019

INTRODUCTION

This Mid-Year Budget Report is an opportunity to review the financial condition of Tulare County's Adopted Budget approved on September 11, 2018, by the Board of Supervisors for Fiscal Year 2018/19. This Budget Report provides the opportunity to evaluate the fiscal outlook of the economy and future challenges, thereby allowing adequate preparation for the county's next budget Fiscal Year 2019/20.

This Mid-Year Budget Report encompasses the following:

- **Part I** addresses the **Mid-Year Financial Condition** of current General Fund Budget;
- **Part II** discusses **Preliminary Projections** for next fiscal year, Fiscal Year 2019/20;
- **Part III** summarizes the **Proposed State and Federal Budgets** affecting Tulare County;
- **Part IV** shows **Personnel Actions, Capital Assets and Mid-Year Budget Adjustments**;
- **Part V** identifies the proposed **Budget Schedule** for Fiscal Year 2019/20;
- **Part VI** outlines the **Requested Actions** to be considered by the Board of Supervisors.

Before addressing this Mid-Year Report, it is necessary to discuss, Tulare County's general financial strengths and financial challenges, proposed responsiveness in terms of governance by the Board of Supervisors and management by the County Administrative Office (CAO) working closely with the county's agencies and departments.

A. Tulare County's Financial Strengths

At present, the county enjoys and maintains several financial strengths including economic growth and development; budgets in alignment with fiscal sustainability; growth of reserves and trust fund management; effective debt management; capital improvement construction and expansion; and performance levels consistent with the county's adopted business plan.

B. Tulare County's Financial Challenges

Tulare County continues to have several future financial challenges to address in the coming years including increasing legislative and regulatory requirements relating to employee compensation, rising employer retirement contributions along with the Pension Obligation Bond payments; Detention facilities operational cost involving public safety, mental health and health care costs; Fire departmental planning in terms of Fire Stations, improvements, transport, equipment, and staffing; Zones of Benefit for water systems and wastewater systems; Groundwater management affecting assessed valuation and reverse multiplier effects through restrictions from implementation of the Sustainable Groundwater Management Act plans; and the potential economic recession in terms of timing, affected business sectors and magnitude.

C. Governance and Management Responsiveness

To build on these strengths and to address these challenges, the county has a proactive and responsive system of governance and management in-place. For example, in connection with governance, the Board

of Supervisors, other board committees, and Board of Supervisor work sessions have adopted and will consider adopting necessary policies, priorities, and budgets to ensure the County continues on a financially stable path. Additionally, the CAO, as directed by the Board of Supervisors, proactively follows an adopted business plan, adhering to budgetary sustainability, and aggressive pursuit of economic development opportunities.

Part I: FINANCIAL CONDITION OF CURRENT GENERAL FUND BUDGET

As a part of this Mid-Year Budget Report, the County Administrative Office – working collaboratively with the Auditor-Controller and county’s agencies and departments – evaluated extensive budgetary data and analyzed budgets and legislation by the State and Federal Governments.

Based on this Mid-Year Report, the County General Fund budget is on target to finish this fiscal year within the net county cost adopted by the Board of Supervisors,

Additionally, consistent with past practice and budgetary strategy, carryover fund balance (i.e., revenues and fund balance over expenditures) is expected to be above the structural level necessary to end the current fiscal year appropriately in preparation for the next fiscal year’s budget.

Tulare County’s strong financial position is reflective of (1) the conservative budgetary approach by the Board of Supervisors and CAO used in developing reasonable general purpose revenue estimates (i.e., “discretionary” revenue estimates); (2) the unused contingency appropriation of \$5 million; (3) budgetary sustainability practiced by the county’s agencies and departments; and (4) the continued development of prudent fiscal reserves as recommended by the CAO and approved by the Board of Supervisors.

Overall, the county continues the structural improvement of the General Fund, while providing 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.

As of December 31, 2018, overall General Fund Revenues are 36% collected which is one percent lower when compared to the prior year but are still in line with past revenue collections. The reasons that General Fund revenues fluctuate and are lower at Mid-Year are as follows:

- (1) Typically, the majority of General Fund Revenues are collected in the second half of the year, with a large portion coming in the last quarter of the fiscal year.
- (2) Additionally, in subvented portions of the budget, revenues increase or decrease according to their related claimable expenses.

As of December 31, 2018, expenditures are approximately 53% of the budget and are two percent higher when compared to prior year. The reasons that expenditures fluctuate and are higher at Mid-Year are as follows:

- (1) Full-year charges are recognized in the first half of the fiscal year for the Countywide Cost Allocation Plan (“COWCAP,” i.e., the county’s plan for reimbursement from federal agencies of indirect costs to the General Fund), Workers’ Compensation, General Liability Insurance, Property Insurance, Medical Malpractice, and

(2) Encumbrances to vendors are recognized earlier and paid later in the fiscal year as invoices for payment are presented by the vendors to the county.

A five-year summary of General Fund revenues and expenditures at the time of Mid-Year Report are described below in Tables 1 and 2, respectively to provide a historical perspective of this matter.

Table 1

Recognized and Uncollected Revenues				
FY	Recognized	Uncollected	Total	% of Budget
14/15	276,947,507	376,682,987	653,630,494	42%
15/16	256,070,785	428,335,962	684,406,747	37%
16/17	257,082,829	428,569,402	685,652,231	37%
17/18	262,897,412	453,317,088	716,214,500	37%
18/19	271,593,038	473,248,987	744,842,025	36%

Table 2

Obligated and Unobligated Expenses				
FY	Obligated	Unobligated	Total	% of Budget
14/15	351,055,324	325,980,740	677,036,064	52%
15/16	360,248,530	352,529,022	712,777,552	51%
16/17	362,217,720	354,071,684	716,289,404	51%
17/18	381,842,624	370,637,102	752,479,726	51%
18/19	417,264,291	372,815,470	790,079,761	53%

For detail applicable to each agency and department within the General Fund, Exhibit “A” is attached reflecting the actual year-to-date revenues recognized to current modified budget revenues, as of December 31, 2018.

Similarly, for detail applicable to each agency and department within the General Fund, Exhibit “B” is attached depicting year-to-date obligated expenditures to current modified budgeted expenditures, as of December 31, 2018.

After review of this information, all General Fund agencies and departments indicate they will finish this fiscal year at or below their allocated net county cost.

Additionally, other funds outside the General Fund with potential challenges include the Aviation Fund and Zones of Benefit Funds.

The Resource Management Agency oversees the Aviation Fund and plans on returning to the Board of Supervisors before the end of the fiscal year with an action plan to address the projected budget shortage associated with rebidding of the Navigational Aids Project.

The Zones of Benefit for water and wastewater systems, continue to have revenue and expense challenges resulting from rising operational costs, increasing legal challenges due to commensurate fees, and approaching of the revolving fund loan limit of \$2 million. Based on the last operational and financial analysis for the Zones of Benefit the department is projecting to reach the loan limit by 2022.

Therefore, except as stated above, there are no Mid-Year Budget issues or concerns with Tulare County's agencies and departments.

Part II: PRELIMINARY PROJECTIONS FOR FISCAL YEAR 2019/20

The State of California's fiscal year 2019/20 reflects a strong foundation and near-term projections of moderate growth. The risk of an economic recession or a revenue slow down are possibilities in the near future. State and local governments continue to plan and prepare for the upcoming challenges.

According to the Legislative Analyst Office (LAO), the State of California's budget position continues to be positive. The LAO estimates that the new administration will have \$20.6 billion in available discretionary resources, of that amount the proposed budget prioritizes \$9.7 billion to pay down liabilities, \$5.1 billion in one-time spending and \$3 billion to discretionary reserves. In addition, the LAO recognizes the Governor's intent to pay down state liabilities and budgetary debt as prudent. The State's Budget proposes to bring the total reserves to \$18.5 billion in FY 2019-20.¹

The California State Association of Counties² highlighted that for counties, the most notable components of the Governor's January Budget proposal would:

- Ease the funding burden on counties for In-Home Supportive Services (IHSS),
- Revamp regional housing goals and link production to local transportation funding,
- Build on last year's investments for housing and homelessness programs, and
- Provide funding and other resources for disaster response, recovery, and prevention.

Part III: STATE AND FEDERAL ECONOMIES AND BUDGETS

A. California's Economy

Economic indicators are a reflection of how well an economy is performing. Overall, economic indicators are mixed, but generally indicate continued improvement through slow and steady growth in the local economy.

The California State Controller's January Cash Report announced that total revenues are lower than the governor's proposed FY 2019/20 budget proposal by \$1.81 billion or 8.8 percent. Sales taxes and corporation taxes came in higher. However, the personal income tax receipts were 2.53 billion or 13.4% less than assumed in last month's proposed budget.³

According to the State of California Employment Development Department, the unemployment rate in Tulare County was 9.6 percent for 2018⁴. As demonstrated in Figure 1, Tulare County Unemployment rates have decreased from 14.4 % in 2013 to 9.6% in 2018.

Figure 1

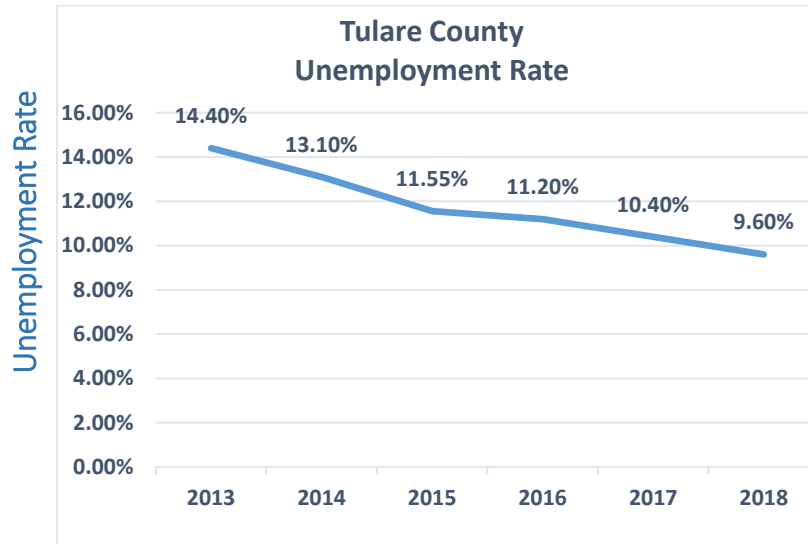


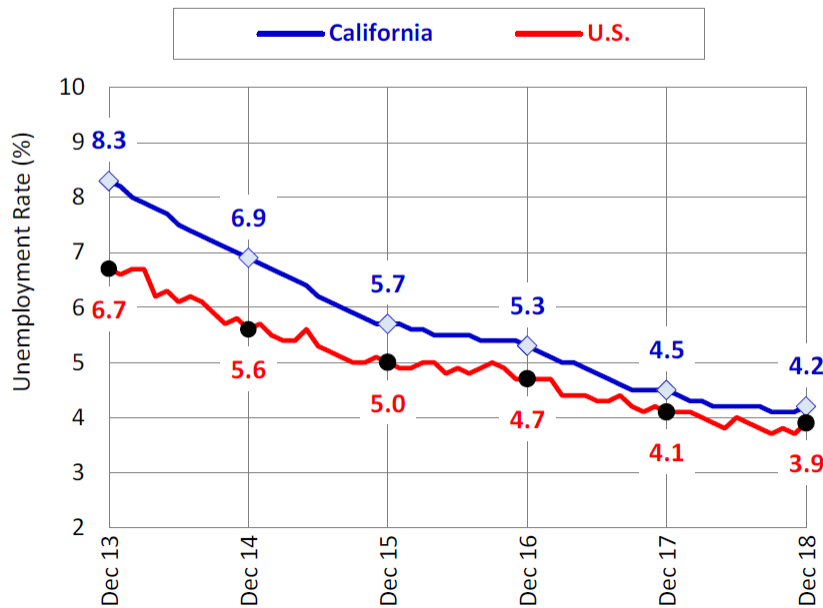
Figure 1 compares with an unadjusted unemployment rate of 4.2 percent for California and 3.9 percent for the nation during the same period.⁵ As shown in Figure 2, the California and U.S. Unemployment rates have been steadily decreasing over the last five years

Figure 2

California and U.S. Unemployment Rates

Five-Year Trend

December 2018; Seasonally Adjusted Data



B. California’s State Budget

On January 10, 2019, Governor Gavin Newsom released the Proposed State Budget for Fiscal Year 2019/20. “The state’s government has recovered from the ‘brink of fiscal insolvency’ through the partnership of Governor Jerry Brown and the Legislature – the state budget is balanced and has a robust Rainy Day Fund.” Notably, in June 2019, the economy will be finishing its tenth year of expansion, approaching the longest recovery ever.

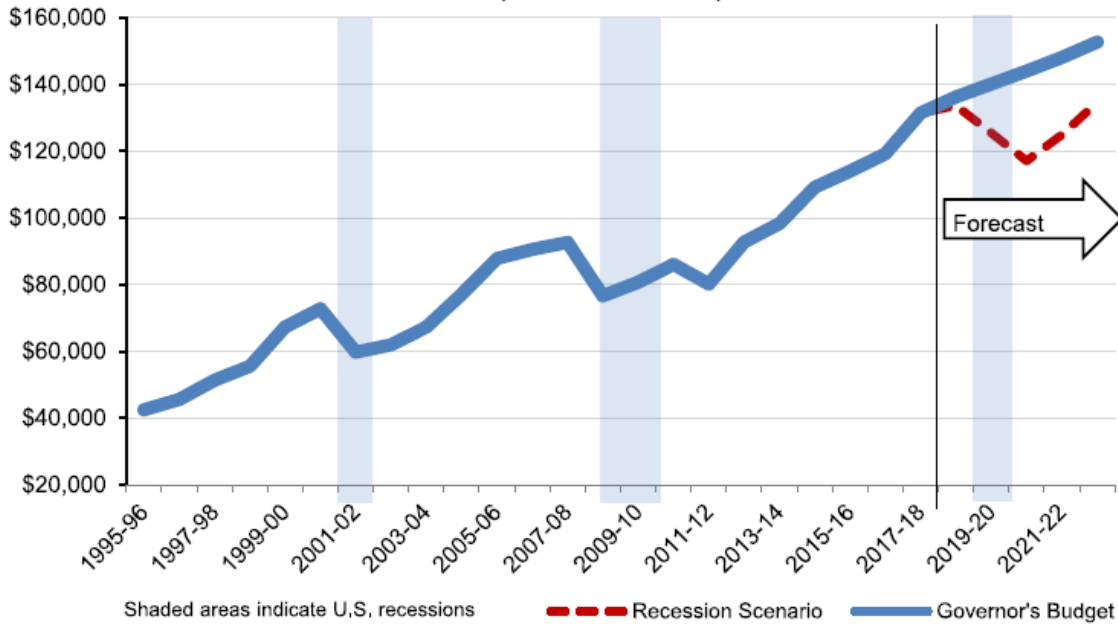
The proposed budget seeks to continue the legacy by diminishing budgetary debt, paying down pension obligations, and building up the budget reserve. California has a strong foundation. In the Governor’s budget forecast, California’s economy and revenues are assumed to continue growing, although risks of a recession are rising. Revenue, including transfers, is expected to be \$137 billion in 2018/19 and \$143 billion in 2019/20. The projected increase since the 2018 Budget Act is due to an improved outlook for personal income tax. The sales tax forecast has been revised down. The corporation tax is projected slightly up based on a one-time improvement. “Over the three fiscal years, personal income tax is up \$7.5 billion, sales tax is up \$1.4 billion, and corporation tax is down \$1.4 billion.”⁶

As the State projects its long-term revenue, economic indicators signal the economy could potentially see a recession or a revenue growth slowdown in the near future. The economic risk factors that threaten the continuation of economic growth include rising interest rates, rising inflation, continuing and intensified trade disputes, a global economic slowdown, and a loss of consumer confidence. Reflected in Figure 3, the Governor’s budget is forecasting California’s revenue projections to include a recession in 2019/20.

Figure 3

Annual Revenue Projections

Annual Revenue Could Drop by over \$25 Billion in a Recession
(Dollars in Millions)



The Governor's Budget proposes to build additional reserves beyond the \$13.5 Billion currently in the Budget Stabilization Act (referred to as the State's Rainy Day Fund). The budget assumes an additional \$1.8 billion transfer to Rainy Day Fund in FY 2019/20. The budget also adds \$700 million to the Safety Net Reserve, for a total of \$900 million. The Special Fund for Economic Uncertainties is anticipated to reach \$2.3 billion.

C. U.S. Economy

The United States economy continued growth at a steady pace. In February 2019, the U.S. Department of Commerce provided the initial estimate of the real Gross Domestic Product (GDP) annualized rate of 2.6 percent from October through December 2018.⁷ Based on the recent partial government shutdown, the estimate represents an initial report subject to changes. In addition, the U.S. Census Bureau and the U.S. Bureau of Economic Analysis released the US International Trade in Goods and Services Report, demonstrating goods and services exports at \$205.1 billion and imports at \$264.9 billion leading to a deficit of \$59.8 billion in December⁸.

On January 30, 2019, the Federal Open Market Committee members voted to maintain the target range for the federal funds rate at 2¼ to 2½ percent.⁹ According to the Federal Reserve, after assessing current conditions and the outlook for economic activity, the labor market, and inflation, they indicated that the stance of monetary policy remained accommodative, thereby supporting strong labor market conditions and a sustained return to 2 percent inflation. The Federal Reserve cited that "the Committee will be patient as it determines what future adjustments to the target range for the federal funds rate may be appropriate¹⁰."

D. Federal Budget

The President indicates a delay in the development of the Federal budget for FY 2019/20 and is pending release. The National debt-limit extension expired on March 1, 2019. Congress will need to raise the debt ceiling in early fall to prevent default. Should an extension of the debt-limit not occur and the Federal Reserve exhausts all available extraordinary measures, government sequestration may result. Across-the-board spending cuts will automatically happen for departments and programs. One example of such impacts could be the U.S. Department of Interior's reduction in payments to counties for the Payment in Lieu of Taxes (PILT) program.

Part IV: AGENCY AND DEPARTMENT MID-YEAR BUDGET REQUESTS

Table 3

Department Requests	
Personnel	
Department	Requested Action
Probation	Delete (5) Probation Correctional Officer I/II
Public Defender	Amend (1) Investigator I to Investigator II B
Capital Assets	
Department	Requested Action
Road Fund	Purchase (1) Pine G2 Gyrotory Compactor with accessories \$52,000
Health & Human Services Agency	Purchase (1) 2019 Toyota Camry \$33,520 Purchase (1) Freezer \$6,500
County Fire	Purchase (2) F250 Trucks for Tree Mortality activities \$90,000 Purchase (1) Vermeer Wood Chipper for Tree Mortality activities \$90,000
Sheriff	Purchase (2) Double Stacked Ovens \$24,000 Purchase (1) Trash Compactor \$34,000
Budget Adjustments	
Department	Requested Action
Agriculture Commissioner	Adjust budget to account for additional revenue received and to recognize actual grant expenditures and revenues
Capital Project Fund	Adjust budget to purchase (2) ovens and trash compactor
Miscellaneous Administration	Adjust budget to transfer unused budgeted funding for homelessness into the new Homelessness and Community Activity Fund Adjust Budget for an operating transfer to cover expenses for Sheriff's minor kitchen equipment Adjust Budget for an operating transfer to cover expenses for Sheriff's kitchen capital assets Adjust budget for an operating transfer to cover expenses for County Fire Weed Abatement and Tree Mortality capital assets
County Fire	Adjust budget for an operating transfer to cover expenses for County Fire Weed Abatement and Tree Mortality capital assets Adjust budget to record unanticipated revenue from state for disaster relief
Fleet Services	Adjust budget to cover increase in fuel costs and usage
HHSA - Environmental Health	Adjust budget to cover the purchase of a vehicle
HHSA - Public Health	Adjust budget to cover the purchase of a freezer Adjust budget to transfer funds to Capital Projects to allocate funds for planned capital improvements at the Visalia Health Care Center
Probation	Adjust budget to account for the decrease in salary lines based on the deletion of (5) positions
Road Fund	Adjust budget to cover the purchase of compactor
Sheriff	Adjust budget to purchase minor kitchen equipment
Utility Fund	Adjust budget to cover increased utility costs and solar projects

To the extent that any budget adjustments are necessary, it is recommended that the Board of Supervisors authorize the Auditor-Controller/Treasurer-Tax Collector, with the concurrence of the CAO, to process budget adjustments and establishing of funds resulting from this Mid-Year Report. However, any budget adjustments necessary during the Rollover Period should occur before this fiscal year ends.

The County Administrative Officer has established a Homelessness and Community Activities Fund 589 for projects, programs, and support activities that assist Tulare County’s homeless population. In fiscal year 2018/19 adopted budget, Miscellaneous Administration department designated \$500,000 for homelessness activities. A budget adjustment will transfer \$400,000 to the newly established Fund 589, for use as projects, programs, and support activities are identified in collaboration with the Tulare County Homeless Task Force or other community partners.

Also, the Homelessness and Community Outreach Fund, fund number 586, has been renamed to Step-Up and Community Outreach.

The Mid-Year Budget also amends the county’s personnel class specifications, class designations, and position allocation list. Some personnel actions are subject to meet and confer with represented bargaining units.

After extensive review and evaluation, the CAO recommends that the Board of Supervisors approve the proposed various budget requests of the County’s agencies and departments.

Part V: BUDGET SCHEDULE – Fiscal Year 2018/19

Table 4
Budget Schedule

Action	Date	Responsible Entities
Notice of Final Budget Hearing Posted	8/28/2019	Clerk of the Board
Final Budget Hearing Materials to the Board of Supervisors and Public	08/30/2019	County Administrative Office
Recommended Budget Presented to the Board of Supervisors	09/10/2019	County Administrative Office
Final Budget Hearing Begins and may Proceed to October 2, 2019, per State Law	09/10/2019	Board of Supervisors
Personnel Resolution with all Adopted Budget Personnel Actions are finalized	9/20/2019	County Administrative Office
Adopted Budget Book to the Board of Supervisors and Public	11/20/2019	County Auditor
Adopted Budget Book to the State of California	12/1/2019	County Auditor

The schedule is anticipated to follow the same timeframe as last year and allows for a more accurate estimate of year-end fund balance. In addition, the schedule provides a complete evaluation of how the State of California's Budget will affect our county. It is expected that the State's information will be available in time to produce a recommended budget by the end of August 2019. Budget Hearings are recommended to begin on September 10, 2019, thus allowing sufficient time to address potential year-end issues.

Consistent with past budget practice, it is recommended the Board of Supervisors adopt the current modified Fiscal Year 2018/19 adjusted budget as the operating budget for the period beginning July 1, 2019, and concluding with the adoption of the Fiscal Year 2019/20 final budget. This approach allows departments to operate over the summer months without having to prepare a temporary budget for that period.

The rollover budget process also allows for re-budgeting of unexpended appropriations for individual capital projects that are not completed at year-end. The rollover budget process does not allow for additional positions or capital asset purchases without explicit approval from the Board of Supervisors.

Finally, the CAO thanks the various county agencies and departments for maintaining revenues and expenditures within their approved budgets and presenting requests in keeping with budgetary sustainability.

Part VI: REQUESTED ACTIONS

1. Receive the Mid-Year Budget Report for FY 2018/19.
2. Approve the proposed schedule for preparation and adoption of the FY 2019/20 budget, which incorporates a rollover budget as the operating budget (including the Capital Projects budget) for the period between July 1, 2019, and adoption of the FY 2019/20 budget (4/5ths vote required);
3. Adopt the personnel resolution to delete and amend positions, and approve and amend the required job specifications and class designations stemming from the Mid-Year Budget Report subject to completion of meet and confer;
4. Approve the capital asset purchase list; and
5. Authorize the Auditor-Controller/Treasurer-Tax Collector, with the concurrence of the County Administrative Officer, to process any budget adjustments stemming from the Mid-Year Budget Report (4/5ths vote required).

EXHIBIT A

FISCAL YEAR 2018/19 MID-YEAR REVENUES

Department	YTD Revenue Rec 12/31/18	Current Budget	CM - YTD Revenue Recognized Variance	YTD Revenue % Of Budget
010 Board of Supervisors	-589,854	4,421,700	5,011,554	-13%
012 Misc. Administrative Office	429,285	547,040	117,755	78%
015 Ag Commission	2,483,045	7,593,276	5,110,231	33%
025 Assessor/Clerk-Recorder	1,840,701	4,698,576	2,857,875	39%
030 Auditor-Controller/Treasurer-Tax Collector	2,002,658	3,878,117	1,875,459	52%
031 General Revenues	87,479,384	164,130,157	76,650,773	53%
032 Purchasing	468,463	735,936	267,473	64%
055 Co-op Extension	1,020	20,947	19,927	5%
080 County Counsel	373,938	3,183,335	2,809,397	12%
085 County Administrative Office	793,556	793,550	-6	100%
087 General Services Agency	863,868	4,673,654	3,809,786	18%
088 Registrar of Voters	5,045	1,010,448	1,005,403	0%
091 Central Telephone Services	106,980	347,739	240,759	31%
095 Capital Acquisitions	506,481	2,862,363	2,355,882	18%
100 District Attorney Office	842,075	5,128,854	4,286,779	16%
142 Health & Human Services Agency	157,667,781	465,555,737	307,887,956	34%
200 Human Resources & Development	700,825	753,382	52,558	93%
205 Probation Office	442,295	26,231,069	25,788,774	2%
210 Public Defender Office	71,390	130,207	58,817	55%
230 Resource Management Agency	3,399,656	11,828,601	8,428,945	29%
240 Sheriff-Coroner Office	9,661,873	26,751,541	17,089,668	36%
260 C.O.P. Agency	0	597,300	597,300	0%
265 Rural Crime Program Agency	0	611,210	611,210	0%
280 Crime Prevention Project	329	2,137,960	2,137,631	0%
810 Misc. Criminal Justice	2,042,244	6,219,326	4,177,082	33%
Grand Total	271,593,038	744,842,025	473,248,987	36%

EXHIBIT B

FISCAL YEAR 2018/19 MID-YEAR EXPENDITURES

Department	YTD Total Obligated 12/31/18	Current Modified Budget	CM - YTD Total Oblig Variance	YTD Total Oblig % Of Budget
010 Board of Supervisors	3,015,635	6,921,696	3,906,061	44%
012 Misc. Administrative Office	12,267,671	29,464,960	17,197,289	42%
015 Ag Commission	4,452,433	8,774,303	4,321,870	51%
025 Assessor/Clerk-Recorder	4,540,459	10,019,042	5,478,583	45%
030 Auditor-Controller/Treasurer-Tax Collector	2,518,337	6,328,715	3,810,378	40%
031 General Revenues	4,665	1,015,681	1,011,016	0%
032 Purchasing	0	5,000,000	5,000,000	0%
055 Co-op Extension	303,450	726,431	422,981	42%
080 County Counsel	1,529,847	5,314,624	3,784,777	29%
085 County Administrative Office	-188,538	1,104,383	1,292,921	-17%
087 General Services Agency	4,136,692	7,927,974	3,791,282	52%
088 Registrar of Voters	1,769,466	2,396,941	627,475	74%
091 Central Telephone Services	487,979	347,739	-140,240	140%
095 Capital Acquisitions	-3,160,596	-720,773	2,439,823	439%
100 District Attorney Office	13,152,721	25,102,088	11,949,367	52%
142 Health & Human Services Agency	273,508,497	482,554,422	209,045,925	57%
200 Human Resources & Development	-842,821	914,143	1,756,964	-92%
205 Probation Office	20,513,978	47,111,017	26,597,039	44%
210 Public Defender Office	5,050,821	10,723,364	5,672,543	47%
230 Resource Management Agency	5,988,820	13,709,111	7,720,291	44%
240 Sheriff-Coroner Office	61,405,589	113,684,663	52,279,074	54%
260 C.O.P. Agency	244,354	780,303	535,949	31%
265 Rural Crime Program Agency	333,449	611,210	277,761	55%
280 Crime Prevention Project	373,366	2,137,960	1,764,594	17%
810 Misc. Criminal Justice	5,858,016	8,129,764	2,271,748	72%
Grand Total	417,264,291	790,079,761	372,815,470	53%

ENDNOTES

¹ www.lao.ca.gov

Legislative Analyst Office, *The 2019/20 Budget: Overview of the Governor's Budget, January 14, 2019* Assessed March 6, 2019.

² http://www.counties.org/sites/main/files/file-attachments/csac_january_budget_summary_-_2019-01-10.pdf

The California State Association of Counties, *Governor's January Budget Proposal for 2019-20, Budget Action Bulletin*. January 10, 2019, Accessed March 6, 2019.

³ https://www.sco.ca.gov/PDF-Var/eo_pressrel_19882.pdf

California State Controller's Office, *CA Controller Reports State Revenues Opened 2019 Mostly Below Projections*, February 11, 2019, Accessed March 6, 2019.

⁴ <https://www.labormarketinfo.edd.ca.gov/file/lfhist/18aacou.pdf>

State of California, Employment Development Department, Labor Market Information, Unemployment Rate and Labor Force Data Tables, March 8, 2019 March 2018 Benchmark, Data Not Seasonally Adjusted.

⁵ https://www.edd.ca.gov/About_EDD/pdf/urate201901.pdf

State of California, Employment Development Department, Labor Market Information Division, *California, unemployment rate rises to 4.2 percent in December, Employers add 24,500 nonfarm payroll jobs*, January 19, 2019, Accessed March 6, 2019.

⁶ <http://www.ebudget.ca.gov/>

State of California, *2019/20 Governors Proposed Budget*, January 10, 2019, Accessed March 6, 2019.

⁷ https://www.bea.gov/system/files/2019-03/gdp4q18_ini_2.pdf

The U.S. Department of Commerce, Bureau of Economic Analysis, Gross Domestic Product: Fourth Quarter and Annual 2018 (Initial Estimate), February 28, 2019, Accessed March 9, 2019.

⁸ <https://www.bea.gov/system/files/2019-03/trad1218.pdf>

The U.S. Department of Commerce, Bureau of Economic Analysis, U.S. International Trade in Goods and Services: December 2018; March 6, 2019

⁹ <https://www.federalreserve.gov/monetarypolicy/files/monetary20190130a1.pdf>

Federal Reserve, *Federal Open Market Committee Statement*: January 30, 2019, Accessed March 9, 2019

¹⁰ <https://www.federalreserve.gov/monetarypolicy/files/monetary20190130a1.pdf>

Federal Reserve, *Federal Open Market Committee Statement*: January 30, 2019, Accessed March 9, 2019

Figure Reference List:

Figure 1 - Tulare County Unemployment

State of California, Employment Development Department, Labor Market Information, Unemployment Rate and Labor Force Data Tables, March 8, 2019 March 2018 Benchmark, Data Not Seasonally Adjusted.

<https://www.labormarketinfo.edd.ca.gov/file/lfhist/18aacou.pdf>

Figure 2 – Unemployment 5 Year Trends

State of California, EDD *December 2018 California Employment Highlights*, January 10, 2019.

<https://www.labormarketinfo.edd.ca.gov/file/lfmonth/Employment-Highlights.pdf>

Figure 3 - Annual Revenue Projections

State of California, *2019/20 Governors Proposed Budget*, January 10, 2019

Attachment “2”
AUD 308’s – Budget Adjustments

AUD-308 - Budget Adjustment Form

4:00 PM

02/06/19				8/18		2019	
Date		Document ID Number		Accounting Period		Budget Fiscal Year	
		Agricultural Commissioner		Tom Tucker		684-3350	
		Agency Name		Contact Person		Phone	
						Extension	

Action** A,C,D	Fund	Dept	Appr #	<u>LEVEL 1 Finish Here</u>			Current Amount	Revised Amount	Inc / Dec Amt
C	001	015	015SSUP				1,083,514	1,236,961	153,447
									-
									-
									-
									-
									-
									-
									-
									-
									-
Appropriations Total				<i>Need Not Equal Zero</i>			1,083,514	1,236,961	153,447

Action** A,C,D	Fund	Dept	Appr #	Unit	Object	Rev	<u>LEVEL 2 Start Here</u>			
C	001	015	015SSUP	2111	7066		9,167	59,167	50,000	
C	001	015	015SSUP	2115	7043		154,425	200,000	45,575	
C	001	015	015SSUP	2104	7066		19,810	29,810	10,000	
C	001	015	015SSUP	2151	7066		3,084	50,956	47,872	
C	001	015				5040	519,000	626,872	(107,872)	
C	001	015		2115		5040	994,187	1,039,762	(45,575)	
									-	
									-	
									-	
									-	
									-	
									-	
									-	
									-	
									-	
Line Total							<i>Must Equal Zero</i>	\$ 1,699,673	\$ 2,006,567	\$ -

Reason for Adjustment (To Avoid Correspondence, State Reason in Detail)

To add budget for the unanticipated increase in UGT revenue & to record the difference between our budgeted GWSS program amount and the maximum CDFA Agreement amount.



_____ Affected Dept Head Signature

_____ Other Affected Dept Head Signature

Checked By: _____ County Executive Office Action: No. _____ Date: _____ () Approved () Disapproved	Entered By: _____ Date: _____ Distribution: 1: BOS/CAO/Auditor
By: _____ Board of Supervisors Action: No. _____ Date: _____	

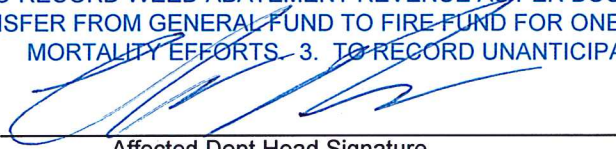
**** Action Codes: A=Add, C=Change, D=Deactivate**

* Whenever a 93XX account budget is adjusted, a corresponding 94XX account budget must be adjusted in the billing agency, **except for ISFs**

* Whenever a 95XX account budget is adjusted, a corresponding 96XX account budget must be adjusted in the billing agency, and vice versa

* Whenever a 97XX account budget is adjusted, a corresponding 98XX account budget must be adjusted in the billing agency, and vice versa

County of Tulare — Auditor Controller Budget Adjustment Form

03/07/19							9/19		8:51 AM		
Date				Document ID Number			Accounting Period		Budget Fiscal Year		
				COUNTY FIRE			NANCY RENOVATO		29804		
				Agency Name			Contact Person		Phone		
				LEVEL 1 Finish Here			Current Amount		Revised Amount		
									Inc / Dec Amt		
Action** A,C,D	Fund	Dept	Appr #				2,198,092	2,248,324	50,232		
C	013	245	245SSUP				575,000	755,000	180,000		
C	013	245	245CAP						-		
									-		
									-		
									-		
									-		
									-		
Appropriations Total				Need Not Equal Zero			2,773,092	3,003,324	230,232		
Action** A,C,D	Fund	Dept	Appr #	Unit	Object	Rev	LEVEL 2 Start Here		Current Amt	Revised Amount	Inc / Dec Amt
A	013	245		2400		9213				34,664	(34,664)
C	013	245	245SSUP	2400	7066				28,000	62,664	34,664
											-
C	013	245		2100		9213			7,970,000	8,150,000	(180,000)
A	013	245	245CAP	2100	8349					90,000	90,000
	013	245	245CAP	2100	8311				265,000	355,000	90,000
											-
A	013	245		2100		5214				15,568	(15,568)
C	013	245	245SSUP	2100	7066				481,886	497,454	15,568
											-
											-
											-
											-
											-
Line Total				Must Equal Zero			\$ 8,744,886	\$ 9,205,350	\$ -		
Reason for Adjustment (To Avoid Correspondence, State Reason in Detail)											
<p>1. TO RECORD WEED ABATEMENT REVENUE AS PER BOS AGENDA ITEM ON 2/26/19 (TAX ROLL IN FY18/19) 2. TO RECORD TRANSFER FROM GENERAL FUND TO FIRE FUND FOR ONE WOOD CHIPPER AND TWO F250 TRUCKS TO ASSIST WITH TREE MORTALITY EFFORTS. 3. TO RECORD UNANTICIPATED REVENUE FROM THE STATE FOR DISASTER RELIEF.</p>											
 Affected Dept Head Signature						Other Affected Dept Head Signature					
Checked By: _____							Entered By: _____				
County Executive Office Action: No. _____ Date: _____							Date: _____				
() Approved () Disapproved							Distribution: 1: BOS/CAO/Auditor				
By: _____											
Board of Supervisors Action: No. _____ Date: _____											
** Action Codes: A=Add, C=Change, D=Deactivate											
* Whenever a 93XX account budget is adjusted, a corresponding 94XX account budget must be adjusted in the billing agency, except for ISFs											
* Whenever a 95XX account budget is adjusted, a corresponding 96XX account budget must be adjusted in the billing agency, and vice versa											
* Whenever a 97XX account budget is adjusted, a corresponding 98XX account budget must be adjusted in the billing agency, and vice versa											

AUD-308 - Budget Adjustment Form

11:12 AM

3/8/2019			09/19			2019		
Date			Document ID Number			Accounting Period		
			General Services Agency			Brenda B Medrano	205-1117	
			Agency Name			Contact Person	Phone	Extension

Action** A,C,D	Fund	Dept	Appr #	LEVEL 1 Finish Here			Current Amount	Revised Amount	Inc / Dec Amt
C	030	086	0861CAP				34,769,099	34,827,099	58,000
									-
									-
									-
									-
									-
									-
									-
Appropriations Total							34,769,099	34,827,099	58,000

Action** A,C,D	Fund	Dept	Appr #	Unit	Object	Rev	LEVEL 2 Start Here			
A	030	086	0861CAP	3200	8146			58,000	58,000	
C	030	086		3200		9200	5,250,000	5,308,000	(58,000)	
									-	
									-	
									-	
									-	
									-	
									-	
									-	
									-	
									-	
									-	
Line Total							Must Equal Zero	\$ 5,250,000	\$ 5,308,000	\$ -

Reason for Adjustment (To Avoid Correspondence, State Reason in Detail)

Increase the budget for Capital Projects 030-086-3200-8146 by \$58,000 to purchase capital assets for the Sheriff's department. Of this amount, \$24,000 is for Two (2) Double Stacked Bakers Depth Ovens and \$34,000 is for the purchase of One (1) Water Heavy Duty 265 XP 2yd. Self Contained Compactor with 30 yard container. Money is being received from the CAO's office.

Tina Herrera 3/8/19
Affected Dept Head Signature

Other Affected Dept Head Signature

Checked By: _____
County Executive Office Action: No. _____ Date: _____
() Approved () Disapproved

Entered By: _____
Date: _____
Distribution: 1: BOS/CAO/Auditor

By: _____
Board of Supervisors Action: No. _____ Date: _____

**** Action Codes: A=Add, C=Change, D=Deactivate**
 * Whenever a 93XX account budget is adjusted, a corresponding 94XX account budget must be adjusted in the billing agency, except for ISFs
 * Whenever a 95XX account budget is adjusted, a corresponding 96XX account budget must be adjusted in the billing agency, and vice versa
 * Whenever a 97XX account budget is adjusted, a corresponding 98XX account budget must be adjusted in the billing agency, and vice versa

AUD-308 - Budget Adjustment Form 2:35 PM

2/28/2019		07/19		2019
Date		Document ID Number	Accounting Period	Budget Fiscal Year
General Services Agency			Rebecca Duvall	205-1119
Agency Name			Contact Person	Phone
Extension				

Action** A,C,D	Fund	Dept	Appr #	LEVEL 1 Finish Here	Current Amount	Revised Amount	Inc / Dec Amt	
C	081	081	081SSUP		5,475,969	6,009,272	533,303	
							-	
							-	
							-	
							-	
							-	
							-	
							-	
							-	
							-	
Appropriations Total					<i>Need Not Equal Zero</i>	5,475,969	6,009,272	533,303

Action** A,C,D	Fund	Dept	Appr #	Unit	Object	Rev	LEVEL 2 Start Here	Current Amt	Revised Amount	Inc / Dec Amt
C	081	081	081SSUP	3020	7043			174,000	344,582	170,582
C	081	081	081SSUP	3020	7081			5,221,969	5,584,690	362,721
	081	081		3020		9412		5,823,754	6,186,475	(362,721)
										-
										-
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										-
										-
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										-
Line Total							<i>Must Equal Zero</i>	\$ 11,045,723	\$ 11,771,165	\$ 170,582

Reason for Adjustment (To Avoid Correspondence, State Reason in Detail)

Increase professional services budget by \$170,582 and utilities budget by \$362,721 to cover expenditures for solar project and increase in utility costs and usage. There are no expected revenues to be received from 7043; therefore, the additional increase in the budget will be paid through the fund balance.

Tina Herrera 2/28/19

 Affected Dept Head Signature

 Other Affected Dept Head Signature

Checked By: _____ County Executive Office Action: No. _____ Date: _____ () Approved () Disapproved	Entered By: _____ Date: _____ Distribution: 1: BOS/CAO/Auditor
By: _____ Board of Supervisors Action: No. _____ Date: _____	

**** Action Codes: A=Add, C=Change, D=Deactivate**
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 * Whenever a 97XX account budget is adjusted, a corresponding 98XX account budget must be adjusted in the billing agency, and vice versa

AUD-308 - Budget Adjustment Form

2:57 PM

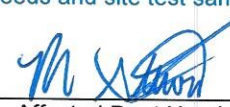
03/19/2019		Document ID Number		09/19	2019	
Date		Health and Human Services Agency		Gabriel Diaz-Carrera	624-7490	
		Agency Name		Contact Person	Phone	Extension

Action** A,C,D	Fund	Dept	Appr #	LEVEL 1 Finish Here			Current Amount	Revised Amount	Inc / Dec Amt
C	001	142	142CAP				1,381,168	1,414,688	33,520
C	001	142	142SSUP				140,622,509	140,588,989	(33,520)
									-
									-
									-
									-
									-
									-
									-
									-
Appropriations Total				<i>Need Not Equal Zero</i>			142,003,677	142,003,677	-

Action** A,C,D	Fund	Dept	Appr #	Unit	Object	Rev	LEVEL 2 Start Here	Current Amt	Revised Amount	Inc / Dec Amt
A	001	142	142CAP	1143	8342				33,520	33,520
C	001	142	142SSUP	1211	7052			657,911	624,391	(33,520)
										-
										-
										-
										-
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										-
Line Total							<i>Must Equal Zero</i>	\$ 657,911	\$ 657,911	\$ -

Reason for Adjustment (To Avoid Correspondence, State Reason in Detail)

To adjust the Environmental Quality program New Auto/Station Wagon (8342) object line. The purchase of a vehicle will allow program staff to fulfill service needs and site test sampling.



_____ Affected Dept Head Signature

_____ Other Affected Dept Head Signature

Checked By: _____
 County Executive Office Action: No. _____ Date: _____
 () Approved () Disapproved

By: _____
 Board of Supervisors Action: No. _____ Date: _____

Entered By: _____
 Date: _____
 Distribution: 1: BOS/CAO/Auditor

** Action Codes: A=Add, C=Change, D=Deactivate

* Whenever a 93XX account budget is adjusted, a corresponding 94XX account budget must be adjusted in the billing agency, **except for ISFs**

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* Whenever a 97XX account budget is adjusted, a corresponding 98XX account budget must be adjusted in the billing agency, and vice versa

AUD-308 - Budget Adjustment Form

2:32 PM

03/19/2019		09/19		2019	
Date		Accounting Period		Budget Fiscal Year	



Health and Human Services Agency		Gabriel Diaz-Carrera	624-7490	
Agency Name		Contact Person	Phone	Extension

Action** A,C,D	Fund	Dept	Appr #	LEVEL 1 Finish Here			Current Amount	Revised Amount	Inc / Dec Amt	
C	001	142	142INTRA				965,000	3,165,000	2,200,000	
C	030	086	0861CAP				34,772,099	36,972,099	2,200,000	
									-	
									-	
									-	
									-	
									-	
									-	
									-	
									-	
									-	
Appropriations Total							<i>Need Not Equal Zero</i>	35,737,099	40,137,099	4,400,000

Action** A,C,D	Fund	Dept	Appr #	Unit	Object	Rev	LEVEL 2 Start Here	Current Amt	Revised Amount	Inc / Dec Amt
A	001	142		3001		9295			2,200,000	(2,200,000)
A	001	142	142INTRA	3001	9102				2,200,000	2,200,000
C	030	086	0861CAP	3460	8153			4,500,000	6,700,000	2,200,000
A	030	086		3460		9202			2,200,000	(2,200,000)
										-
										-
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										-
										-
Line Total							<i>Must Equal Zero</i>	\$ 4,500,000	\$ 13,300,000	\$ -

Reason for Adjustment (To Avoid Correspondence, State Reason in Detail)

This budget request is to transfer funds from the HHS Public Health Branch's Clinic Administrative Unit into the Capital Projects Department to allocate funds for a capital project at the Visalia Health Care Center

 Affected Dept Head Signature Other Affected Dept Head Signature

Checked By: _____ County Executive Office Action: No. _____ Date: _____ () Approved () Disapproved By: _____ Board of Supervisors Action: No. _____ Date: _____	Entered By: _____ Date: _____ Distribution: 1: BOS/CAO/Auditor
---	--

**** Action Codes: A=Add, C=Change, D=Deactivate**

- * Whenever a 93XX account budget is adjusted, a corresponding 94XX account budget must be adjusted in the billing agency, **except for ISFs**
- * Whenever a 95XX account budget is adjusted, a corresponding 96XX account budget must be adjusted in the billing agency, and vice versa
- * Whenever a 97XX account budget is adjusted, a corresponding 98XX account budget must be adjusted in the billing agency, and vice versa

AUD-308 - Budget Adjustment Form

9:56 AM


3/19/2019				09/19			2019
Date		Document ID Number		Accounting Period			Budget Fiscal Year
HSSA-Public Health Branch				Gabriel Diaz-Carrera	624-7490		
Agency Name				Contact Person	Phone	Extension	

Action** A,C,D	Fund	Dept	Appr #	LEVEL 1 Finish Here			Current Amount	Revised Amount	Inc / Dec Amt
C	001	142	142SSUP				140,568,669	140,562,169	(6,500)
C	001	142	142CAP				1,381,168	1,387,668	6,500
									-
									-
									-
									-
									-
									-
									-
Appropriations Total				<i>Need Not Equal Zero</i>			141,949,837	141,949,837	-

Action** A,C,D	Fund	Dept	Appr #	Unit	Object	Rev	LEVEL 2 Start Here	Current Amt	Revised Amount	Inc / Dec Amt
C	001	142	142SSUP	6034	7066			43,742	37,242	(6,500)
A	001	142	142CAP	6034	8342				6,500	6,500
										-
										-
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										-
										-
										-
Line Total							<i>Must Equal Zero</i>	\$ 43,742	\$ 43,742	\$ -

Reason for Adjustment (To Avoid Correspondence, State Reason in Detail)

The purpose of this budget adjustment is to transfer funds from the contingency line into the capital asset line for the purchase of program equipment necessary for the delivery of program services.



 Affected Dept Head Signature

Other Affected Dept Head Signature

Checked By: _____
 County Executive Office Action: No. _____ Date: _____
 () Approved () Disapproved

By: _____
 Board of Supervisors Action: No. _____ Date: _____

Entered By: _____
 Date: _____
 Distribution: 1: BOS/CAO/Auditor

**** Action Codes: A=Add, C=Change, D=Deactivate**
 * Whenever a 83XX account budget is adjusted, a corresponding 94XX account budget must be adjusted in the billing agency, except for ISFs
 * Whenever a 96XX account budget is adjusted, a corresponding 96XX account budget must be adjusted in the billing agency, and vice versa
 * Whenever a 97XX account budget is adjusted, a corresponding 96XX account budget must be adjusted in the billing agency, and vice versa


 69

AUD-308 - Budget Adjustment Form

9:03 AM

03/12/19				09/19		2019
Date	Document ID Number			Accounting Period		Budget Fiscal Year
	County Administration			Alex Cruz	636-5023	
	Agency Name			Contact Person	Phone	Extension

Action** A,C,D	Fund	Dept	Appr #				LEVEL 1 Finish Here	Current Amount	Revised Amount	Inc / Dec Amt	
C	001	012	012SSUP				7,708,182	7,493,518	(214,664)		
C	001	012	012INTRA				22,815,985	23,030,649	214,664		
									-		
									-		
									-		
									-		
									-		
									-		
									-		
Appropriations Total							<i>Need Not Equal Zero</i>	30,524,167	30,524,167	-	
Action** A,C,D	Fund	Dept	Appr #	Unit	Object	Rev	LEVEL 2 Start Here	Current Amt	Revised Amount	Inc / Dec Amt	
C	001	012	012SSUP	1010	7066			6,941,568	6,726,904	(214,664)	
C	001	012	012INTRA	1010	9113			8,055,000	8,269,664	214,664	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
Line Total								<i>Must Equal Zero</i>	\$ 14,996,568	\$ 14,996,568	\$ -

Reason for Adjustment (To Avoid Correspondence. State Reason in Detail)

Mid-Year request to cover fire abatement expenses, one wood chipper (fixed asset), and two F250 Trucks (fixed asset) related to Tree Mortality.



Affected Dept Head Signature

Other Affected Dept Head Signature

Checked By: _____
 County Executive Office Action: No. _____ Date: _____
 Approved Disapproved

Entered By: _____
 Date: _____
 Distribution: 1: BOS/CAO/Auditor

By: _____
 Board of Supervisors Action: No. _____ Date: _____

**** Action Codes: A=Add, C=Change, D=Deactivate**
 * Whenever a 93XX account budget is adjusted, a corresponding 94XX account budget must be adjusted in the billing agency, **except for ISFs**
 * Whenever a 95XX account budget is adjusted, a corresponding 96XX account budget must be adjusted in the billing agency, and vice versa
 * Whenever a 97XX account budget is adjusted, a corresponding 98XX account budget must be adjusted in the billing agency, and vice versa

AUD-308 - Budget Adjustment Form

9:34 AM


03/08/19		09/19	2019
Date	Document ID Number	Accounting Period	Budget Fiscal Year
County Administration		Alex Cruz	636-5023
Agency Name		Contact Person	Phone
		Extension	

Action** A,C,D	Fund	Dept	Appr #		LEVEL 1 Finish Here	Current Amount	Revised Amount	Inc / Dec Amt	
C	001	012	012SSUP			7,708,182	7,308,182	(400,000)	
C	001	012	012INTRA			22,815,985	23,215,985	400,000	
								-	
								-	
								-	
								-	
								-	
								-	
								-	
Appropriations Total						<i>Need Not Equal Zero</i>	30,524,167	30,524,167	-

Action** A,C,D	Fund	Dept	Appr #	Unit	Object	Rev	LEVEL 2 Start Here	Current Amt	Revised Amount	Inc / Dec Amt
C	001	012	012SSUP	1010	7066			6,941,568	6,541,568	(400,000)
C	001	012	012INTRA	1010	9100			13,234,383.00	13,634,383	400,000
										-
										-
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										-
										-
Line Total							<i>Must Equal Zero</i>	\$ 20,175,951	\$ 20,175,951	\$ -

Reason for Adjustment (To Avoid Correspondence, State Reason in Detail)

To facilitate an operating transfer for unused budgeted funding for Homelessness into the new Homelessness and Community Activity Fund 589

 _____ Affected Dept Head Signature	_____ Other Affected Dept Head Signature
Checked By: _____ County Executive Office Action: No. _____ Date: _____ () Approved () Disapproved	Entered By: _____ Date: _____ Distribution: 1: BOS/CAO/Auditor
By: _____ Board of Supervisors Action: No. _____ Date: _____	

**** Action Codes: A=Add, C=Change, D=Deactivate**
 * Whenever a 93XX account budget is adjusted, a corresponding 94XX account budget must be adjusted in the billing agency, **except for ISFs**
 * Whenever a 95XX account budget is adjusted, a corresponding 96XX account budget must be adjusted in the billing agency, and vice versa
 * Whenever a 97XX account budget is adjusted, a corresponding 98XX account budget must be adjusted in the billing agency, and vice versa

AUD-308 - Budget Adjustment Form

9:03 AM

03/12/19		Document ID Number	09/19	2019	
Date			Accounting Period	Budget Fiscal Year	

County Administration			Alex Cruz	636-5023	
Agency Name			Contact Person	Phone	Extension

Action** A,C,D	Fund	Dept	Appr #	<u>LEVEL 1 Finish Here</u>			Current Amount	Revised Amount	Inc / Dec Amt
C	001	012	012SSUP				7,708,182	7,691,882	(16,300)
C	001	012	012INTRA				22,815,985	22,832,285	16,300
									-
									-
									-
									-
									-
									-
									-
									-


Appropriations Total	<i>Need Not Equal Zero</i>						30,524,167	30,524,167	-
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Action** A,C,D	Fund	Dept	Appr #	Unit	Object	Rev	<u>LEVEL 2 Start Here</u>		
C	001	012	012SSUP	1010	7066		6,941,568	6,925,268	(16,300)
C	001	012	012INTRA	1010	9100		13,234,383	13,250,683	16,300
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Line Total	<i>Must Equal Zero</i>						\$ 20,175,951	\$ 20,175,951	\$ -
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Reason for Adjustment (To Avoid Correspondence, State Reason in Detail)

Mid-Year request to cover minor kitchen equipment for the Sheriffs South County Detention Facility.



Affected/Dept Head Signature _____ Checked By: _____ County Executive Office Action: No. _____ Date: _____ () Approved () Disapproved By: _____ Board of Supervisors Action: No. _____ Date: _____	Other Affected Dept Head Signature _____ Entered By: _____ Date: _____ Distribution: 1: BOS/CAO/Auditor
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**** Action Codes: A=Add, C=Change, D=Deactivate**
 * Whenever a 93XX account budget is adjusted, a corresponding 94XX account budget must be adjusted in the billing agency, **except for ISFs**
 * Whenever a 95XX account budget is adjusted, a corresponding 96XX account budget must be adjusted in the billing agency, and vice versa
 * Whenever a 97XX account budget is adjusted, a corresponding 98XX account budget must be adjusted in the billing agency, and vice versa

County of Tulare Budget Adjustment Form

11:12 AM

02/14/19							8/19		2019	
Date				Doc ID			APRD fm fm fy fy		Budget F/Y yy	
				Probation			Choua Yang		713-2758	
				Agency Name			Contact Person	Phone	Ext	
Action* * A,C,D	Fund	Dept	APPR #				Current Amount	Revised Amount	Inc / Dec Amt	
C	001	205	205SBEN			LEVEL 1 Finish Here	30,793,239	30,626,592	(166,647)	
						Appropriation Totals			-	
						This level may not			-	
						balance due to			-	
						revenue lines posted			-	
						in level 2 below.			-	
									-	
									-	
Appropriations Total							30,793,239	30,626,592	(166,647)	
Action* * A,C,D	Fund	Dept	Appr #	Unit	Object	Rev	LEVEL 2 Start Here	Current Amt	Revised Amount	Inc / Dec Amt
C	001	205	205SBEN	1500	6001		Line Totals	2,494,912	2,382,924	(111,988)
C	001	205	205SBEN	1500	6004		Line Totals	381,334	360,393	(20,941)
C	001	205	205SBEN	1500	6011			408,327	390,297	(18,030)
C	001	205	205SBEN	1500	6012			199,678	191,111	(8,567)
C	001	205	205SBEN	1500	6014			163,636	156,515	(7,121)
										-
C	001	205		1500		9292		2,779,159	2,612,512	166,647
										-
										-
										-
										-
										-
										-
Each fund must balance							Total Inc/Dec must be zero	\$ 6,427,046	\$ 6,093,752	\$ -

Reason for Adjustment (To Avoid Correspondence, State Reason in Detail) Perform a SMART BUDGET ROLL-UP before VALIDATING.

To delete five (5) Probation Correctional Officer positions no longer needed in the Juvenile Detention Facility

Melinda Brown
Affected Dept Head Signature

Other Affected Dept Head Signature


Checked By: _____
County Executive Office Action: No. _____ Date: _____
() Approved () Disapproved

By: _____
Board of Supervisors Action: No. _____ Date: _____

** Action Codes: A=Add, C=Change, D=Deactivate

* Whenever a 93XX account budget is adjusted, a corresponding 94XX account budget must be adjusted in the billing agency, and vice versa
* Whenever a 95XX account budget is adjusted, a corresponding 96XX account budget must be adjusted in the billing agency, and vice versa

County of Tulare — Auditor Controller Budget Adjustment Form

02/28/19							9/19	12:03 PM		
Date				Document ID Number			Accounting Period	2019		
				RMA			Sherman Dix	624-7030		
				Agency Name			Contact Person	Phone	Extension	
Action** A,C,D	Fund	Dept	Appr #				LEVEL 1 Finish Here	Current Amount	Revised Amount	Inc / Dec Amt
C	014	225	2251CAP					1,997,306	2,049,306	52,000
C	014	225	2251SSUP					63,448,062	63,396,062	(52,000)
										-
										-
										-
										-
										-
										-
										-
Appropriations Total							<i>Need Not Equal Zero</i>	65,445,368	65,445,368	-
Action** A,C,D	Fund	Dept	Appr #	Unit	Object	Rev	LEVEL 2 Start Here	Current Amt	Revised Amount	Inc / Dec Amt
C	014	225	2251CAP	2380	8326			95,000	147,000	52,000
C	014	225	2251SSUP	2380	7066			20,164,259	20,112,259	(52,000)
										-
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Line Total							<i>Must Equal Zero</i>	\$ 20,259,259	\$ 20,259,259	\$ -
Reason for Adjustment (To Avoid Correspondence, State Reason in Detail)										
<p>To comply with Caltrans requirements. Acquire a Pine G2 Gyrotory Compactor with accessories. The gyrotory compactor is required the counties move into superpave asphalt testing. This compactor is used for the compaction of super pave hot mix asphalt samples for Quality Assurance testing of our roadway construction.</p>										
 Affected Dept Head Signature						Other Affected Dept Head Signature				
Checked By: _____ County Executive Office Action: No. _____ Date: _____ () Approved () Disapproved							Entered By: _____ Date: _____ Distribution: 1: BOS/CAO/Auditor			
By: _____ Board of Supervisors Action: No. _____ Date: _____										
** Action Codes: A=Add, C=Change, D=Deactivate * Whenever a 93XX account budget is adjusted, a corresponding 94XX account budget must be adjusted in the billing agency, except for ISFs * Whenever a 95XX account budget is adjusted, a corresponding 96XX account budget must be adjusted in the billing agency, and vice versa * Whenever a 97XX account budget is adjusted, a corresponding 98XX account budget must be adjusted in the billing agency, and vice versa										

AUD-308 - Budget Adjustment Form

10:19 AM

03/08/19			9/19		2019
Date	Document ID Number	Accounting Period	Terrie Saenz (crl)	802-9450	Budget Fiscal Year
Tulare County Sheriff's Office		Contact Person	Phone	Extension	
Agency Name					

Action** A,C,D	Fund	Dept	Appr #		<u>LEVEL 1 Finish Here</u>	Current Amount	Revised Amount	Inc / Dec Amt	
C	001	240	240SSUP			9,097,191	9,113,491	16,300	
								-	
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								-	
Appropriations Total						<i>Need Not Equal Zero</i>	9,097,191	9,113,491	16,300

Action** A,C,D	Fund	Dept	Appr #	Unit	Object	Rev	<u>LEVEL 2 Start Here</u>	Current Amt	Revised Amount	Inc / Dec Amt
A	001	240		2500		9200		-	16,300	(16,300)
C	001	240	240SSUP	2500	7066			104,808	121,108	16,300
										-
										-
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Line Total							<i>Must Equal Zero</i>	\$ 104,808	\$ 137,408	\$ -

Reason for Adjustment (To Avoid Correspondence, State Reason in Detail)

To record purchase of minor kitchen equipment at mid year FY 18-19. Minor kitchen equipment: \$5,500 for 2 heat holding cabinets, \$5,700 for 10 bakers racks, \$5,100 for 80 full size 6" metal inserts.


 Affected Dept Head Signature

 Other Affected Dept Head Signature

Checked By: _____
 County Executive Office Action: No. _____ Date: _____
 () Approved () Disapproved

By: _____
 Board of Supervisors Action: No. _____ Date: _____

Entered By: _____
 Date: _____
 Distribution: 1: BOS/CAO/Auditor

**** Action Codes: A=Add, C=Change, D=Deactivate**
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Attachment "3"
Personnel Resolutions

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 March 19, 2019 by the following vote:

Ayes:
Noes:
Abstain:
Absent:

Attest: Jason T. Britt
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.
7	3/31/2019	8

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

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	3/31/2019	023420	Probation Correctional Officer II			5	5	864	07308;05948;10299;10297;01695	205-200	205-1500
AMEND	3/31/2019	025810	Investigator I-Public Defender	025821	Investigator II-Public Defender-B	1	1	896	01810	210-000	210-1210

Explanation: Deleted positions are vacant.

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

**IN THE MATTER OF NEW OR AMENDED) Resolution No. 2019-
CLASS SPECIFICATIONS, AND CLASS) Agreement No.
DESIGNATIONS)**

Upon Motion of Supervisor (Name), seconded by Supervisor (Name), the following was adopted by the Board of Supervisors, at an official meeting held March 19, 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 and class designations effective March 31, 2019:

- Administrative Secretary**, Item No. 000640, Salary Grade: 421 (\$53,098 annual Step 5), Bargaining Unit 21, Competitive Service, Probation Period: 13 pay periods.
- Analyst-Risk Management I**, Item No. 001910, Salary Grade: 678 (\$58,782 annual Step 5), Bargaining Unit 19, Competitive Service, Probation Period: 26 pay periods.
- Analyst-Risk Management II**, Item No. 001920, Salary Grade: 226 (\$70,917 annual Step 5), Bargaining Unit 19, Competitive Service, Probation Period: 13 pay periods.
- Assistant Chief Investigator-District Attorney**, Item No. 003000, Salary Grade: 244 (\$111,471 annual Step 5), Bargaining Unit 19, Competitive Service, Probation Period: 13 pay periods.
- Chief Deputy Treasurer/Tax Collector**, Item No. 089402, Salary Grade: B04 (\$92,237 - \$138,353 range), Bargaining Unit 11, Non-Competitive Service, At-Will.
- Investigator-District Attorney, Supervisor**, Item No. 025000, Salary Grade: 445 (\$86,825 annual Step 5), Bargaining Unit 19, Competitive Service, Probation Period: 13 pay periods.
- Investigator-Welfare**, Item No. 049800, Salary Grade: 888 (\$70,092 annual Step 5), Bargaining Unit 22, Competitive Service, Probation Period: 13 pay periods.
- Fire Apparatus Engineer**, Item No. 041700, Salary Grade: 626 (\$55,795 annual Step 5), Bargaining Unit 23, Competitive Service, Probation Period: 26 pay periods.

Fire Apparatus Engineer 40 Hr, Item No. 041708, Salary Grade: 626 (\$55,795 annual Step 5), Bargaining Unit 23, Competitive Service, Probation Period: 26 pay periods.¹

Fire Battalion Chief, Item No. 093200, Salary Grade: 697 (\$94,461 annual Step 5), Bargaining Unit 19, Competitive Service, Probation Period: 26 pay periods.

Fire Battalion Chief-Admin, Item No. 024900, Salary Grade: 107 (\$94,460 annual Step 5), Bargaining Unit 19, Competitive Service, Probation Period: 26 pay periods.²

Fire Captain, Item No. 093300, Salary Grade: 700 (\$80,419 annual Step 5), Bargaining Unit 23, Competitive Service, Probation Period: 26 pay periods.

Fire Captain-Admin, Item No. 093303, Salary Grade: 715 (\$89,482 annual Step 5), Bargaining Unit 23, Competitive Service, Probation Period: 26 pay periods.³

Fire Lieutenant, Item No. 093400, Salary Grade: 702 (\$66,858 annual Step 5), Bargaining Unit 23, Competitive Service, Probation Period: 26 pay periods.

Fire Lieutenant 40 Hr, Item No. 093408, Salary Grade: 184 (\$66,858 annual Step 5), Bargaining Unit 23, Competitive Service, Probation Period: 26 pay periods.⁴

Notes

¹Job Class Item Number 041708 shares same job class specification as Job Class Item Number 041700.

²Job Class Item Number 024900 shares same job class specification as Job Class Item Number 093200.

³Job Class Item Number 093303 shares same job class specification as Job Class Item Number 093300.

⁴Job Class Item Number 093408 shares same job class specification as Job Class Item Number 093400.

Attachment “4”

Class Specifications and Class Designations

ADMINISTRATIVE SECRETARY

County of Tulare

DEFINITION

To perform responsible, confidential, and complex secretarial work for various departments within Tulare County, and to assist professional staff; to take responsibility for a variety of routine administrative details; and to supervise the activity of other clerical positions.

DISTINGUISHING CHARACTERISTICS

Constant contact with other government officials, department managers, and the general public requires the exercise of a high degree of judgment, tact, and discretion. The decisions made in this position may significantly facilitate the work of department managers.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Department Head or Assistant Department Head. Responsibilities may require the direct and indirect supervision of clerical subordinates.

DUTIES

Act as Confidential Secretary.

Research, gather and analyze facts and data on a variety of subjects and compile financial, activity, or governmental reports.

Assist in the facilitation of activities and policies including participation in development of budget requests and cost estimates.

Monitor office expense accounts, check invoices, and perform purchasing-related activities.

Plan, assign, coordinate and supervise the work of other clerical or support staff.

Prepare complex documents using word processing, spreadsheet and other computer software on a personal computer.

Finalize and print or arrange for publication of documents.

Prepare correspondence answering routine inquiries.

Complete various questionnaires and reports, with minimum assistance.

Make appointments and maintain a calendar of activity.

Arrange conferences and meetings by making reservations, planning dates and clearing conflicts.

Communicate with staff members, relay messages, make requests or transmit directions.

Attend meetings, take notes, prepare summary reports, and take initiative for follow-up.

Follow each project to completion, and assemble, proof, and take responsibility for finished projects.

Perform tasks with accuracy and attention to detail.

Oversee office management systems and office equipment including scheduling maintenance.

Take calls for and/or talk with visitors, referring inquires for most expeditious handling.

Study filing systems and clerical procedures and recommend methods for improvements.

Identify need for, develop, and implement new forms or procedures.

Prepare clerical procedural manuals or clerical training materials as needed.

Prepare documents pertaining to contractual or legal proceedings.

Coordinate routine inter-departmental administrative functions.

Assist in the selection of clerical staff and performance evaluation.

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:

- Current office practices and procedures including business correspondence, filing, and standard office equipment operation.
- Principles and practices of the functions and organization of an executive office environment.
- Data collection and record keeping methods.
- Correct English usage, vocabulary, spelling, and punctuation.
- Principles and practices of supervision and training.

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.
- Organize work, establish priorities, layout complex work assignments to fit capabilities of assistants and maintain good workflow.
- Compose complex letters and memos using correct grammar, punctuation and spelling.
- Supervise and train other employees.
- Establish and maintain cooperative working relationships with co-workers and other departments.
- Independently follow work to completion.
- Recognize and maintain confidential information and materials.
- Prepare specialized reports, clerical procedural manuals, and documents pertaining to

- contractual or legal proceedings in a timely manner.
- Tactfully screen telephone calls and handle complaints from public or refer to proper authority.
- Take notes at meetings and transcribe accurately.
- Make appointments and reservations, arrange conferences and meetings, plan dates, clear conflicts.
- Type documents accurately utilizing a personal computer and various software programs such as spreadsheets, word processing, graphics, charts, and others.

Education:

- Equivalent to completion of the twelfth (12th) grade supplemented by specialized secretarial or business training.

Experience:

- Four (4) years of increasingly responsible technical staff support and secretarial experience including two (2) years of experience using a personal computer and software programs in the work environment. One (1) year of supervisory experience highly desirable.

License or Certificate:

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

DESIRABLE EMPLOYMENT STANDARDS

Knowledge of:

- Budget preparation, expenditure, and monitoring procedures.
- County personnel rules and ordinance code.

[Administrative Secretary] Job Code: 000640, Res: 97-0238, Updated 03/28/02,
[Administrative Secretary] Job Code: 000640, Res: 15-0753, Updated:09/15/15
[Administrative Secretary] Job Code: 000640 ,Res: 18-XXXX Updated: 01/XX/18

Supplemental Information

Overtime Status: Exempt
Probation: Six (6) Months
BU: 21 - Unrepresented

Risk Management Analyst I

County of Tulare

DEFINITION

To perform a wide variety of administrative and specialized duties of a complex nature in the coordination with County Departments in the administration of the Risk Management Division of the County Counsel's Office; performs a variety of assignments involving research, analysis, and related work as required.

DISTINGUISHING CHARACTERISTICS

The Risk Management Analyst series performs a variety of administrative assignments related to risk management, specializing in a particular program area such as occupational safety, disability management, workers' compensation, liability claims administration, insurance, or other related programs. This class is flexibly allocated up to the Risk Management Analyst III level.

Risk Management Analyst I is the entry level classification in the Risk Management series that provides a high level of support to risk management activities within a particular risk management program area. Incumbents receive general supervision, and direction in the completion of assignments. Risk Management Analyst I are normally considered to be in a training status, as assigned responsibility increases it is expected that the incumbent will continuously develop required knowledge and skills in order to promote the II level.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the Supervising Risk Management Analyst or Risk Manager. Lead supervision may be provided by the Risk Management Analyst III.

DUTIES

Performs research, conducts studies to determine needs, prepares reports and recommends implementation procedures; evaluates effectiveness of programs; recommends objectives, priorities and modifications for a variety of specialized risk functions and projects related to disability management, occupational safety, workers' compensation, liability and property claims, or other related insurance and loss control programs.

Serves as liaison and resource for departments, employees, and other interested parties regarding employee injuries, worker's compensation, disability management, safety and injury prevention plans, claims adjusting, insurance coverage requirements, and other risk management programs.

Assists with case management for disability management; with self-insured claims administration either through in-house claims administration for property and liability claims or by monitoring third party administration of worker's compensation claims to insure timely and cost-effective claim resolutions in accordance with legal statutes, civil procedures, and administrative regulations.

Receives, examines, documents, investigates, and files a variety of reports, incidents and claims; reviews claims and reports for completeness, timeliness, accuracy and compliance with County administration policies and procedures.

County of Tulare
RISK MANAGEMENT ANALYST I

Assists Risk Manager and County Counsel in the resolution of claims through early settlement efforts, litigation preparation, at mediation and other legal settlement efforts.

Analyzes incidents, claim trends and costs; reviews loss and utilization data to prepare narrative and statistical reports and develops recommendations to the Risk Manager, County Counsel's Office, and County departments to protect the County against adverse loss and reduce potential risk arising out of County operations.

Assists in the evaluation of proposed legislation affecting the County's risk exposures and ensure compliance with state and federal regulations.

SPECIFIC DUTIES FOR ASSIGNED FUNCTION:

Insurance and Claims Administration:

Assists in the management of certain insurance programs such as the Liability Insurance Program, Vendors and Contractors Program, Watercraft and Aviation, Crime Bond, med-mal, Property Programs.

Assists departments in the review of contract and lease agreements to ensure appropriateness of insurance coverage's and compliance with bid specifications and County policies and procedures.

Collects and evaluates data for the completion of the County's insurance program applications, requests for evidence of insurance, and process annual certificate renewals.

Conducts training for individual departments to ensure understanding and conformity with insurance programs.

Performs in-house claim administration, setting up new claims, investigate claims to establish facts to identify legal exposures and adverse liability; maintains an effective claims diary and revising case reserves based on developments in the course of adjusting the claim

Analyze coverage, liability and damages for purposes of setting forth issues influencing evaluation and assessing of recommend reserves; prepares written and oral reports to Excess Insurance Carrier and County Counsel.

Determines proper contact and usage of approved County vendors, independent investigative service providers, and experts to assist in defending claims and lawsuits. Reviews and coordinates their degree of involvement with analysis, litigation holds, and chain of custody issues for County Counsel.

Assists in the development a strategy to resolve matters of liability and damages of a claim; negotiates resolution of claims within limits of authority, attends mediations and other proceedings relevant to the resolution of a claim.

County of Tulare
RISK MANAGEMENT ANALYST I

SPECIFIC DUTIES FOR ASSIGNED FUNCTION:

Disability Management:

Acts as a liaison between County agencies and Human Resources and Development to facilitate County wide accommodations; assist County employees and agencies with return to work and ensure compliance with legal requirements.

Contacts treating physicians and request review of employee's essential job requirements to provide written medical restrictions for industrial and non-industrial related disability cases.

Analyze work restrictions to determine possible reasonable accommodations; conduct interactive process meetings with employee and prepare interactive process summary reports.

Conducts research on accommodations to return employees to work and assist in the development of strategies to manage employee leaves for return to work or other disposition.

Coordinates quarterly leave meetings with Departments and Agencies to review status of employees' industrial and non-industrial medical absences to reduce the adverse impact of lengthy leaves of absence.

Assists in the development and maintenance of essential function job analysis for County positions.

Acts as a liaison to Tulare County Retirement Association on behalf of County agencies to facilitate timely resolution of Retirement matters.

Assists with employee medical evaluations such as: Fit for Duty Evaluations, post offer employment process, case management reviews with the third party worker's compensation claims administrator.

SPECIFIC DUTIES FOR ASSIGNED FUNCTION:

Safety/Loss Control:

Develops safety plans, guidelines and procedures to protect employee health and safety and that comply with applicable safety standards for a wide variety of processes and situations.

Assists in developing and evaluating safety goals, and standards; advises management in promoting an overall safety awareness and an effective participation in the County's Illness and Injury Prevention program and related safety plans.

Facilitate departmental inspections and audits, recommend necessary corrective actions; and provide guidance to supervisors and employees on accident prevention and elimination of unsafe working conditions and monitor follow-up steps to ensure compliance.

Works closely with department Safety representatives and managers, through quarterly safety meetings, site audits other methods to maintain continual employee safety awareness and compliance with safety and OSHA and procedures.

Consults with departments to investigate and analyzes accidents, determine root causes and identify means of preventing recurrence.

County of Tulare
RISK MANAGEMENT ANALYST I

Reviews new legislation or regulations effecting occupational safety and facilitates development safety programs and plans on a wide range of safety-related matters.

Conducts or oversees the investigation and analysis of accidents; performs or directs the compilation and analysis of accident data; interprets and evaluates data for trends; determines course of action to reverse trend/eliminate potential for accidents.

Assists with the county drug policy through coordinating with collection sites, labs and the County

Medical Review Officer as necessary.

Consults with departments to assist with implementation of ergonomic programs to help reduce the frequency and severity of ergonomic related injuries and illnesses.

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 principles and practices of Risk Management programs: occupational safety, claims adjusting, disability management, Insurance or other related programs.
- Math sufficient to compute, basic descriptive statistics, calculate and reconcile costs.
- Modern office methods and procedures, Software packages such as word processing, database management, spreadsheet, graphics and use of electronic database and filing systems.
- Written and oral communications including language mechanics, syntax and English composition;
- Customer service concepts.

Skill/Ability to:

- Maintain cooperative working relationships with co-workers, various agencies and departments.
- Research, understand, interpret, and apply specific rules, laws, ordinances, and policies to applicable risk management areas such as disability, safety, liability, and insurance.
- Follow complex written and verbal instructions.
- Prepare and maintain accurate files and records in spreadsheets, electronic data base and filing systems.
- Retain and recall a wide variety of information for long periods of time.

RISK MANAGEMENT ANALYST I

- Prepare clear, concise reports and correspondence using correct grammar, punctuation and spelling.
- Organize work and set priorities to complete assignments by established time frames.
- Work in a dynamic and fast paced work environment
- Conduct research and prepare statistical reports relating to various aspects of claims costs, accident causation, safety conditions or other risk management, matters.
- Analyze data and information necessary to prepare action plans for interactive processes mediations, and other procedural consultations.
- Use judgment and discretion relating to confidential information to integrate technical knowledge with interpersonal and communication skills dealing with employees, attorneys, and others in a manner consistent with the policies, practices, and procedures of the County.

Education:

- Graduation from an accredited college or university with a Bachelor's degree in risk management, public or business administration, human resources, occupational safety, insurance or closely related field.

Equivalencies for Education:

- Possession of Associate Safety Professional (APS), Certified Professional Disability Manager (CPDM), Associate in Claims (AIC); or other nationally recognized professional insurance designations may be substituted for education requirements if applicable.
- Additional direct risk management experience may be substituted for the educational requirement by an equivalency of one (1) year of experience for every (1) year of college education. Examples for each risk management specialization would be: One (1) year of direct experience in liability claims adjusting, workplace disability management, worker's compensation or occupational safety.

Experience:

- One year of professional level experience working with loss control, occupational safety, worker compensation, disability management, insurance underwriting, claims adjusting and administration, or other related risk management programs, preferably with a public agency. This should include substantial experience directly related to area of assignment.

License or Certificate:

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

[RISK-MGT.ANA I] Job Code: 004910, Res: 13-0670, Approved: 09-17-2013

[RISK-MGT.ANA I] Job Code: 004910, Res: XXXXX, Approved: XXXXX Revised Spec

Supplemental Information

Overtime Status: C

Probation: Six (6) Months

BU: 19

Risk Management Analyst II

County of Tulare

DEFINITION

To perform a wide variety of administrative and specialized duties of a complex nature in the coordination with County Departments in the administration of the Risk Management Division of the County Counsel's Office; performs a variety of assignments involving research, analysis, and related work as required.

DISTINGUISHING CHARACTERISTICS

The Risk Management Analyst series performs a variety of administrative assignments related to risk management, specializing in a particular program area such as occupational safety, disability management, workers' compensation, liability claims administration, insurance, or other related programs. This class is flexibly allocated from Risk Management Analyst I/II up to the Risk Management Analyst III level.

Risk Management Analyst II is the journey level classification in the Risk Management Analyst series. Incumbents are expected to work independently with a minimum of supervision and complete more difficult and complex assignments within particular program areas. Incumbents are expected to exercise independent judgement while performing their duties within general guidelines.

While incumbents in the Risk Analyst class series specialize in a particular program area, they are expected to gain familiarity and knowledge of all areas of risk management.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the Supervising Risk Management Analyst or Risk Manager. Lead supervision may be provided by the Risk Management Analyst III.

DUTIES

Performs research, conducts studies to determine needs, prepares reports and recommends implementation procedures; evaluates effectiveness of programs; recommends objectives, priorities and modifications for a variety of specialized risk functions and projects related to disability management, occupational safety, workers' compensation, liability and property claims, or other related insurance and loss control programs.

Serves as liaison and resource for departments, employees, and other interested parties regarding employee injuries, worker's compensation, disability management, safety and injury prevention plans, claims adjusting, insurance coverage requirements, and other risk management programs.

Provides case management for disability management; self-insured claims administration either through in-house claims administration for property and liability claims or by monitoring third party administration of worker's compensation claims to insure timely and cost-effective claim resolutions in accordance with legal statutes, civil procedures, and administrative regulations.

County of Tulare
RISK MANAGEMENT ANALYST II

Conducts examination of documents, investigates, and prepares a variety of reports, incidents and claims; conducts review of claims and reports for completeness, timeliness, accuracy and compliance with County administration policies and procedures.

Assists Risk Manager and County Counsel in the resolution of claims through early settlement efforts, litigation preparation, at mediation and other legal settlement efforts.

Analyzes incidents and claim trends, claims reserve, and reviews loss and utilization data to prepare narrative and statistical reports and develops recommendations to protect the County against adverse loss and reduce potential risk arising out of County operations.

Conducts evaluation of proposed legislation affecting the County's risk exposures and ensure compliance with state and federal regulations.

Develop and maintains a Risk Management Web Site including relevant risk management information, reports, and forms.

May provide direction and participate in the recruitment, selection and training new Risk Analysts and technical and clerical employees.

SPECIFIC DUTIES FOR ASSIGNED FUNCTION:

Insurance and Claims Administration:

Assist day to day management of certain insurance programs such as the Liability Insurance Program, Vendors and Contractors Program, Watercraft and Aviation, Crime Bond, med-mal, Property Programs.

Assists departments in the review of contract and lease agreements to ensure appropriateness of insurance coverage's and compliance with bid specifications and County policies and procedures.

Collects and evaluates data for the completion of the County's insurance program applications, requests for evidence of insurance, and process annual certificate renewals.

Conducts training for individual departments to ensure understanding and conformity with insurance programs.

Performs in-house claim administration, setting up new claims, investigate claims to establish facts to identify legal exposures and adverse liability; maintains an effective claims diary and revising case reserves based on developments in the course of adjusting the claim

Analyze coverage, liability and damages for purposes of setting forth issues influencing evaluation and assessing of recommend reserves; prepares written and oral reports to Excess Insurance Carrier and County Counsel.

Determines proper contact and usage of approved County vendors, independent investigative service providers, and experts to assist in defending claims and lawsuits. Reviews and coordinates

County of Tulare
RISK MANAGEMENT ANALYST II

their degree of involvement with analysis, litigation holds, and chain of custody issues for County Counsel.

Assists in the development a strategy to resolve matters of liability and damages of a claim; negotiates resolution of claims within limits of authority, attends mediations and other proceedings relevant to the resolution of a claim.

SPECIFIC DUTIES FOR ASSIGNED FUNCTION:

Disability Management:

Act as a liaison between County agencies and Human Resources and Development to facilitate County wide accommodations; assist County employees and agencies with return to work and ensure compliance with legal requirements.

Contact treating physicians and request review of employee's essential job requirements to provide written medical restrictions for industrial and non-industrial related disability cases.

Analyze work restrictions to determine possible reasonable accommodations; conduct interactive process meetings with employee and prepare interactive process summary reports.

Conducts research on accommodations to return employees to work and assist in the development of strategies to manage employee leaves for return to work or other disposition.

Coordinates quarterly leave meetings with Departments and Agencies to review status of employees' industrial and non-industrial medical absences to reduce the adverse impact of lengthy leaves of absence.

Assist in the development and maintenance of essential function job analysis for County positions.

Act as a liaison to Tulare County Retirement Association on behalf of County agencies to facilitate timely resolution of Retirement matters.

Assists with employee medical evaluations such as: Fit for Duty Evaluations, post offer employment process, case management reviews with the third party worker's compensation claims administrator.

SPECIFIC DUTIES FOR ASSIGNED FUNCTION:

Safety/Loss Control:

Develops safety plans, guidelines and procedures to protect employee health and safety and that comply with applicable safety standards for a wide variety of processes and situations.

Assists in developing and evaluating safety goals, and standards; advises management in promoting an overall safety awareness and an effective participation in the County's Illness and Injury Prevention program and related safety plans.

Facilitate departmental inspections and audits, recommend necessary corrective actions; and provide guidance to supervisors and employees on accident prevention and elimination of unsafe working conditions and monitor follow-up steps to ensure compliance.

County of Tulare
RISK MANAGEMENT ANALYST II

Works closely with department Safety representatives and managers, through quarterly safety meetings, site audits other methods to maintain continual employee safety awareness and compliance with safety and OSHA and procedures.

Consults with departments to investigate and analyzes accidents, determine root causes and identify means of preventing recurrence.

Reviews new legislation or regulations effecting occupational safety and facilitates development safety programs and plans on a wide range of safety-related matters.

Conducts or oversees the investigation and analysis of accidents; performs or directs the compilation and analysis of accident data; interprets and evaluates data for trends; determines course of action to reverse trend/eliminate potential for accidents.

Assists with the county drug policy through coordinating with collection sites, labs and the County

Medical Review Officer as necessary.

Consults with departments to assist with implementation of ergonomic programs to help reduce the frequency and severity of ergonomic related injuries and illnesses.

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, legal statutes, civil procedures, and administrative regulations relating to occupational safety, workers' compensation, disability management, liability, and insurance, or other related programs.
- Research methodology, report writing, basic statistics, and actuarial principles and appropriate applications.
- Modern office methods and procedures; computer applications related to work, including spreadsheets, graphical presentation and management of electronic database and filing systems.
- Written and oral communications including language mechanics, syntax and English composition;
- Customer service concepts.
- Principles and practices administration and adjusting of claims, investigation techniques reserving methodology related to injury, liability and property claims.

County of Tulare
RISK MANAGEMENT ANALYST II

Skill/Ability to:

- Maintain cooperative working relationships with co-workers, various agencies and departments.
- Research, understand, interpret, and apply specific rules, laws, ordinances, and policies to applicable risk management areas such as disability, safety, liability, and insurance.
- Prepare clear, concise reports and correspondence using correct grammar, punctuation and spelling. Plan and organize research and prepare statistical reports relating to various aspects of claims costs, accident causation, safety conditions or other risk management matters.
- Analyze a variety of administrative problems, make sound policy and procedural recommendations, and effectively present conclusions to County departments, staff and management.
- Establish and prepare clear and concise oral and written reports.
- Prepare and maintain accurate files and records in spreadsheets, electronic data base and filing systems.
- Organize, develop, and prepare case or claims, gather and prepare informational materials, attend mediations, interactive processes and other procedural consultations.
- Organize and develop effective programs for the reduction of occupational hazards and accident or injury prevention.
- Facilitate and negotiate resolution of complex problems involving a variety of claimants, individuals, employee groups, consultants, carriers and service providers;
- Use judgment and discretion relating to confidential information to integrate technical knowledge with interpersonal and communication skills dealing with the public, employees, attorneys, and others in a manner consistent with the policies, practices, and procedures of the County.
- Analyze situations, organize work and adopt effective courses of action working independently in a changing environment.

Education:

- Graduation from an accredited college or university with a Bachelor's degree in risk management, public or business administration, human resources, occupational safety, insurance or closely related field.

Equivalencies for Education:

- Possession of Associate Safety Professional (APS), Certified Professional Disability Manager (CPDM), Associate in Claims (AIC); or other nationally recognized professional insurance designations may be substituted for education requirements if applicable.
- Additional direct risk management experience may be substituted for the educational requirement by an equivalency of one (1) year of experience for every (1) year of college education. Examples for each risk management specialization would be: One (1) year of direct experience in liability claims adjusting, workplace disability management, worker's compensation or occupational safety.

County of Tulare
RISK MANAGEMENT ANALYST II

Experience:

- Two years of professional level experience working with loss control, occupational safety, worker compensation, disability management, insurance underwriting, claims adjusting and administration, or other related risk management programs, preferably with a public agency. This should include substantial experience directly related to area of assignment.

License or Certificate:

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

DESIRABLE EMPLOYMENT STANDARDS

Knowledge of:

- Governmental budget process sufficient to prepare and monitor departmental or project/program budgets.
- Management information systems including automated systems to assess needs, capabilities, and cost effectiveness.
- Current departmental policies and programs.
- Tulare County Personnel Rules.
- Operations and functions of government including budget methods, program analysis, employee relations, and group dynamics;

[RISK-MGT.ANA II] Job Code: 004920, Res: 13-0670, Approved: 09-17-2013

[RISK-MGT.ANA II] Job Code: 004920, Res: XXXXX, Approved: XXXXX Revised Spec

Supplemental Information

Overtime Status: E

Probation: Six (6) Months

BU: 19

CHIEF DEPUTY TREASURER/TAX COLLECTOR
[Non-Competitive (At-will)]
County of Tulare

DEFINITION

To plan, analyze, organize, administer, and direct the activities of the Treasurer-Tax Collector's Divisions.

DISTINGUISHING CHARACTERISTICS

This classification holds a high consequence of error in that it frequently deals with information and analysis that can have a significant financial impact on human resource and facilities for the County and other taxing agencies. It has significant responsibility for recommending financial, equipment and staff resource allocation. It requires a high level of flexibility in successfully working with people, data, and equipment. Critical organizational and financial decisions are based on the research and recommendation of this classification. The highest level of discretion and integrity is required to avoid unwarranted disclosure of confidential information. Incumbent must possess a high level of initiative and professional judgment.

This classification is in the non-competitive service of the County and, as such, is appointed by and serves at the will of the Auditor-Controller/Treasurer-Tax Collector.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the Department Head, the elected Auditor-Controller/Treasurer-Tax Collector Department for the County of Tulare.

Responsibilities include supervision of upper level management staff of the Tax Collector, Treasurer, and Auditor Property Tax Division sections of the Office.

DUTIES

Develop County Investment Policy.

Investment of Treasury funds.

Serve as the administrative officer for the County Employee's Retirement Association and as a member of the Board of Retirement in the absence of the County Auditor-Controller/Treasurer/Tax Collector.

Plan, organize, and direct the activities of the division including tax collections, tax apportionments, treasury, and retirement.

Establish and implement division objectives, goals, procedures, and priorities.

Responsible for the collection of revenue due the County including taxes and license fees.

Receive, safeguard, invest, and disburse County funds.

Evaluate division policy and procedures to provide effective service.

Plan and develop immediate and long-range personnel and budgetary needs for Treasurer and Tax Collector Divisions of the Office.

Review proposed bond issuance documents for both Auditor and Treasurer functions as required by law.

County of Tulare
CHIEF DEPUTY TREASURER/TAX COLLECTOR

Review proposed and existing laws relating to property tax and treasury functions for compliance and impact.

Maintain contact with banking, investment firms, and related financial institutions regarding deposit and investment of County funds.

Supervise, select, train, and evaluate subordinate staff.

Redeem tax delinquent property.

Auction real property for unpaid taxes.

Report and apportion property tax collections.

Prepare and maintain a variety of treasury, retirement, tax collection, and related financial reports.

Prepare and give presentations to groups.

Assist in the evaluating, planning, and implementing new services or combination of division services.

Assist in the integration of existing programs, recommending most cost effective options.

Independently analyze the current operations and structure of various programs and systems, including PIMS and Sympro.

Analyze workflow and improve efficiency in providing services.

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:

- Current investment markets and return on investment trends.
- Public agency investment banking and loan procedures, techniques, and strategies.
- Governmental budget process sufficient to evaluate and prepare department budgets.
- Financial record keeping, accounting principles and auditing methods.
- Principles of organization and personnel 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.

County of Tulare
CHIEF DEPUTY TREASURER/TAX COLLECTOR

- Operate contemporary office equipment inclusive of computer, keyboard, and all applicable electronic equipment.
- Develop excellent and effective written and oral communication.
- Research, compile, and analyze information and prepare appropriate alternatives and recommendations.
- Read, interpret, and apply complex laws and regulations.
- Prepare clear, concise reports and correspondence using correct grammar, punctuation and spelling.
- Convey complex concepts and procedures to lay persons and negotiate solutions to problems with others.
- Make recommendations and implement new systems or changes in current programs.
- Organize work and set priorities to complete assignments within established time frames.
- Maintain various records.
- Make verbal presentations.
- Apply applicable state and federal statutes and regulations, local ordinances, policies, and rules related to division.
- Assess needs, capabilities, and cost effectiveness of management information systems including automated systems.
- Objectively evaluate programs and services from all aspects ranging from structure to financial issues.

Education:

- Equivalent to graduation from an accredited college or university with major coursework in business administration with specialization in accounting or finance.

Experience:

- Five (5) years of increasingly responsible experience in government accounting, tax collections and apportionments, and investment banking, including two years in a management capacity.

License or Certificate:

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

DESIREABLE EMPLOYMENT STANDARDS

Knowledge of:

- Tulare County personnel rules and regulations.

[Chief Deputy, Treasurer/Tax Collector] Job Code:089402, Res:06-0030, Approved:1/10/06

Supplemental Information

Overtime Status: Exempt

Probation: None

BU: 11

ASSISTANT CHIEF INVESTIGATOR-DISTRICT ATTORNEY

County of Tulare

DEFINITION

To supervise the activities of a major organizational unit. To conduct investigations and to assign and supervise staff in conducting criminal and civil investigations for the District Attorney's Office.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the Chief Investigator or other upper level management position

Responsibilities include the direct and indirect supervision of staff personnel.

DUTIES

Plan, direct and supervise staff assigned to a major organization unit.

Review cases to determine amount of investigative work needed to prepare for trial.

Analyze and evaluate cases and prepare final reports of investigations including recommendations to the Chief Investigator and the District Attorney.

Prepare budget estimates.

Interview complaining witnesses.

Prepare letters, documents, statements and reports necessary to carry out various categories of work.

Assist and coordinate multi agency law enforcement problems and projects.

Plan, prepare and administer office or multi agency programs and seminars.

Maintain and update training priorities.

Assist investigators in preparing cases for prosecution.

Preview reports and take appropriate action.

Develop operating rules, regulations and procedures governing the treatment of defendants, witnesses and victims.

Formulate policies, methods and procedures.

Perform liaison work.

Maintain and supervise the maintenance of records and reports; prepare reports for submission to local, state and federal agencies as required by law.

County of Tulare
ASSISTANT CHIEF INVESTIGATOR-DISTRICT ATTORNEY

Take charge of major cases where unusual and difficult problems of investigation or apprehension exist.

Inspect personnel and facilities for compliance with regulations.

Analyze resource needs.

Monitor radio traffic for correct procedures.

Prepare letters, memos, bulletins.

Disseminate information to the District Attorney for the news media.

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:

- Legal codes and laws such as Penal, Government, Welfare and Institutions, Insurance, Business and Professional, and Agricultural Codes.
- Principles, practices and procedures of police science and administration.
- Investigative practices, procedures and techniques, including laws of arrest, search and seizure, locating persons, surveillance, detecting clues, and preserving evidence.
- Court procedures and rules of evidence to testify in court.
- Social issues related to law enforcement.
- Police sketching and charting techniques with the use of a computer.
- Interviewing techniques.
- Chain of command, scope of authority and policies in a policy agency and various government boards and commissions.
- Available community resources.

County of Tulare
ASSISTANT CHIEF INVESTIGATOR-DISTRICT ATTORNEY

- Management principles applied to a public agency.
- Departmental policies, procedures, goals and programs.
- Statutes, resolutions and ordinances governing employee rights, and personnel administrative practices.
- Employee development, training, selection and performance appraisal methods.
- Math sufficient to make budget estimates.

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.
- Interview and examine witnesses, claimants and suspects.
- Instruct, motivate, train, supervise, evaluate and assign work to subordinates.
- Work under pressure of meeting deadlines.
- Anticipate and analyze situations quickly and objectively to determine course of action.
- Write reports, letters, memoranda clearly and concisely using proper grammar and spelling.
- Use various weapons.
- Give and follow oral and written instructions.
- Retain and recall factual instructions.
- Negotiate and persuade, and deal with others under conditions requiring tact, patience, judgement and restraint.
- Read, understand and interpret complex technical and legal documents.
- Coordinate work with others.
- Communicate verbally with subordinates and the public.
- Project supply needs and select appropriate equipment and materials.
- Speak effectively for public presentation.
- Work effectively with subordinates and superiors.
- Apply cost effective procedures.
- Use self-defense techniques.

County of Tulare
ASSISTANT CHIEF INVESTIGATOR-DISTRICT ATTORNEY

Education:

- Equivalent to completion of the twelfth grade, supplemented by technical courses in criminal investigation.

Experience:

- Five (5) years experience as a peace officer (Penal Code 830.1), including three (3) years as a District Attorney Investigator with two (2) years of supervisory experience of (830.1) peace officers.

License or Certificate

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

License or Certificate

- Advanced P.O.S.T. certificate.
- Completion of the P.O.S.T. supervisory course.
- Certificate: Possession of a valid Basic Certificate issued by the State of California, Department of Justice, the Commission on Peace Officer Standards and Training and a valid, active certificate of completion of the basic POST Police Academy.
- Other: Under California Penal Code Section 830.1, the District Attorney Investigator classification is defined as a Peace Officer. Therefore, candidates must meet all pre-employment as well as ongoing peace officer status requirements pursuant to federal, state and local legislation.

DESIRABLE EMPLOYMENT STANDARDS

Knowledge of:

- Various types of guns and ballistics.
- Bugging equipment, documents comparison, lineup procedures.
- County forms to request services.
- Principles and practices of supervision, training and evaluation.
- Inventory and property record keeping methods.
- Current memorandum of understanding.

Skill/Ability to:

- Interview and select job applicants.
- Supervise, train and evaluate employees.

County of Tulare
ASSISTANT CHIEF INVESTIGATOR-DISTRICT ATTORNEY

- Identify drugs and narcotics.
- Assure that office equipment meets specifications.

Education:

- (Desirable but not required)_Graduation from an accredited college or university with a Bachelor's degree in criminal justice, business or public administration, or a closely related field.

[Asst Chief Investigator -DA] Job Code: 003000, Res: 94-1255, Approved: 10/94

Supplemental Information

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

INVESTIGATOR-DISTRICT ATTORNEY, SUPERVISING

County of Tulare

DEFINITION

To provide supervision to personnel involved in conducting criminal and civil investigations for the District Attorney's Office; and to conduct investigations of more complicated criminal and civil cases.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by an Assistant Chief Investigator or the Chief Investigator. Responsibilities include the direct supervision of District Attorney Investigators.

DUTIES

Plan, coordinate, assign, monitor and adjust caseload for an investigations unit.

Provide counseling, performance evaluation, and training for unit investigators.

Assist investigative personnel with technical and legal casework questions.

Assist investigative personnel with the preparation and service of search warrants.

Conduct special and complex criminal and civil investigations including major fraud, political corruption, complex homicides, and capital cases.

Locate and interview suspected persons and witnesses and analyze and evaluate their testimony.

Examine a variety of public and private records to secure information concerning suspected violations.

Contact and interview individuals, employers, and representatives of businesses and governmental organizations.

Gather, assemble, preserve, and report facts, statements, or affidavits and other evidence for use in legal actions.

Interpret and explain the provisions of laws, rules, or regulations related to the purpose of the investigation.

Conduct surveillance.

Submit findings of investigation to District Attorney's Office for the purpose of filing criminal or civil complaints.

Sign criminal complaints.

Prepare case narratives, analysis of investigative findings, and correspondence.

Serve civil and criminal process. May appear in court as a witness.

Review completed investigations for completeness of investigation, adequacy of charge and sufficiency of documentation for criminal filing.

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 principles and practices of supervision.
- Code of Civil Procedures, Penal Code, Health and Safety Code, Business and Professions Code, and Government Code.
- Investigative, practices, procedures, and techniques in major and complex cases including fraud, homicide and sexual assault.
- Laws of arrest, search and seizure.
- Rules of evidence and of court procedure.
- Principles of identification, preservation, and presentation of evidence.
- Police sketching and charting techniques.
- Tracing techniques.
- Sources of information used in locating persons.
- Interviewing techniques, including effective methods of obtaining information from hostile or reluctant individuals.
- Basic math sufficient to calculate distances, income and time.
- Legal rights of citizens.

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.
- Counsel, give direction, train and evaluate employees;
- Coordinate workload of an investigative unit.
- Read and understand mapped information, legal documents and codes.
- Read, interpret, and apply provisions of laws, rules, and regulations applicable to investigations.
- Conduct investigations.
- Obtain information and evidence by observation, record examinations, and interviews.
- Locate and interview suspected persons and witnesses.
- Analyze and evaluate the statements of witnesses or suspected violators.
- Secure, prepare and present evidence in oral or written form.
- Deal with citizens and public officials under conditions requiring tact and good judgment.

County of Tulare
INVESTIGATOR-DISTRICT ATTORNEY, SUPERVISING

- Analyze situations accurately in order to respond to emergencies and adopt an appropriate course of action.
- Prepare correspondence and reports.
- Organize and prioritize work.
- Follow and give written and oral instructions.
- Maintain confidentiality of all information and materials.
- Maintain effective working relationships with team members, co-workers, and other departments and agencies.
- Use self-defense techniques; maintain and handle firearms and related police equipment.

Education:

- Equivalent to completion of the twelfth grade preferably supplemented by technical courses in criminology, criminal justice, or related field.

Experience:

- Five (5) years experience as a peace officer (Penal Code 830.1), including one (1) year performing criminal investigations as a District Attorney Investigator.

License or Certificate

- Possession of a valid Basic Certificate issued by the State of California, Department of Justice, the Commission on Peace Officer Standards and Training and a valid, active certificate of completion of the basic POST Police Academy.
- Other: Under California Penal Code Section 830.1, the District Attorney Investigator classification is defined as a Peace Officer. Therefore, candidates must meet all pre-employment as well as ongoing peace officer status requirements pursuant to federal, state and local legislation.
- Possession of a valid Class "C" driver's license, or equivalent.

[Investigator-District Attorney, Supervising] Job Code: 025000, Res: 15-0229, Approved; 04/05/15

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

WELFARE INVESTIGATOR

County of Tulare

DEFINITION

To conduct investigations of suspected fraudulent receipt of public assistance by verifying facts and obtaining evidence to support administrative action or prosecution.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by a Supervising Welfare Investigator.

DUTIES

Conduct investigations of suspected fraudulent receipt of public assistance.

Maintain and adhere to strict confidentiality policies.

Locate and interview suspected persons, absent parents, and witnesses and analyze and evaluate their testimony.

Conduct surveillance.

Examine a variety of public and private records to secure information concerning suspected violations.

Contact and interview individuals, employers and representatives of business and governmental organizations.

Gather, assemble, preserve and report facts, statements, or affidavits and other evidence for use in legal action.

Conduct consent searches of homes.

Prepare, obtain and execute search warrants.

Assist with departmental and interdepartmental training.

Interpret and explain the provisions of laws, rules or regulations and findings for the purpose of filing criminal complaints with the District Attorney's office.

Submit findings of investigation to District Attorney's Office for the purpose of filing criminal complaints.

Serve as liaison between the District Attorney's Office and the Department of Public Social Services when presenting criminal cases in court.

Prepare case narratives, analysis of investigative findings, and correspondence.

Apply proper technique of arrest, search and seizure, apprehension of suspects, and confiscation and proper storage of evidence.

Responsible for transporting and booking arrestees in county jail.

Responsible for transporting arrestees to court.

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:

- Investigative techniques and procedures.
- Principles of identification, preservation and presentation of evidence.
- Sources of information used in locating persons.
- Legal rights of citizens.
- Laws of arrest, rules of evidence and of court procedure.
- Interviewing techniques, including effective methods of obtaining information from hostile or reluctant individuals.
- Basic math sufficient to calculate amount of fraud.

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.
- Learn, interpret, and apply provisions of the Welfare laws, rules, and investigations applicable to investigations of welfare fraud.
- Conduct investigations relating to suspected fraudulent receipt of public assistance.
- Obtain information and evidence by observation, record examinations, and interviews.
- Gather, assemble and analyze facts and evidence drawing appropriate conclusions and making recommendations for the dispositions of cases.
- Secure and present evidence in oral or written form.
- Communicate clearly and concisely both orally and in writing.
- Analyze situations accurately in order to respond to emergencies and adopt an appropriate course of action.
- Prepare clear, concise and comprehensive correspondence, records and reports.

Education:

- Equivalent to completion of the twelfth grade preferably supplemented by college coursework in criminology or criminal justice.

Experience:

- One (1) year of work experience performing investigations in a public law enforcement agency.

License or Certificate

- Certificate: Possession of a valid Basic Certificate issued by the State of California, Department of Justice, the Commission on Peace Officer Standards and Training and a valid, active certificate of completion of the basic POST Police Academy.
- Other: Under California Penal Code Section 830.1, the District Attorney Investigator classification is defined as a Peace Officer. Therefore, candidates must meet all pre-employment as well as ongoing peace officer status requirements pursuant to federal, state and local legislation.
- License: Possession of a valid Class "C" driver's license, or equivalent.

DESIRABLE EMPLOYMENT STANDARDS

Knowledge of:

- Public assistance laws, rules, and regulations applicable to fraud investigation.

[Welfare Investigator] Job Code: 049800, Res: 92-1367, Updated: 11/05

Supplemental Information

Overtime Status: Eligible
Probation: Six (6) Months
BU: 22

FIRE APPARATUS ENGINEER

County of Tulare

DEFINITION

To drive and operate assigned fire engines and other equipment in responding to fire and other emergency calls; and to engage in medical aid, firefighting, and prevention activities.

DISTINGUISHING CHARACTERISTICS

The Fire Apparatus Engineer is the first level full-time driver/operator job class engaged in fire suppression activities and will train to proficiency in those activities. Employees may be designated relief and assigned to work at different locations, relieving other Fire Apparatus Engineers on shifts, during vacation, training and other absences.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Fire Lieutenant, Fire Captain or higher level department staff.

Responsibilities may include indirect oversight of the activities of extra help fire engineers and firefighters in the absence of a Fire Officer.

DUTIES

Respond to fire, medical, and other emergency alarms by driving assigned equipment to appropriate locations.

Operate equipment and assist in the suppression of fires, medical emergencies, and in the protection of life, property, and the environment.

Drive assigned firefighting apparatus to and from fires.

Operate pumps, ladders, and other mechanical equipment as required.

Assist in performing tactical incident management and assist in directing the activities of fire fighters until relieved by a Fire Officer.

Assist Fire Officer in conducting residential and commercial inspections to discover and eliminate potential fire hazards.

Assist to educate the public in fire prevention and life safety methods.

Assist in servicing and making minor repairs on fire emergency equipment.

Assist Fire Officers in conducting training programs for fire fighters.

Assist in maintaining fire apparatus and equipment, fire station and grounds, and other equipment.

Assist in providing training, and lead direction to staff including extra help fire fighters, on assigned shift.

Assist in keeping records and preparing reports as required.

Assure adherence to established safety standards in daily operations.

Attend training and drills as required.

May assist in preparing and conducting training courses.

May assist in the investigating of fire scenes and the origin of fires.

Administer emergency medical care.

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:

- Fire prevention and suppression methods, including use of the Incident Command System.
- Operation, use and maintenance of firefighting apparatus and equipment.
- Basic principles of fire prevention including building construction, fire safety inspections, and fire department pre-plans.
- Mechanical principles involved in operating fire apparatus and allied equipment.
- EMT, CPR and AED.

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, direct, and organize fire suppression and support activities during emergencies.
- Effectively apply fire suppression and prevention methods and techniques.
- Operate and maintain firefighting, rescue and emergency medical equipment, tools, and supplies.
- Follow oral and written instructions, react quickly in emergencies, and display sound judgment in making decisions.
- Analyze situations accurately and adopt an effective course of action.
- Direct activities of fire fighters.
- Establish and maintain effective working relationships with the public, staff, and others.
- Make effective decisions and solve problems.
- Prepare clear and concise reports and records using personal computers; operate radio communication equipment.

Education:

- High School Diploma or equivalent

License or Certificate:

- Possession of EMT-B certification in California with ability to accredit in Tulare County (CCEMSA) within 60 days of hire.
- Possession of a Professional Rescuer CPR/AED certificate.
- Possession of a valid California driver's license.
- Possession of an accredited State Fire Training Firefighter 1 Academy completion certification
-

CPAT Requirement:

- Possession of a valid CPAT Certificate at time of first interview. In addition, the CPAT certification must have been issued within 12 months at time of first interview. For information on how to obtain a CPAT Card of Completion, visit www.cpatonline.org or call 1-877-648-CPAT.

DESIRABLE EMPLOYMENT STANDARDS

Education:

- Vocational Certificate of Achievement in Fire Technology.

License or Certificate:

- Possession of Fire Fighter II
- Possession of Rescue Systems 1
- Possession of Rescue Systems 2
- Possession of Low Angle Rescue Operations certification
- Possession of Confined Space Rescue Awareness
- Possession of RIC Operations
- Possession of Fire Fighter Survival
- Possession of SFT Driver Operator 1A
- Possession of SFT Driver Operator 1B

[FIRE APPARATUS ENGINEER] Job Code: 041700 , Res: 2015-0751 Adopted: 9/15/2015 Update: Reso#2016-0770 9/20/16;
Update: FY Budget 2018 Res: #17-0757, Re-adopted 9/19/17

Supplemental Information

Overtime Status: Eligible

Probation: One (1) Year

BU: 23

FIRE BATTALION CHIEF

County of Tulare

DEFINITION

To plan, organize and direct shift operations by assuming command of all stations within a geographical area; supervise and direct personnel and equipment at fire and emergency scenes; and organize department/battalion activities.

DISTINGUISHING CHARACTERISTICS

The Battalion Chief classification is utilized in the County Fire Department to manage a designated fire battalion and/or assigned program. This class is distinguished from the Fire Captain by its management responsibility for functional divisions within the Fire Department as opposed to a Captain's responsibility for a specific station.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Fire Division Chief or higher level management staff.

Responsibilities include providing direct and indirect supervision to fire personnel and support staff.

DUTIES

Plan, organize and direct the work of a fire department Battalion shift.

Assume control of emergency scenes, making decisions and giving directions on tactics and strategies.

Develop, coordinate and update firefighter training program and record keeping system, to conform to State, County and Department guidelines and requirements.

Supervise, train and evaluate staff.

Coordinate the testing and development of new products, tools, and equipment.

Conduct post-incident critiques of all major fires or emergencies.

Present training programs for shift personnel and extra help firefighters.

Assist with preparing functional and department budgets and specific program management oversight.

Respond to citizen inquiries and complaints.

Monitor and maintain fire station, apparatus and equipment complements, and supply inventories.

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:

- Fire prevention and suppression methods, including use of the Incident Command System.
- Practices, procedures and equipment used in fighting fires and mitigating emergencies.
- Operation and maintenance of fire and rescue apparatus and equipment.
- County geography and water systems.
- Fire codes, standards and investigation procedures and building construction methods.
- Hazardous materials and their properties.
- Principles and practices of supervision and training.
- Principles and practices of fire department administration.

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.
- Supervise personnel and equipment under emergency conditions effectively.
- Assume control of emergency scenes, making decisions and giving directions on tactics and strategies.
- Appraise an emergency situation, and initiate an effective course of action quickly.
- Plan, schedule, make work assignments, set priorities, train, evaluate and recommend discipline of staff.
- Prepare clear, concise reports, evaluations, and communications.
- Establish and maintain effective working relationships with management, staff, and the public.
- Process and adjust grievances in accordance with labor agreements.
- Use various software programs such as word processing and spreadsheets.
- Analyze situations accurately and adopt an effective course of action.
- Direct activities of fire personnel.

Education:

- High School Diploma or equivalent

Experience:

- Two years full-time experience equivalent to the level of Fire Captain or above in an all career staffed or combination fire department.

License or Certificate:

- Possession of an Emergency Technician B certificate if hired after May 1, 2016; otherwise, possession a Public Safety First Aid certificate if hired prior to May 1, 2016.
- Possession of a Professional Rescuer CPR/AED certificate.
- Possession of a valid California Class A or B commercial or Class C driver's license with Firefighter Endorsement.
- Possession of a Hazardous Materials Incident Commander Title 8 compliant certificate
- Possession of Incident Command System ICS 400 certificate.

DESIRABLE EMPLOYMENT STANDARDS

License or Certificate:

- Possession of California State Board of Fire Service Fire Officer or Chief Officer Certification.
- Graduation from an accredited college with an Associate's degree or higher in fire science, fire administration or a related field.

[Fire Battalion Chief] Job Code: 093200, Res: 06-0789, Adopted: 10/17/2006; Updated 2/1/2010

Supplemental Information

Overtime Status: 19

Probation: One (1) Year

BU: 19

FIRE CAPTAIN

County of Tulare

DEFINITION

To command a fire station during an assigned shift; to participate in and direct assigned personnel in fire suppression and prevention activities; or to conduct specialized administrative assignments in support of overall department objectives.

DISTINGUISHING CHARACTERISTICS

This classification is the supervisory level within the fire series. The Fire Captain functions as scene commander during emergency operations; has overall responsibility for the maintenance and operation of the station, including specific program management and ensures that departmental policies and procedures are enforced.

Some positions may serve in administrative staff assignments including training officer or fire prevention officer. Incumbents in these assignments are required to work a 40-hour per week shift.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Fire Battalion Chief or higher-level department staff.

Responsibilities may include overseeing the activities of Fire Lieutenants and extra help fire fighters.

DUTIES

Plan, organize, direct, and participate in fire suppression, rescue and prevention activities on an assigned shift.

Supervise station personnel and apparatus in all aspects of fire prevention and protection.

Respond to fire, medical, and other emergency alarms by driving assigned equipment to appropriate locations as necessary.

Perform tactical incident management and direct the activities of fire personnel.

Operate equipment and assist in the suppression of fires, medical emergencies, and in the protection of life, property, and the environment.

Drive assigned fire fighting apparatus to and from fires; operate pumps, ladders, and other mechanical equipment as required.

Conducting residential and commercial inspections to discover and eliminate potential fire hazards.

Educate the public in fire prevention and life safety methods.

Service and make minor repairs on fire emergency equipment.

Assist in conducting training programs for fire fighters.

Oversee maintenance of fire apparatus and equipment, fire station and grounds, and other equipment.

Provide training, supervision and direction to fire personnel, including extra help fire fighters, on assigned shift; may serve as acting chief officer.

Keep records and prepare reports as required.

Assure adherence to established safety standards in daily operations.

Attend training and drills as required.

Conduct special projects and prepares special reports as assigned.

Conduct preliminary investigation and report on cause of fires.

May observe, record and report on evidence for presentation in court.

May assist in preparing annual budget estimates and control expenditures.

May serve as department training officer and plan and implement training programs and activities for Fire Department personnel.

May serve as department fire prevention officer and plan and implement prevention program and activities.

May prepare and conduct training courses.

May investigate fire scenes and origin of fires.

May administer emergency medical care.

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:

- Fire prevention and suppression methods, including use of the Incident Command System.
- Operation, use and maintenance of fire fighting apparatus and equipment.
- Basic principles of fire prevention including building construction, fire safety inspections, and fire department pre-plans.

- Mechanical principles involved in operating fire apparatus and allied equipment.
- First aid and CPR techniques.
- Principles and practices of supervision and training.
- Principles and practices of fire department administration.

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, direct, and organize fire suppression and support activities during emergencies.
- Effectively apply fire suppression and prevention methods and techniques.
- Operate and maintain fire fighting, rescue and emergency medical equipment, tools, and supplies.
- Effectively deploy personnel and equipment during emergency operations.
- Follow oral and written instructions, react quickly in emergencies, and display sound judgment in making decisions.
- Analyze situations accurately and adopt an effective course of action.
- Direct activities of fire personnel.
- Understand and carry out oral and written instructions.
- Establish and maintain effective working relationships with the public, staff, and others.
- Make effective decisions and solve problems.
- Prepare clear and concise reports and records using personal computers.
- Operate radio communication equipment.

Education:

- High School Diploma or equivalent

Experience:

- Two years of full-time experience as a Fire Lieutenant.

License or Certificate:

- Possession of an Emergency Technician B certificate if hired after May 1, 2016; otherwise, possession a Public Safety First Aid certificate if hired prior to May 1, 2016.
- Possession of a Professional Rescuer CPR/AED certificate.
- Possession of a valid California Class A or B commercial or Class C driver's license with Firefighter Endorsement.
- Possession of a Hazardous Materials First Responder Operations Title 8 CCR compliant certificate.
- Possession of Incident Command System ICS 300 certificate.

DESIRABLE EMPLOYMENT STANDARDS

Education:

- Graduation from an accredited college with an Associate's degree or higher in fire science, fire administration or a related field.

License or Certificate:

Possession of a valid EMT Certification

Possession of State Fire Training Company Officer or Fire Officer Certification

Possession of State Fire Training Driver/Operator 1-A/1-B Certification.

Possession of Fire Investigator Certification may be required for some assignments.

Possession of Safety Officer Certification may be required for some assignments.

Possession of a Hazardous Materials Incident Commander Title 8 CCR compliant certificate.

[Fire Captain] Job Code: 093300, Res: 06-0789, Adopted 10/17/2006

Supplemental Information

Overtime Status: Eligible

Probation: One (1) Year

BU: 23

FIRE LIEUTENANT

County of Tulare

DEFINITION

To drive and operate assigned fire engines and other equipment in responding to fire and other emergency calls; and to engage in medical aid, fire fighting, and prevention activities.

DISTINGUISHING CHARACTERISTICS

This class performs the full range of fire fighting duties. The Fire Lieutenant is responsible for shift supervision, and in the absence of the Fire Captain assumes supervision and responsibility of the station. Incumbents participate in fire prevention, suppression, and rescue activities of the department.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Fire Captain or higher level department staff.

Responsibilities may include overseeing the activities of fire apparatus engineers and extra help firefighters.

DUTIES

Respond to fire, medical, and other emergency alarms by driving assigned equipment to appropriate locations.

Operate equipment and assist in the suppression of fires, medical emergencies, and in the protection of life, property, and the environment.

Drive assigned fire fighting apparatus to and from fires; operate pumps, ladders, and other mechanical equipment as required.

Perform tactical incident management and direct the activities of fire fighters until relieved by a senior officer.

Assist in conducting residential and commercial inspections to discover and eliminate potential fire hazards.

Educate the public in fire prevention and life safety methods.

Service and make minor repairs on fire emergency equipment.

Assist in conducting training programs for fire fighters.

Assist in maintaining fire apparatus and equipment, fire station and grounds, and other equipment.

Provide training, supervision and direction to staff including fire apparatus engineers and extra help fire fighters, on assigned shift.

Keep records and prepare reports as required.

Assure adherence to established safety standards in daily operations.

Attend training and drills as required.

May prepare and conduct training courses.

May investigate fire scenes and origin of fires.

May administer emergency medical care.

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:

- Fire prevention and suppression methods, including use of the Incident Command System.
- Operation, use and maintenance of fire fighting apparatus and equipment.
- Basic principles of fire prevention including building construction, fire safety inspections, and fire department pre-plans.
- Mechanical principles involved in operating fire apparatus and allied equipment.
- First aid and CPR 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.
- Plan, direct, and organize fire suppression and support activities during emergencies.
- Effectively apply fire suppression and prevention methods and techniques.
- Operate and maintain firefighting, rescue and emergency medical equipment, tools, and supplies.
- Follow oral and written instructions, react quickly in emergencies, and display sound judgment in making decisions.
- Analyze situations accurately and adopt an effective course of action.
- Direct activities of fire fighters.
- Understand and carry out oral and written instructions.
- Establish and maintain effective working relationships with the public, staff, and others.
- Make effective decisions and solve problems.
- Prepare clear and concise reports and records using personal computers.
- Operate radio communication equipment.

Education:

- High School Diploma or equivalent

Experience:

- Two years of full-time fire suppression and prevention experience, including one year at the driver/operator level.

Equivalencies for Experience:

- Three years seasonal experience with a local, state, tribal or federal agency may be counted as full-time experience. Seasonal experience is defined as a minimum of five months of continuous employment (Stipend, Paid on Call, Extra Help or Volunteer time will not be counted as full-time experience from agencies other than Tulare County Fire Department) OR
- Two years as a Tulare County Fire Department Extra Help Engineer OR
- One year as a Tulare County Fire Department Fire Apparatus Engineer

License or Certificate:

- Possession of an Emergency Medical Technician B certificate if hired after May 1 2016; otherwise, possession of a Public Safety First Aid certificate if hired prior to May 1, 2016.
- Possession of a Professional Rescuer CPR/AED certificate.
- Possession of a valid California Class A or B commercial or Class C driver's license with Firefighter Endorsement.
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- Possession of Incident Command System ICS 300 certificate.
- Possession of an IS 700 certificate
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- Possession of an accredited State Fire Training Firefighter 1 Academy completion certification

CPAT Requirement:

- Possession of a valid CPAT Certificate at time of first interview. In addition, the CPAT certification must have been issued within 12 months of first interview. For information on how to obtain a CPAT Card of Completion, visit www.cpatonline.org or call 1-877-648-CPAT.
- Current Tulare County Fire Department Fire Apparatus Engineers are waived from this requirement if applying for this position.

DESIRABLE EMPLOYMENT STANDARDS

Education:

- Graduation from an accredited college with an Associate's degree in fire science, fire administration or a related field.

License or Certificate:

County of Tulare
FIRE LIEUTENANT

- Possession of Fire Fighter I
- Possession of Fire Fighter II
- Possession of Rescue Systems 1
- Possession of Rescue Systems 2
- Possession of Low Angle Rescue Operations certification
- Possession of Confined Space Rescue Awareness
- Possession of RIC Operations
- Possession of Fire Fighter Survival
- Coursework for completion of Company/Fire Officer Certification.
- Possession of SFT Fire Instructor
- Possession of SFT Fire Inspector I
- Possession of SFT Fire Investigator I
- Possession of SFT Driver Operator 1A
- Possession of SFT Driver Operator 1B

[Fire Lieutenant] Job Code: 093400, Res: 06-0789, Adopted: 10/17/2006 Updated: 9/20/16, Reso# 2016-0770; Updated: 9/19/17
FY2018 Budget, Reso# 17-0757

Supplemental Information

Overtime Status: Eligible

Probation: One (1) Year

BU: 23

Attachment "5"
Capital Asset Purchase List

Capital Assets

Department	Requested Action	Cost for Capital Asset
County Fire	Purchase (2) F250 Trucks	\$90,000
County Fire	Purchase (1) Vermeer Wood Chipper	\$90,000
HHSA	Purchase (1) 2019 Toyota Camry	\$33,520
HHSA	Purchase (1) Freezer	\$6,500
Road Fund	Purchase (1) Pine G2 Gyrotory Compactor with accessories	\$52,000
Sheriff	Purchase (2) Double Stacked Ovens	\$24,000
Sheriff	Purchase (1) Trash Compactor	\$34,000
Capital Assets Total		\$330,020