



**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: April 30, 2019 - **REVISED**

Public Hearing Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Published Notice Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Advertised Published Notice	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Meet & Confer Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Personnel Resolution attached	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
CONTACT PERSON: Jason T. Britt PHONE: 559-636-5005				

SUBJECT: Approve a Personnel Resolution to add one (1) FTE Assistant County Administrative Officer.

REQUEST(S):
That the Board of Supervisors:

1. Approve a Personnel Resolution to increase the position allocation by adding one (1) FTE Assistant County Administrative Officer, effective May 12, 2019.

SUMMARY:
The County Administrative Office is requesting the addition of one Assistant County Administrative Officer position. Prior to 2016, the County Administrative Office had two allocated Assistant County Administrative Officer positions. When the office reorganized, the two Assistant County Administrative Officer positions were replaced with four Deputy County Administrative Officer positions. After a review of the office's needs, responsibilities, structure, and long-range plans, it was determined there is a need to add one Assistant County Administrative Officer. Adding this position will assist the County Administrative Officer in effective discharge of their duties and establishes clear lines of authority. At this time, the four Deputy County Administrative Officer positions are vacant. The County Administrative Officer expects to make a recommendation to the Board regarding the four vacant Deputy County Administrative Officer at the adoption of the annual budget.

SUBJECT: Approve a Personnel Resolution to add one (1) FTE Assistant County Administrative Officer
DATE: April 30, 2019

The primary focus of the Assistant County Administrative Officer position is to assist in providing centralized County administration, monitor, coordinate, and provide direction to overall administrative activities of the County. The Assistant actively assists the County Administrative Officer in preparing and monitoring the County budget, establishing funding priorities, determining service levels, allocating budget resources, evaluating department and program effectiveness, coordinating legislative analysis, special projects, and other duties as assigned by the County Administrative Officer. The Assistant may serve as acting County Administrative Officer in the absence of the County Administrative Officer. The Assistant County Administrative Officer position is at-will, non-competitive, exempt, and annual salary band 2, \$122,285.00-\$168,430.000.

FISCAL IMPACT/FINANCING:

The projected cost for the remaining fiscal year to add an Assistant County Administrative Officer position is \$37,722.00. The cost for this position will be covered through departmental savings in Fiscal Year 2018/2019. There will be no Net County Cost to add the Assistant County Administrative Officer position in the current year.

The Assistant County Administrative Officer position total projected cost of \$217,948.00 will be included in County Administrative Office's proposed Fiscal Year 2019/2020 Budget.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

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

ADMINISTRATIVE SIGN-OFF:



Jason T. Britt
County Administrative Officer

cc: Human Resources & Development

Attachment(s) Attachment 1 – Personnel Resolution

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

IN THE MATTER OF APPROVE THE)
ADDITION OF ONE ASSISTANT) Resolution No. _____
COUNTY ADMINISTRATIVE OFFICER) Agreement No. _____
POSITION)
)

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

AYES:
NOES:
ABSTAIN:
ABSENT:

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

BY: _____
Deputy Clerk

* * * * *

1. Approve a Personnel Resolution to add one (1) FTE Assistant County Administrative Officer.

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 April 30, 2019 by the following vote:

Ayes:
Noes:
Abstain:
Absent:

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

By: _____
Deputy Clerk

Add, Delete, Reclassify or Amend	Effective Date	Previous Job Code	Previous Class Title	New Job Code	New Class Title	No. Of Pos	FTE	Grade	Position Number(s)	Dept ID	Job Cost Dist. No.
Add	5/13/19			080502	Assistant County Administrative Officer	1	1	B02	****	085-000	085-3000

Explanation:
Add one (1) Assistant County Administrative Officer to department allocation. Salary level within the band will be determined at time of appointment.