



**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: August 13, 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 type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
CONTACT PERSON: Jason T. Britt PHONE: 559-636-5005		

SUBJECT: Set Annual Salary and Benefits for the Position of Assistant County Administrative Officer

REQUEST(S):
That the Board of Supervisors:

1. Set the annual salary for the position of Assistant County Administrative Officer, in Bargaining Unit 11, in the amount of \$158,000 annually, and same standard benefits provided to Bargaining Unit 11 employees, and with an additional benefit of auto allowance in the amount of \$447 monthly, effective August 18, 2019.

SUMMARY:
The Board of Supervisors approved the addition of the Assistant County Administrative Officer position on 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, annual salary band 2, \$122,285.00-\$168,430.000. The requested salary is within the adopted salary band for this position.

SUBJECT: Approve Annual Salary and Benefits for the Position of Assistance
County Administrative Officer
DATE: August 13, 2019

In compliance with Gov. Code § 54953(c)(3), the Board or its designee must orally announce the recommended final action on salary, salary schedule, or compensation to be paid in the form of fringe benefits of the Assistant County Administrative Officer, a local agency executive, prior to taking final action.

FISCAL IMPACT/FINANCING:

The cost for this position has been budgeted in the departments Fiscal Year 2019/2020 budget.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

In accordance with the County's Strategic Business Plan Organizational Performance Initiative, this action provides a qualified, productive and competitively compensated workforce to provide stability of County operations through economic fluctuations, changing priorities, and service demand. The appointee's performance will substantially contribute to the County's administrative leadership.

ADMINISTRATIVE SIGN-OFF:



Jason T. Britt
County Administrative Officer

cc:

Attachment: Resolution

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

IN THE MATTER OF SET ANNUAL)
SALARY AND BENEFITS FOR THE) Resolution No. _____
ASSISTANT COUNTY ADMINISTRATIVE) Agreement No. _____
OFFICER POSITION)
)

UPON MOTION OF SUPERVISOR _____, SECONDED BY
SUPERVISOR _____, THE FOLLOWING WAS ADOPTED BY THE
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD August 13,
2019, BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAIN:
ABSENT:

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

BY: _____
Deputy Clerk

* * * * *

1. Set the annual salary for the position of Assistant County Administrative Officer, in Bargaining Unit 11, in the amount of \$158,000, and the same standard benefits provided to Bargaining Unit 11 employees, and with an additional benefit of auto allowance in the amount of \$447 monthly, effective August 18, 2019.