



**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: September 10, 2019 - **REVISED**

Public Hearing Required	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Published Notice Required	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Advertised Published Notice	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Meet & Confer Required	Yes	<input checked="" type="checkbox"/>	N/A	<input 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: FISCAL YEAR 2019/20 FINAL BUDGET HEARINGS

REQUEST(S):

That the Board of Supervisors:

Hold Public Hearings and Consider the Requested Actions as follows:

**ADJOURN AS THE TULARE COUNTY BOARD OF SUPERVISORS AND
CONVENE AS THE TERRA BELLA SEWER MAINTENANCE DISTRICT**

1. Adopt the FY 2019/20 Final Budget for the Terra Bella Sewer Maintenance District as modified during the hearings; and
2. Authorize the Auditor-Controller to make necessary minor adjustments in order to bring the FY 2019/20 Budget into final balance.

**ADJOURN AS THE TERRA BELLA SEWER MAINTENANCE DISTRICT AND
CONVENE AS THE TULARE COUNTY FLOOD CONTROL DISTRICT**

1. Adopt the FY 2019/20 Final Budget for the Tulare County Flood Control District as modified during the hearings; and
2. Authorize the Auditor-Controller to make necessary minor adjustments in order to bring the FY 2019/20 Budget into final balance.

**ADJOURN AS THE TULARE COUNTY FLOOD CONTROL DISTRICT AND
RECONVENE AS THE TULARE COUNTY BOARD OF SUPERVISORS**

1. Adopt the FY 2019/20 Final Budgets for all funds and activities as modified

SUBJECT: FISCAL YEAR 2019/20 FINAL BUDGET HEARINGS

DATE: September 10, 2019

during the hearings for the Enterprise and Assessment District Funds, County Service Areas #1 and #2, Special Districts, Internal Service Funds, Operating Funds, and the General Fund;

2. Amend the Personnel Class Specifications, Class Designations, and Compensation Changes subject to meet and confer;
3. Amend the Position Allocation List reflecting adds, deletes, amends, and reclassifications subject to meet and confer;
4. Approve a 2% cost of living increase for the following county elected officials: Sheriff-Coroner, District Attorney, County Assessor/Clerk Recorder, and Auditor-Controller/Treasurer-Tax Collector, consistent with the April 30, 2019, Resolution No. 2019-0287 action;
5. Approve the Board of Supervisors cost of living increase of 2% consistent with the April 30, 2019, Resolution No. 2019-0287, and pursuant to Tulare County Ordinance Code No. 3558, effective with the start of the first full pay period following sixty (60) days after the adoption of the Annual Budget for Fiscal Year 2019/20, per Ordinance Code section 1-07-1060(e); and
6. Authorize the Auditor-Controller to make necessary minor adjustments in order to bring the FY 2019/20 Budget into final balance.

SUMMARY:

Introduction

The Recommended Budget for Fiscal Year (FY) 2019/20 is respectfully submitted for your Board's consideration, review, modification, and adoption.

It is with great pleasure to present you with Tulare County's FY 2019/20 Recommended Budget for consideration, review, modification, and adoption. The Recommended Budget reflects the themes of fiscal responsibility, enhancing public safety and security, promoting economic well-being, quality of life, and strong organizational performance. The recommended budget for each department and agency supports this framework, as outlined in Tulare County's adopted Strategic Business Plan. Due to the financial constraint of your Board, exceptional efforts of the entire county management team, steady economic growth, and use of conservative revenue estimates, this recommended budget of \$1.38 billion is balanced for all applicable funds, as required by law.

Budget Highlights

- General Fund budget increases from \$790 million to \$844.5 million (7% increase from FY 2018/19);
- General Fund discretionary revenues increases from \$164.1 million to \$176.8 million (8% increase from FY 2018/19);
- General Fund Unassigned Fund Balance is \$46.3 million due to higher than anticipated countywide revenues and unplanned departmental savings;
- Increases Strategic Reserves from \$30 million to \$32 million;
- Allocates \$5.8 million for the Capital Improvement Plan;

SUBJECT: FISCAL YEAR 2019/20 FINAL BUDGET HEARINGS

DATE: September 10, 2019

- Contains a \$5 million contingency fund;
- Allocates \$1.5 million from General Fund to purchase equipment for the Fire Department, including Type I and Type III fire engines;
- Commits funding to begin occupancy of the new South County Detention Facility;
- Allocates funding to implement new voting requirements and deployment of new voting machines for the March 2020 Primary Election;
- Funds budgetary retirement costs from \$35.7 million to \$38.7 million (8% increase over FY 2018/19);
- Funds Pension Obligation Bond (POB) debt service payment of \$18.9 million;
- Total employee compensation increases from \$360 million to \$375 million (4% increase over FY 2018/19).

The \$1.38 billion budget, the largest budget ever submitted to the Board of Supervisors for consideration, demonstrates Tulare County's sound financial position, reflecting the Board's financial policies to maintain feasible and sustainable fiscal operations within all of Tulare County's Governmental funds, Internal Service funds, Special District funds, Enterprise funds, Assessment Districts, and County Service Areas. This recommended budget also reflects your Board's commitment to public safety by allocating 72% of available discretionary revenues and General Fund Unassigned Fund Balance to public safety, protection, and correction activities in Tulare County.

General Budget Review: Fiscal Year 2019/20

The FY 2019/20 Recommended Budget for all funds totals \$1.38 billion, an increase of \$119.2 million, or 9.4%, when compared to the FY 2018/19 Adopted Budget.

The Recommended Budget for all funds is depicted below:

Fund	FY 2018/19 Adopted	FY 2019/20 Recommended	Difference	Percentage Inc/Dec
General Fund	\$790,039,705	\$844,549,915	\$54,510,210	6.9%
Other Operating Funds	\$338,047,957	\$388,947,637	50,899,680	15.1%
County Service Areas	\$1,494,376	\$1,451,487	(\$42,889)	(2.9%)
Enterprise Funds	\$34,858,667	\$43,879,755	\$9,021,088	25.9%
Internal Service Funds	\$92,300,535	\$94,971,492	\$2,670,957	2.9%
Special Districts	\$5,797,019	\$7,932,314	\$2,135,295	36.8%
Totals All Funds	\$1,262,538,259	\$1,381,732,600	\$119,194,341	9.4%
Less Internal Service Funds	\$92,300,535	\$94,971,492	\$2,670,957	2.9%
Net Total Of All Funds	\$1,170,237,724	\$1,286,761,108	\$116,523,384	10.0%

SUBJECT: FISCAL YEAR 2019/20 FINAL BUDGET HEARINGS

DATE: September 10, 2019

The Recommended Budget supports a workforce of 5,105.63 positions, an increase of 72 positions from prior fiscal year per the table below:

FY 2019/20 Authorized Staffing for All Funds

Authorized Staffing	FY 2018/19 Adopted	FY 2019/20 Recommended	Net Change
Total All Funds	5,033.63	5,105.63	72.00

The Recommended Budget provides funding for mandated and essential services; local programs and projects; capital and infrastructure needs; equipment maintenance and replacement; and reserves and contingencies. In doing so, the Recommended Budget adheres to the State Budget Act, as well as to the County's Administrative Regulations and Financial Policies.

Budget Hearings Procedure

Final Budget Hearings are set for consideration of the Recommended Budget and for any changes/modifications to such amounts based on input from the public, Department Heads, and/or the Board of Supervisors.

At the conclusion of this process, it is requested that your Board adopt the budgets for county operations and all funds, the Terra Bella Sewer Maintenance District, and the Tulare County Flood Control District, all as Final Budgets for FY 2019/20.

All funds required to balance are balanced. The General Fund -- the largest of the operating funds -- is balanced with a combination of savings, internal efficiencies, and one-time use of fund balance.

The Recommended Budget also amends Tulare County's personnel class specifications, class designations, position allocation list, and compensation changes for specific bargaining units and classifications. Some personnel actions are subject to "meet and confer" with represented bargaining units.

The Final Budget, as adopted, will incorporate all the amounts in the Recommended Budget as adjusted by changes approved by the Board at the conclusion of the budget hearings, and by any authorized minor changes by the Auditor-Controller that are necessary to bring the FY 2019/20 budget into final balance.

Procedurally, most items are approved in groups as consent matters. There are ten areas to be presented to your Board for information and specific direction. Additionally, the public may comment on items during the budget hearings.

For reference, please see Attachment "A" (Budget Message), Attachment "B" (Executive Budget Summary), and Attachment "C" (Personnel Resolutions).

SUBJECT: FISCAL YEAR 2019/20 FINAL BUDGET HEARINGS

DATE: September 10, 2019

FISCAL IMPACT/FINANCING:

As submitted by the County Administrative Officer, the FY 2019/20 Recommended Budget of \$1.38 Billion is balanced for all applicable funds as required by law. Financing is comprised of locally generated revenues (e.g. property, sales and transient occupancy taxes), Federal and State revenues, grant revenues, and fund balance.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

The County's Strategic Plan includes the Organizational Performance Initiative. This Initiative provides for the stability of county operations through periods of economic fluctuations, changing priorities, and service demands. The Board's approval of the proposed budget helps fulfill this Initiative by ensuring sound fiscal practice.

ADMINISTRATIVE SIGN-OFF:



Jason T. Britt
County Administrative Officer

cc: County Administrative Office
Human Resources and Development
Auditor-Controller

Attachment "A" (Budget Message)

Attachment "B" (Executive Budget Summary)

Attachment "C" (Personnel Resolutions for Fiscal Year 2019/20 Final Budget)

**BEFORE THE
TERRA BELLA SEWER MAINTENANCE
DISTRICT
COUNTY OF TULARE, STATE OF CALIFORNIA**

IN THE MATTER OF FY 2019/20
FINAL BUDGET HEARINGS

) Resolution No. _____
) Agreement No. _____

UPON MOTION OF SUPERVISOR _____, SECONDED BY
SUPERVISOR _____, THE FOLLOWING WAS ADOPTED BY THE
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD SEPTEMBER 10,
2019, BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAIN:
ABSENT:

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

BY: _____
Deputy Clerk

* * * * *

1. Adopted the FY 2019/20 Final Budget for the Terra Bella Sewer Maintenance District as modified during the hearings; and
2. Authorized the Auditor-Controller to make necessary minor adjustments in order to bring the FY 2019/20 Budget into final balance.

**BEFORE THE
TULARE COUNTY FLOOD CONTROL DISTRICT
COUNTY OF TULARE, STATE OF CALIFORNIA**

**IN THE MATTER OF FY 2019/20
FINAL BUDGET HEARINGS**

) Resolution No. _____
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SUPERVISOR _____, THE FOLLOWING WAS ADOPTED BY THE
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ABSTAIN:
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COUNTY ADMINISTRATIVE OFFICER/
CLERK, BOARD OF SUPERVISORS

BY: _____
Deputy Clerk

* * * * *

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

IN THE MATTER OF FY 2019/20
FINAL BUDGET HEARINGS

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COUNTY ADMINISTRATIVE OFFICER/
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BY: _____
Deputy Clerk

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ATTACHMENT "A"

(Budget Message)

County Administrative Officer

County Administration Building
2800 W. Burrel
Visalia, CA 93291
(559) 636-5005
(559) 733-6318

Jason T. Britt
County Administrative Officer



Board of Supervisors

Kuyler Crocker, Chair
District 1

Pete Vander Poel, Vice-Chair
District 2

Amy Shuklian
District 3

Eddie Valero
District 4

Dennis Townsend
District 5

September 10, 2019

Esteemed Members of the Tulare County Board of Supervisors:

It is with great pleasure to present you with Tulare County's FY 2019/20 Recommended Budget for consideration, review, modification, and adoption. The Recommended Budget reflects the themes of fiscal responsibility, enhancing public safety and security, promoting economic well-being, quality of life, and strong organizational performance. The recommended budget for each department and agency supports this framework, as outlined in Tulare County's adopted Strategic Business Plan. Due to the financial constraint of your Board, exceptional efforts of the entire county management team, steady economic growth, and use of conservative revenue estimates, this recommended budget of \$1.38 billion is balanced for all applicable funds, as required by law.

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State Budget Highlights

On June 27, 2019, Governor Gavin Newsom signed a balanced, on-time, \$214.8 billion state budget while increasing the state's Budget Stabilization Account to \$16.5 billion in the state's "Rainy Day Fund." This year's budget reflects the Governor's priorities of fiscal prudence by prioritizing new expenditures as temporary rather than ongoing structural costs, paying down debts, investing in education, investing in strategies for homelessness, and access to safe and affordable drinking water.

The State Budget directs funding to counties in the following areas:

- \$750 million for planning grants and housing-related infrastructure;
- \$75 million to protect vulnerable populations and improve resiliency of the state's critical infrastructure in response to utility-led public safety power shutdown actions;
- \$25 million to enhance disaster response readiness of the Mutual Aid System;
- \$296.8 million in FY 2019/20 and growing over the next four years to \$615.3 million in 2022/23 to revise the County IHSS Maintenance of Effort to create a sustainable future;
- \$40 million one-time State General Fund contribution for public health infectious disease activities;
- Three child welfare investments, each totaling more than \$20 million, to help counties provide housing assistance, offer immediate support in times of crisis, and recruit resource families;
- \$225.8 billion to implement forest and wildfire prevention activities throughout the state;
- \$1 billion for homeless emergency aid for local governments including, Whole Person Care services, addressing the shortage of mental health professionals in the public system, as well as, funding rapid rehousing services for students in the University of California, California State University, and California Community College systems. Counties will receive \$175 million, Continums of Care will receive \$190 million, and the remainder is allocated to large cities;
- \$86.9 million for California Complete Count – Census 2020;
- \$87.3 million investment to upgrade and replace voting systems and technology in all 58 counties;
- \$130 million for the Safe and Affordable Drinking Water programs and activities to address water resiliency and provide benefits to disadvantaged communities.

Federal Budget Highlights

President Trump signed a two-year budget agreement into law on August 3, 2019. Key highlights of the budget deal include: extending the nation's debt ceiling until July 2021, establishes new budget caps for two fiscal years, FY2019/20 and FY 2020/21 (through Sept. 30, 2021), and raises discretionary spending caps by \$320 billion. The

new topline discretionary spending cap will be \$1.375 trillion. Programs that support local government and Tulare County's interests are within the non-defense discretionary account. Given the increased discretionary spending cap, this agreement should protect current program levels. The increased spending cap allows the appropriations process to move forward in advance of the October 1st fiscal year deadline.

Economic Factors

The overall economic picture shows over ten years of sustained economic expansion, driven mostly by personal consumer spending, which is at a near all-time high in the United States. Unemployment is relatively low [US-3.7%; State-4.2%; Tulare County-9.1% (not seasonally adjusted) as of June 2019], which accounts for increased consumer confidence and spending. However, as of June 30, 2019, economists report signs of a slowing economy. Signs of economic slowing include, inflation running below the Federal target of 2%, Institute for Supply Management survey showing a decline in manufacturing from previous years, inverted yield curves, prolonged trade disputes, recent survey data indicating consumer confidence is weakening, and a recent reduction of the Fed fund rate by 25 basis points due to a slowing global economy. Although this Recommended Budget is based on conservative revenue estimates, a slowdown or a recession in the economy could result in reduced countywide revenues and negatively impact the proposed spending plan this year or in subsequent years.

Looking to the Future

While Tulare County's budget is strong and enjoys increasing revenue, the rising costs of public safety, retirement, general increases in the cost of doing business, coupled with a potential economic slowdown threatens the strong financial position of the county in future years.

Specifically:

- South County Detention Facility - including jail medical/mental health care, public safety capital, and staffing needs;
- In-Home Supportive Services Program rising costs;
- New countywide financial and human resources systems;
- Internal Service funds and Zones of Benefit rising cost of doing business;
- Increasing costs of salaries, benefits, and healthcare (total compensation), will require significant General Fund investments now and in future years.

These commitments will put tremendous pressure on the General Fund and, as such, will require county departments and agencies to adopt a leaner, more efficient approach to the management of scarce resources.

The following strategies should be considered to maintain a sustainable, balanced budget in future years:

- Negotiate financially sustainable labor agreements;
- Limit the issuance of debt;
- Use one-time funds for one-time expenses;
- Fund critical capital and equipment needs;
- Adopt a Strategic Reserve Policy and strive to fund the stated reserve ratio appropriately;


- Actively monitor retirement assumption rates, funding ratios, and actions taken by the Tulare County Retirement Association (TCERA) to plan for significant cost increases;
- Encourage departments to continue maximizing the use of non-General Fund revenues to minimize the burden on the General Fund;
- Encourage departments to adopt business practices designed to make organizations function as efficiently and effectively as possible.

Acknowledgments

It takes a tremendous collective effort, time commitment, and dedication to complete a budget of this size and complexity. I thank the Tulare County Board of Supervisors for their guidance in this process and their fiscal wisdom to provide a fiscally sustainable foundation for this budget. Thank you to all of the elected and appointed department and agency heads for their assistance in the budget development process. The development of a strong, stable, and sustainable budget could not be accomplished without you! I wish to give special thanks to the CAO staff for their commitment to the budget process. Without their hard work and dedication, the completion of this budget would not have been possible. Additionally, I wish to thank the Auditor-Controller and Human Resources Director for their assistance and guidance throughout the process.

Finally, I invite you to review the Executive Summary of the FY 2019/20 Recommended Budget that directly follows this letter.

Respectfully submitted,



Jason T. Britt
County Administrative Officer

ATTACHMENT "B"
(Executive Budget Summary)

County Administrative Officer

County Administration Building
2800 W. Burrel
Visalia, CA 93291
(559) 636-5005
(559) 733-6318

Jason T. Britt
County Administrative Officer



Board of Supervisors

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District 5

EXECUTIVE SUMMARY

GENERAL FUND BUDGET COMPARISON TO ACTUAL RESULTS IN FISCAL YEAR 2018/19

Tulare County ended FY 2018/19 in a sound financial position. The FY 2018/19 Adopted Budget improved or replaced county assets and equipment, increased the Strategic Reserve, supported economic development growth, enhanced public safety, and accounted for various capital projects and building improvements, in an effort to better serve Tulare County constituents and operate more efficiently.

Achievements in FY 2018/19 include:

- Strategic Reserve increased to \$30 million.
- Unassigned Fund Balance budgeted at \$47.2 million.
- \$5 million contingency maintained.
- \$3.5 million of the Millennium Fund was appropriated to Capital Projects.
- \$18.3 million debt service payment was made on the \$251 million Pension Obligation Bond.
- \$6 million set aside for Jail Medical expenditures for the South County Detention Facility.
- \$1 million set aside for tree mortality, floods, and fires.
- \$3.5 million for capital improvements were appropriated.
- \$1.1 million for economic development support.
- \$3.2 million one-time funds transferred to County Fire Fund.
- \$1.5 million one-time funds transferred for IT infrastructure upgrades and special projects.
- \$1 million spent on water program and closeout activities.

The county continues to grow and move in a positive direction, as reflected in a strong ending Unassigned Fund Balance. The General Fund ended the fiscal year with a strong fund balance of \$46.3 million stemming from greater than anticipated countywide revenues and unplanned departmental savings, but has decreased from the previous fiscal year by \$924,542. For comparison, the General Fund Unassigned Fund Balance in FY 2018/19 was \$47.2 million, in FY 2017/18 it was \$38 million, in FY 2016/17 it was \$31 million, and, in FY 2015/16 it was \$29 million. Heading into FY 2019/20, the General Fund is stable, trending positive, and moving forward cautiously.

TULARE COUNTY FISCAL YEAR 2019/20 RECOMMENDED BUDGET

The FY 2019/20 Recommended Budget for all funds totals \$1.38 billion, an increase of \$119.2 million, or 9.4%, when compared to the FY 2018/19 Adopted Budget. The budget supports a total workforce of 5,105.63 positions and reflects a net increase of 72 positions.

The Recommended Budget for all funds is depicted below:

Fund	FY 2018/19 Adopted	FY 2019/20 Recommended	Difference	Percentage Inc/Dec
General Fund	\$790,039,705	\$844,549,915	\$54,510,210	6.9%
Other Operating Funds	\$338,047,957	\$388,947,637	50,899,680	15.1%
County Service Areas	\$1,494,376	\$1,451,487	(\$42,889)	(2.9%)
Enterprise Funds	\$34,858,667	\$43,879,755	\$9,021,088	25.9%
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Less Internal Service Funds	\$92,300,535	\$94,971,492	\$2,670,957	2.9%
Net Total Of All Funds	\$1,170,237,724	\$1,286,761,108	\$116,523,384	10.0%

Authorized Staffing	FY 2018/19 Adopted	FY 2019/20 Recommended	Net Change
Total All Funds	5,033.63	5,105.63	72.00

The Recommended Budget provides funding for mandated and essential services; local programs and projects; capital and infrastructure needs; equipment maintenance and replacement; and reserves and contingencies. In doing so, the Recommended Budget adheres to the State Budget Act, as well as to the County's Administrative Regulations and financial policies.

In accordance with Section 29009 of the California Government Code, the Recommended Budget, for all applicable funds, is balanced as required by law. As such, the county budget for Projected Ending Fund Balance is zero, the funding sources are equal to financing uses. The financial uses include General Fund \$844.5 million; Special Revenue Funds \$316.5 million; Capital Projects Funds \$48 million; and Debt Service Funds \$24.5 million.

The Fund Balance Summary is depicted below:

	General Fund	Special Revenue Funds	Capital Projects Funds	Debt Service Funds
Prior Year Fund Balance FY 18/19	\$47,237,736	\$42,714,270	\$10,168,140	\$2,000,004
Fund Balance June 30, 2019	\$46,313,194	\$64,216,628	\$15,172,253	\$(1,051,380)
Financing Sources:				
Decreases To Obligated Fund Balances	\$0	\$0	\$1,334,297	\$0
Additional Financing Sources - Revenue	\$798,236,721	\$252,259,701	\$31,507,397	\$25,508,741
Total Financing Sources	\$844,549,915	\$316,476,329	\$48,013,947	\$24,457,361
Financing Uses:				
Increases To Obligated Fund Balances	\$2,000,000	\$14,321,695	\$324,207	\$4,904,609
Additional Financing Uses - Expenditures	\$842,549,915	\$302,154,634	\$47,689,740	\$19,552,752
Total Financing Uses	\$844,549,915	\$316,476,329	\$48,013,947	\$24,457,361
FY 19/20 Projected Ending Fund Balance	\$0	\$0	\$0	\$0
Available Fund Balance Percentage Change	(1)	(2)%	50%	49%
Total Obligated Fund Balance (Reserves)	\$32,000,000	\$67,633,801	\$2,441,980	\$8,496,263

(1) Available Fund Balance Percent Change reflects the accounting changes for prior year fund balance and projected ending fund balance, the changes are demonstrated as a (deficit)/surplus.

General Fund

Of the \$46.3 million FY 2019/20 General Fund Balance (Unassigned), \$2 million is recommended to increase the county's General Fund Strategic Reserve (Increases To Obligated Fund Balances). The remaining \$44.3 million balance is recommended to be allocated as follows: \$19.7 million to the General Fund's operations including \$5 million contingency budget and \$24.6 million for CAO one-time expenditures. Some of the specific one-time

expenditures are TCiCT infrastructure and special projects \$1.2 million; emergency response and tree mortality \$1 million; County Fire Fund \$4.5 million; Conflict Public Defender \$1.5 million; Capital Projects Fund \$5.8 million; operational priorities and future needs \$4.7 million; Step Up \$400,000; water programs and projects \$621,232; Internal Vehicle Borrowing Program \$1.5 million, and unanticipated equipment needs \$500,000.

Special Revenue Funds

Of the \$64.2 million FY 2019/20 Special Revenue Fund Balance, \$14.3 million is recommended to be placed in Increases To Obligated Fund Balances. Material increases to Obligated Fund Balances include: Library \$834,652; Health Realignment \$2.2 million; Mental Health Realignment \$7.4 million; and Social Services Realignment \$3.8 million. Additionally, included in the Special Revenue Funds are Aviation, Community Development Block Grant, Fish and Wildlife, Home Program Fund, Housing Successor, Indigent Health Care AB 75, Road Fund, County Fire Fund, Workforce Investment Board, Child Support Services, and Tobacco Settlement Revenue.

Capital Projects Funds

Of the \$15.2 million FY 2019/20 Capital Projects Fund Balance, \$324,207 is recommended to be placed in Increases To Obligated Fund Balances for ICT Special Project Fund and \$14.9 million for various capital and information and communications technology projects. Material Decreases To Obligated Fund Balances include: Capital Project Fund \$1.3 million for budgetary expenditures. Amounts budgeted in capital projects funds each year fluctuate based on projects spanning multiple fiscal years and project balances carrying over to subsequent fiscal year(s) until project completion. Projects are approved by the Board of Supervisors through the agenda process and the adoption of the Capital Improvement Plan. Funds included in the Capital Projects Funds group are ICT Special Projects and Capital Projects.

Debt Service Funds

The Debt Service Funds include the Building Debt Service Fund and Pension Obligation Bond Fund. \$4.9 million is recommended to be placed in Increases To Obligated Fund Balances for the Building Debt Service Fund. The Pension Obligation Bond Fund resulted in a negative \$1.1 million available Fund Balance as of June 30, 2019 due to the accounting and timing of the first payment of the Pension Obligation Bond (POB). The annual POB debt service amount for FY 2019/20 is \$18.9 million, which is assigned in the Pension Obligation Bond Fund.

GENERAL FUND: FISCAL YEAR 2019/20

The General Fund Budget encompasses the majority of the county's operations and totals \$844.5 million, an increase of \$54.5 million, or 6.9%, over the FY 2018/19 Adopted Budget. Carryover fund balance continues to be strong for FY 2019/20 at \$46.3 million, a decrease of \$924,542 over last year's fund balance of \$47.2 million. Essentially, the fund balance is available for one-time expenditures, maintaining the Contingency Budget at \$5 million, and covering the General Fund's Net County Cost of \$223.1 million, an increase of \$11.7 million, or 5.6%, from last year's \$211.4 million.

The county's discretionary revenues total \$176.8 million, a \$12.7 million increase, or 7.7%, over last year's \$164.1 million. Of the \$176.8 million discretionary revenue, property tax revenue is the largest portion at 67%, or \$118.4 million; sales tax revenue makes up 24%, or \$43.2 million; and all other tax revenues total 9%, or \$15.3 million.

The General Fund's estimated revenues are \$798.2 million, which are \$55.4 million or 7.5% higher than the FY 2018/19 Adopted Budget. The increase in revenues is predominately based on the projected growth in the County's General Revenues and increases in federal and state reimbursements for the Health and Human Services Agency and Probation Department.

As previously noted, the FY 2019/20 Recommended Budget proposes to increase the County's Strategic Reserve by \$2 million to a total of \$32 million to follow the county's financial policies and achieve reserve funding consistent with best practices.

The county's long-term debt as of June 30, 2019 amounts to \$277 million summarized as follows:

- \$242 million (Pension Obligation Bonds)
- \$32.3 million (Variable Rate Demand Bonds)
- \$1.9 million (Chevron Loan Payable)
- \$1.1 million (Certificates of Participation for Enterprise Funds)
- \$4,200 (Bonds Payable for El Rancho Sewer District)

For FY 2019/20, the General Fund's positive direction continues to move forward and addresses both strategic and operational responsibilities, sustainability, and structural balance.

Nonetheless, to address a potential economic downturn and other fiscal challenges in the coming years, Tulare County will continue to implement a robust economic development strategy with the emphasis on Assessed Valuation Growth; increase strategic reserves; maintain contingency reserves; invest in revenue-generating improvements, projects and activities; and focus on operational efficiencies and propose budget allocations within a framework of annual feasibility and long-term sustainability.

OTHER FUNDS: FISCAL YEAR 2019/20

Activities not included in the General Fund are budgeted in Governmental (Operating Funds), County Service Areas, Enterprise and Assessment District, Internal Service, and Special District Funds as follows:

- **Operating Funds:** The county's most prominent Governmental funds include Fire, Building Debt Service, Tobacco Settlement, Mental Health Realignment, Health Realignment, Social Services Realignment, Pension Obligation Bond, Roads, Child Support Services, Library, and Capital Project budgets.

- **Fire Fund** appropriations increased by \$4,462,190 or 22%, primarily based on the purchase of capital assets. The capital asset purchases include \$3,124,425 in assets that are grant funded such as Extrication Equipment, Fire Truck and Apparatus Bay, and a Type VI Fire Engine. Additionally, purchases include \$1,531,000 in General Fund funded assets supporting the Fire Department's Five-Year Plan such as vehicles, Type I Fire Truck, Type III Fire Truck, and capital improvements to existing facilities.
- **Road Fund** is used to improve and maintain adequate transportation infrastructure. In June of 2019 the Board of Supervisors approved the County Transportation Improvement Program (CTIP) that identifies the improvement and maintenance strategy for the county's transportation infrastructure. The CTIP identifies 58 projects with a total estimate of \$38.7 million. The FY 2019/20 budget of \$98.6 million includes the approved 2019/20 CTIP and the remainder of the previous year CTIP along with other Board approved projects.
- **Child Support Services Fund** accounts for the assistance in obtaining support, including financial and medical, for the Children of Tulare County. Most services provided are free. Approximately 23,100 children are served by Child Support Services. The active caseload is approximately 22,500 cases. The Child Support Services Fund maintains a budget of \$16.2 million.
- **Library Fund** appropriations increased overall by \$194,068, 5%, primarily based on the planned capital asset purchase of a Library and Literacy Vehicle which will help to increase community outreach in rural communities. The Dinuba Library will be going through a remodel to update the HVAC system and the interior fixtures and furnishings.
- **Capital Projects Fund** increases approximately \$12,259,008, or 41%, when compared with the Adopted Budget for last fiscal year. The reason for the increase is directly associated with construction projects.
- **Building Debt Service** accounts for the county's building debt service activities and for departments debt service contributions related to energy improvement projects. The Building Debt Service Fund represents an increase of \$4,904,609 to its Fund Balance primarily based on an operating transfer-in from Capital Acquisitions for building debt service and Chevron Energy Conservation debt service.
- **Tobacco Settlement Fund** is used to collect the county's annual share of the Tobacco Master Settlement Agreement, nationwide litigation against tobacco companies for smoking related diseases. Tobacco Settlement collection is projected to be \$5,455,682 for FY 2019/20, an increase of \$59,941. The Tobacco Settlement Fund revenues received are then transferred to the Millennium Fund, an endowment established by the Board of Supervisors, to provide a stable, long-term source of funds for capital improvements, major maintenance, and repair projects within the county.
- **Mental Health Realignment Fund** accounts for revenue received from the state that are designated to support local mental health programs. Counties are provided with two realignment revenue sources: a portion of state sales tax collections and a portion of Vehicle License Fees. The FY 2019/20 budget represent no increase in expenditures or revenues, however, continues to use \$1,000,000 of its Fund Balance.

- **Health Realignment Fund** accounts for revenue received from the state that are designated to support local health programs. Counties have two realignment revenue sources: a portion of state sales tax collections and Vehicle License Fees. The FY 2019/20 budget represents an overall decrease of \$1,146,978 or 9% in expenditures and an increase of \$208,370 or 2%. The expenditures increase is primarily due to the criminal justice healthcare contract.
 - **Social Services Realignment Fund** accounts for revenue received from the state and designated to support local Social Services, Juvenile Justice, and California Children's Services programs. Counties are provided with two realignment revenue sources: a portion of state sales tax collections and a portion of Vehicle License Fees. The FY 2019/20 budget represents an overall decrease of \$12,552,295 or 14% in expenditures primarily based on projected expenses for In-Home Supportive Services, CalFresh, Medi-Cal, CalWORKs, Continuum of Care Reform, Foster Care, CalWORKs Assistance, and CalWIN, with an increase of \$11,823,194 or 14% in revenues primarily based on CalWORKs Assistance dollars being deposited into the Family Support Subaccount.
 - **Pension Obligation Bond Fund** accounts for the debt service payments of the County's Taxable Pension Obligation Bonds (POB), \$251 million, approved by the Board of Supervisors in April of 2018. An \$18.9 million POB debt service payment is scheduled for FY 2019/20, an increase of \$554,996 over FY 2018/19. POB payments are scheduled to continue until 6/30/2037.
- **County Service Area (CSA) Funds:** These funds account for eight sewer systems, three water systems, and one construction fund. The systems serve small, unincorporated, disadvantaged communities around the county. The purpose of the construction fund is to locate, develop, provide, and maintain potable water for residents of the unincorporated areas of the county. Overall, CSA appropriations represent a decrease of \$42,889 or 2.9%, in combination with the use of fund balance.
- **Enterprise and Assessment Funds:** These funds account for operations that are financed and operated in a manner similar to private businesses, where the intent of the government is to provide goods or services to the public on a continuing basis at a cost which is financed or recovered primarily through user charges. The County's Enterprise funds include Transit and Solid Waste Management. The Assessment District funds perform specific functions to provide long-term maintenance of storm drainage systems, landscape improvements, and road maintenance for residential subdivisions in unincorporated areas through district assessment fees.
- **Transit Fund** accounts for the operation of the Tulare County Area Transit (TCaT). Service has been provided in the form of community Dial-A-Ride service, rural fixed routes, and subsidies to residents since 1980. Transit operations are provided under a multi-year contract with a contracted transportation service provider. The Recommended Budget of \$21.8 million includes approximately \$11.5 million for the Transit Operation and Maintenance Facility and \$856,489 for the purchase of three 30 passenger buses.
 - **Solid Waste Fund** provides administration of the county Integrated Waste Management Plan,

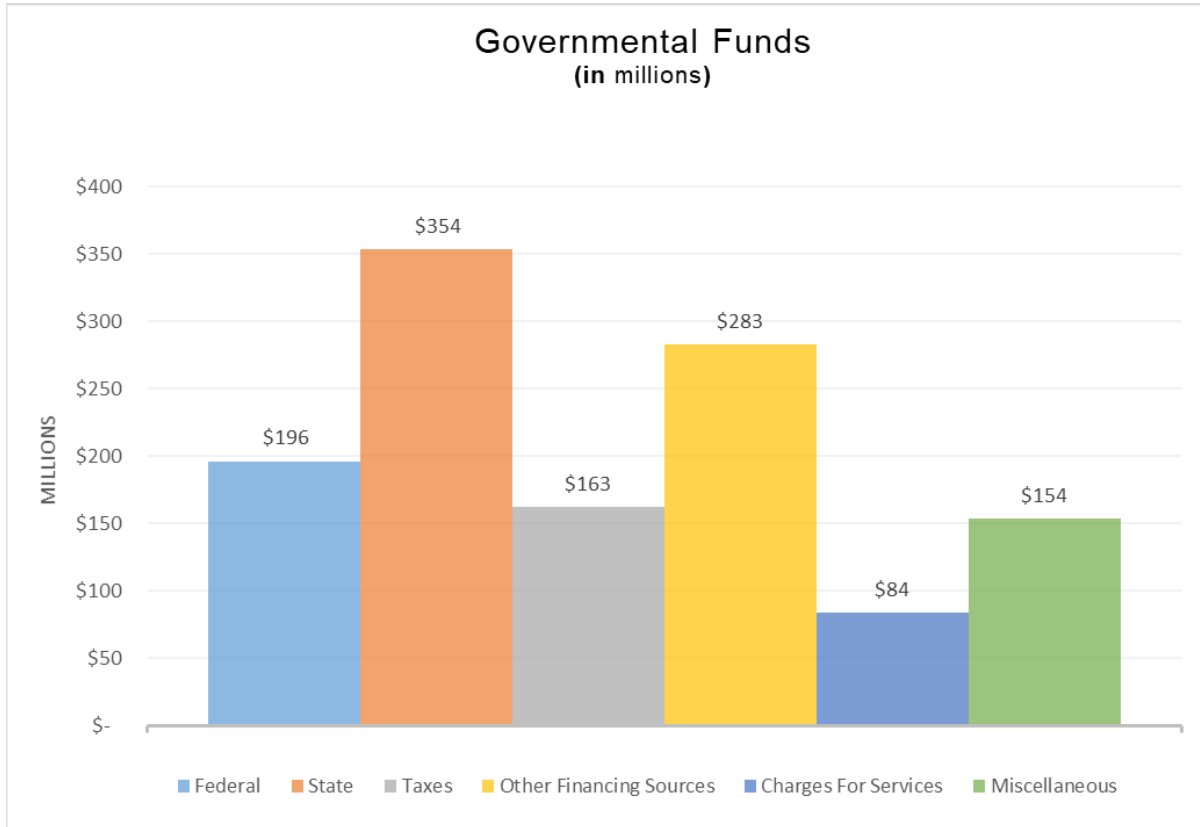
recycling programs, operation and maintenance of solid waste facilities, development of new solid waste facilities, regulation of solid waste collection services, and compliance with all applicable federal and state regulations. The Recommended Budget increased by \$4,503,346, or 30%, overall primarily based on the construction of the phase four expansion of the Visalia Landfill, new entrance construction at the Teapot Dome Landfill, and equipment replacement.

- **Assessment Funds** are used to budget for assessment districts and established to provide for the long-term maintenance of roads, storm drainage systems, and landscape belts within residential subdivisions of unincorporated areas. The Recommended Budget overall expenses increased \$170,079 or 16%. This increase results from an increase of budgeted maintenance and the addition of new assessment districts.
 - **Terra Bella Sewer Maintenance District** provides sanitary sewer collection, treatment, and disposal services to the community of Terra Bella. The Terra Bella Sewer District serves a population of approximately 1,500 residents. The Recommended Budget overall expenses increased \$47,959 or 5%.
- **Internal Service Funds (ISFs):** These funds provide services to departments within the county by taking advantage of operating efficiencies, providing better accountability, and control over costs previously provided within the General Fund. ISFs include services such as insurance, facilities, information and communication technology, copier, custodial, fleet, grounds, print, mail, and utilities. The rates for FY 2019/20 increased \$11,898,530, or 13.1%, in comparison to the prior fiscal year.
- **Special District Funds:** These are independent units of local government generally organized and funded through assessments to the beneficiaries of the districts to perform targeted functions for a specific area.
- **County Flood Control Fund** coordinates all countywide flood control activities. Flood Control's appropriations increased by \$2,135,295, or 36.8%. In FY 2018/19 the Federal Government approved to cover the county's share of \$972,074 for the Success Reservoir Enlargement Project.
- **Redevelopment Funds:** These funds were responsible for improving, upgrading, and revitalizing areas within the unincorporated areas of the county which were blighted because of deterioration, disuse, and unproductive economic conditions. As of February 1, 2012, all Redevelopment Agencies throughout the state were dissolved pursuant to Assembly Bill X1 26.

Successor Agencies were created to oversee the dissolution process and all future Redevelopment Funds have been converted into Fiduciary Trust Funds. At this time, the Successor Agency continues the process of seeking the required authorization through the Oversight Board and the Department of Finance for related expenditures, which primarily consists of long-term debt.

GOVERNMENTAL FUNDS: MEANS OF FINANCING BY MAJOR SOURCE

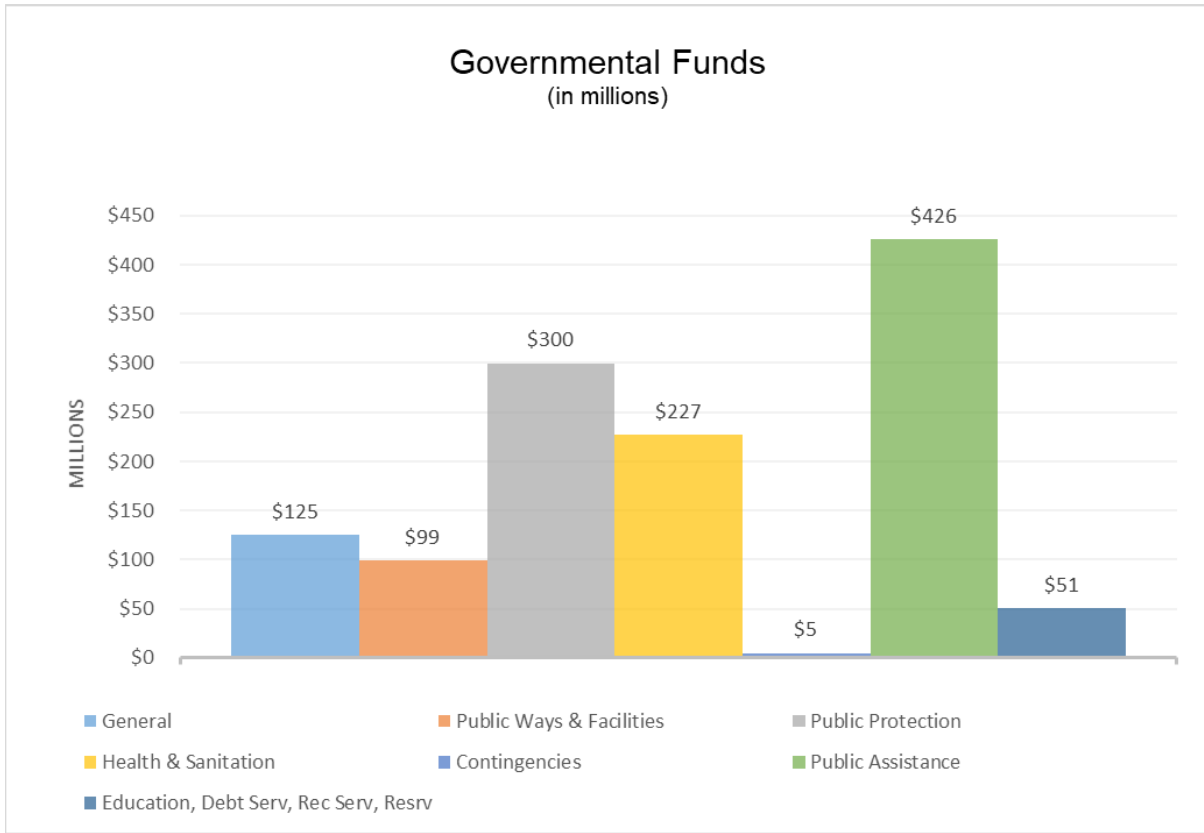
The following diagrams are a summary of financial resources by source and percentage of total revenues, \$1,233,497,552.



Means of Financing by Major Source		
Categories	Revenue Source	Percent of Total
Federal	\$196,406,974	15.92%
State	\$353,907,720	28.69%
Taxes	\$162,663,200	13.19%
Other Financing Sources	\$282,827,961	22.93%
Charges For Services	\$83,953,583	6.81%
Miscellaneous	\$153,738,114	12.46%
Total Appropriations	\$1,233,497,552	100%

GOVERNMENTAL FUNDS: APPROPRIATIONS BY FUNCTION

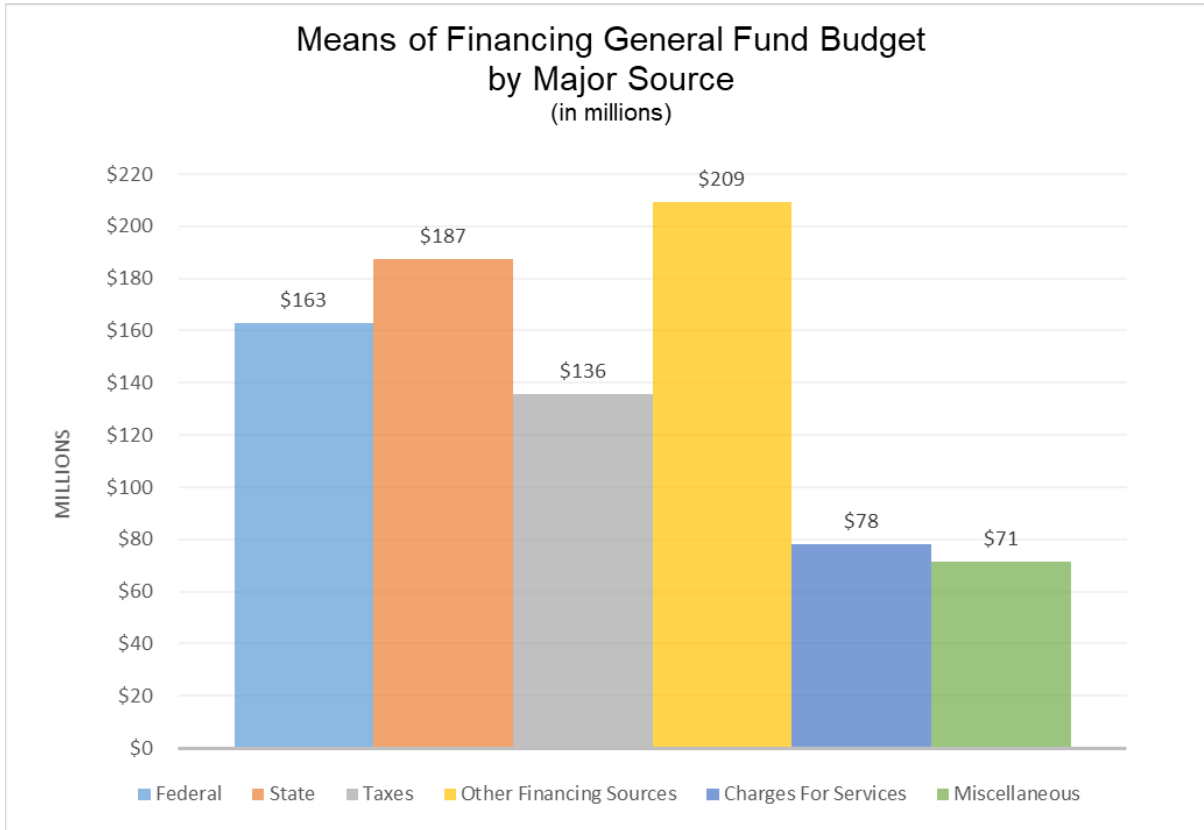
The following diagrams are a summary of appropriations by function and percentage of total appropriations, \$1,233,497,552.



Appropriations by Major Function		
Categories	Appropriation Amount	Percent of Total
General	\$125,102,323	10.14%
Public Ways & Facilities	\$99,099,006	8.03%
Public Protection	\$299,874,337	24.31%
Health & Sanitation	\$227,169,020	18.42%
Contingencies	\$5,000,000	0.41%
Public Assistance	\$426,210,394	34.55%
Education, Debt Service, Recreational Service, Reserve	\$51,042,472	4.14%
Total Appropriations	\$1,233,497,552	100%

GENERAL FUND: MEANS OF FINANCING BY MAJOR SOURCE

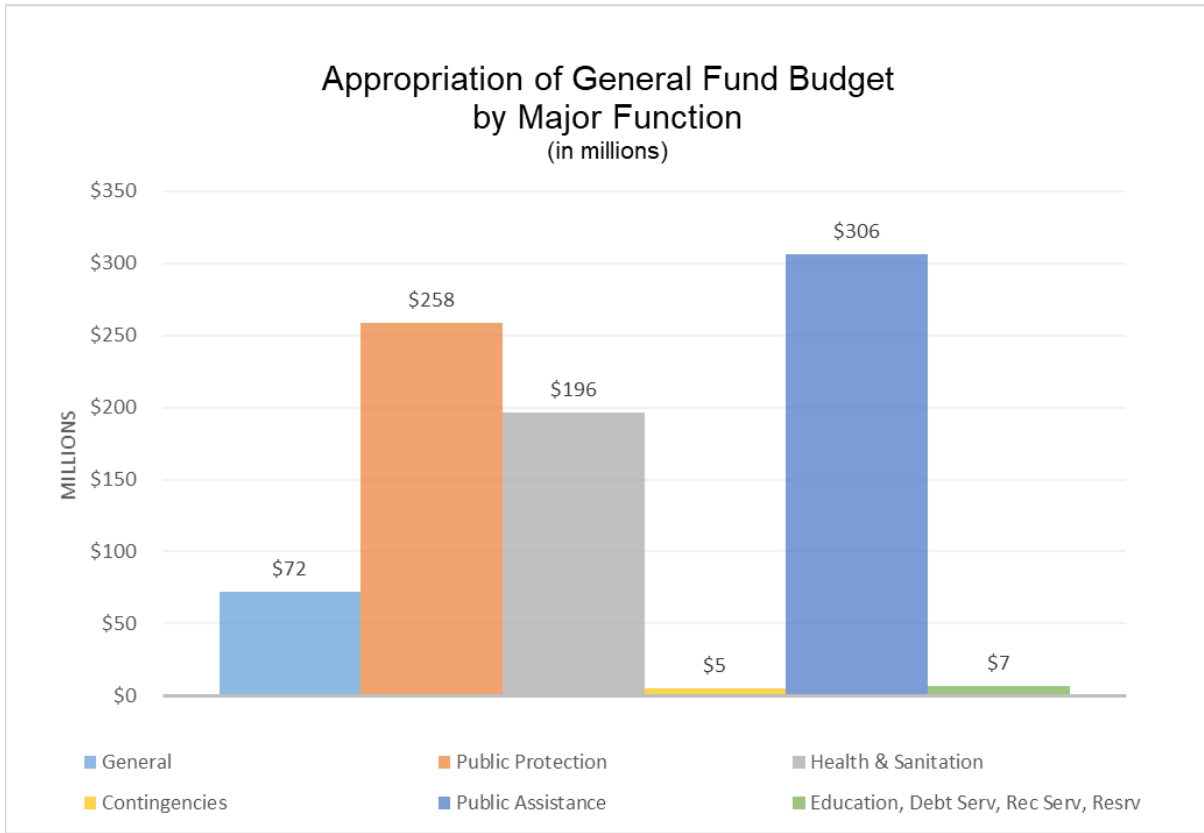
The following diagrams are a summary of General Fund financial resources by source and percentage of total revenues, \$844,549,915.



General Fund Means of Financing by Major Source		
Categories	Revenue Source	Percent of Total
Federal	\$162,794,033	19.28%
State	\$187,431,579	22.19%
Taxes	\$135,561,889	16.05%
Other Financing Sources	\$209,130,190	24.76%
Charges For Services	\$78,152,108	9.25%
Miscellaneous	\$71,480,116	8.46%
Total Appropriations	\$844,549,915	100%

GENERAL FUND: APPROPRIATIONS BY FUNCTION

The following diagrams are a summary of General Fund appropriations by function and percentage of total appropriations, \$844,549,915.



General Fund Operating Budget by Major Function		
Categories	Appropriation Amount	Percent of Total
General	\$71,956,901	8.52%
Public Protection	\$258,304,608	30.58%
Health & Sanitation	\$196,156,657	23.23%
Contingencies	\$5,000,000	0.59%
Public Assistance	\$306,313,709	36.27%
Education, Debt Serv, Rec Serv, Resrv	\$6,818,040	0.81%
Total Appropriations	\$844,549,915	100%

ATTACHMENT "C"

(Personnel Resolutions for Fiscal Year 2019/20 Final Budget)

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

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

Upon Motion of Supervisor (Name), seconded by Supervisor (Name), the following was adopted by the Board of Supervisors, at an official meeting held September 10, 2019 by the following vote:

Ayes:
Noes:
Abstain:
Absent:

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

By: _____
Deputy Clerk

* * * * *

Adopt the following new or amended class specifications, class designations, and compensation effective, September 15, 2019:

- 4H Community Coordinator**, Item No. 098000, Salary Grade: 621 (\$77,500 annual Step 5), Bargaining Unit 19, Competitive Service, Probation Period: 26 pay periods.
- Administrative Analyst, Principal**, Item No. 085102, Salary Grade: 555 (\$116,038 annual Step 5), Bargaining Unit 19, Competitive Service, Probation Period: 13 pay periods.
- Administrative Specialist I**, Item No. 071002, Salary Grade: 728 (\$78,640 annual Step 5), Bargaining Unit 19, Competitive Service, Probation Period: 13 pay periods.*
- Administrative Specialist II**, Item No. 071020, Salary Grade: 709 (\$86,503 annual Step 5), Bargaining Unit 19, Competitive Service, Probation Period: 13 pay periods.*
- Assistant Chief Probation Officer**, Item No. 036002, Salary Grade: B02 (\$114,531- \$171,799 range), Bargaining Unit 11, Non-Competitive Service/ At-Will, Probation Period: N/A.
- Assistant Treasurer/Tax Collector**, Item No. 089402, Salary Grade: B04 (\$94,082 - \$141,120 range), Bargaining Unit 11, Non-Competitive Service, At-Will.*
- Chief Accountant-Treasury**, Item No. 089500, Salary Grade: 400 (\$100,776 annual Step 5), Bargaining Unit 19, Competitive Service, Probation Period: 13 pay periods.
- Chief Accountant-Property Tax**, Item No. 006700, Salary Grade: 400 (\$100,776 annual Step 5), Bargaining Unit 19, Competitive Service, Probation Period: 13 pay periods.
- Chief of Accounting Systems**, Item No. 097400, Salary Grade: 400 (\$100,776 annual Step 5), Bargaining Unit 19, Competitive Service, Probation Period: 13 pay periods.

Chief Revenue Officer, Item No. 008000, Salary Grade: 400 (\$100,776 annual Step 5), Bargaining Unit 19, Competitive Service, Probation Period: 13 pay periods.

Compliance Specialist, Item No. 016200, Salary Grade: 921 (\$64,217 annual Step 5), Bargaining Unit 19, Competitive Service, Probation Period: 13 pay periods.

Deputy Clerk I-Brd of Supvs, Item No. 014800, Salary Grade: 667 (\$46,599 annual Step 5), Bargaining Unit 21, Competitive Service, Probation Period: 13 pay periods.*

Deputy Clerk II-Brd of Supvs, Item No. 014820, Salary Grade: 423 (\$51,581 annual Step 5), Bargaining Unit 21, Competitive Service, Probation Period: 13 pay periods.*

Deputy Clerk III-Brd of Supvs, Item No. 014830, Salary Grade: 547 (\$60,699 annual Step 5), Bargaining Unit 21, Competitive Service, Probation Period: 13 pay periods.*

Div Mgr HHS Fiscal Operations, Item No. 061002, Salary Band: B05 (\$85,899 – \$128,848 range), Bargaining Unit 19, Non-Competitive Service/ At-Will, Probation Period: N/A.

Graphics Specialist, Item No. 087720, Salary Grade: 283 (\$67,226 annual Step 5), Bargaining Unit 03, Competitive Service, Probation Period: 13 pay periods.

Health Services Manager, Item No. 099700, Salary Grade: 775 (\$92,611 annual Step 5), Bargaining Unit 19, Competitive Service, Probation Period: 13 pay periods.

IT Business Intelligence Developer I, Item No. 015910, Salary Grade: 287 (\$65,233 annual Step 5), Bargaining Unit 07, Competitive Service, Probation Period: 13 pay periods.*

IT Business Intelligence Developer II, Item No. 015920, Salary Grade: 227 (\$72,036 annual Step 5), Bargaining Unit 07, Competitive Service, Probation Period: 13 pay periods.*

IT Business Intelligence Developer III, Item No. 015930, Salary Grade: 764 (\$88,351 annual Step 5), Bargaining Unit 19, Competitive Service, Probation Period: 13 pay periods.*

IT Business Intelligence Developer Supervisor, Item No. 015907, Salary Grade: 255 (\$94,656 annual Step 5), Bargaining Unit 19, Competitive Service, Probation Period: 13 pay periods.

Laboratory Support Supervisor, Item No. 027202, Salary Grade: 545 (\$51,852 annual Step 5), Bargaining Unit 07, Competitive Service, Probation Period: 13 pay periods.

Media Specialist I, Item No. 071800, Salary Grade: 680 (\$61,159 annual Step 5), Bargaining Unit 19, Competitive Service, Probation Period: 13 pay periods.*

Media Specialist II, Item No. 071820, Salary Grade: 446 (\$68,863 annual Step 5), Bargaining Unit 19, Competitive Service, Probation Period: 13 pay periods.*

Planning & Permit Manager, Item No. 035002, Salary Band: B06 (\$81,809 - \$122,712 range), Bargaining Unit 20, Non-Competitive Service/ At-Will, Probation Period: N/A.

Probation Officer IV, Item No. 036040, Salary Grade: 443 (\$71,257 annual Step 5), Bargaining Unit 12, Competitive Service, Probation Period: 13 pay periods.

Probation Statistical Analyst, Item No. 018600, Salary Grade: 728 (\$78,640 annual Step 5), Bargaining Unit 19, Competitive Service, Probation Period: 13 pay periods.

Public Defender Investigator Assistant, Item No. 080800, Salary Grade: 535 (\$46,028 annual Step 5), Bargaining Unit 03, Competitive Service, Probation Period: 13 pay periods.

Public Health Program Coordinator, Item No. 077600, Salary Grade: 662 (\$65,945 annual Step 5), Bargaining Unit 07, Competitive Service, Probation Period: 13 pay periods.

Tax Collector Division Manager, Item No. 009700, Salary Grade: 400 (\$100,776 annual Step 5), Bargaining Unit 19, Competitive Service, Probation Period: 13 pay periods.

*Flex Class

†Change in Job Class Title, formerly Chief Deputy Treasurer Tax Collector

4-H COMMUNITY COORDINATOR

County of Tulare

DEFINITION

To coordinate and monitor the daily activities of the 4-H Club Programs and Youth Development activities in Tulare County and be responsible for fiscal oversight and monitoring compliance of 4-H Club enrollments; process facility use agreements; monitor compliance of 4-H policies and procedures; provide ongoing training and technical assistance to volunteers; and conduct evaluation to measure program effectiveness.

SUPERVISION RECEIVED AND EXERCISED

Direct and/or indirect supervision by Cooperative Extension management staff.

DUTIES

Oversee and manage club program activities and ensure compliance with best practices of positive youth development, policy and procedures.

Monitor program with compliance with policies and procedures.

Work with volunteers and serve as their direct liaison.

Maintain up to date understanding of 4-H policies.

Build knowledge of youth development, youth leadership, and development of life skills.

Attend and participate in relevant professional development opportunities.

Keep members and volunteers informed of policies, procedures, and enrollment processes.

Provide oversight, support and advice on completing complaints and incident reports.

Collaborate with 4-H Council(s) and attend monthly meetings and other task force meeting as needed.

Work with Tulare County's 4-H Leader's Council, 4-H Foundation, AgVenture committees, and local Fairs serving as a liaison and communication link.

Assist with the coordination and participate in local and regional 4-H Youth development activities and related community events.

Set up an internal system to monitor club member and volunteer enrollment and meet deadlines.

Coordinate data entry and review 4-H On-line enrollment.

Screen new volunteer applications, organize volunteer orientation and certification, online

County of Tulare
4-H COMMUNITY COORDINATOR

trainings, and secure fingerprinting.

Maintain volunteer certification records and distribute 4-H Club enrollment cards to 4-H volunteers.

Provide technical support and advice to 4-H event coordinators, monitor compliance of facility use agreements and risk management requirements.

Coordinate and monitor facility use agreement and rental requests and ensure that established deadlines are followed.

Ensure UCCE 4-H Youth Development camping policies are followed.

With approval of Academic Advisor or County Director, establish timeline and deadlines for submitting documents.

Plan, develop and deliver workshops, including curriculum training, thrive program, food safety training, record book training, council and club officer training and policy training.

Provide training and support to community club leaders, project leaders, and youth.

Seek out and identify appropriate recruitment opportunities for 4-H, including community events to promote 4-H.

Review club monthly bank statements for compliance with 4-H policies. Email the 4-H Club leader and/or treasurer with the respective club bank statement.

Prepare monthly summary report of 4-H Club financial activity and submit to CD or Academic Advisor.

Assist with filing annual report

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:

- Microsoft Office (Word, Excel, Publisher, PowerPoint)
- 4-H club program and/or similar youth informal educational programs

County of Tulare
4-H COMMUNITY COORDINATOR

- Electronic information dissemination methods (e.g., website, Facebook, blog, twitter, etc.)

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.
- Read technical and legal information from policy and procedure manuals.
- Manage, train and supervise volunteers
- Creating brochures, fliers and other recruitment material
- Prepare a variety of reports and correspondence.

Education:

- Graduation from an accredited college or university with a Bachelor's degree.

Experience:

- One year of progressively responsible professional experience managing volunteers, youth development, or a community service program.

License or Certificate:

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

[4-H Community Coordinator] Job Code: XXXXXX, Res: 2019-XXXX, Adopted xx/xx/xxxx

Supplemental Information

Overtime Status: Exempt

Probation: One (1) Year

BU: 19

ADMINISTRATIVE ANALYST, PRINCIPAL

County of Tulare

DEFINITION

Under general administrative direction, supervises the Budget functions or Operational services within the County Administrative Office; organizes and conducts important, difficult, complex, and sensitive analytical work that has substantive impact on the operations of County departments, agency, or program; assists the County Administrative Officer in establishing funding priorities, determining service levels, and allocating budget resources.

DISTINGUISHING CHARACTERISTICS

The Principal Administrative Analyst is primarily oriented to assisting the County Administrative Officer to perform his role in managing County financial resources and delivery of services to the public. This classification is distinguished from the next lower level of Senior Administrative Analyst by its assignment of more complex budget responsibilities, its performance and supervision of more difficult, and sensitive projects and/or departments; it's direct and indirect supervision of professional and technical staff; and its greater independence of action, and consequence of error, in formulating recommendations and decisions.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the County Administrative Officer, Assistant County Administrative Officer, or Deputy County Administrative Officer. May supervise professional, technical or support staff directly and/or provide lead direction on project teams.

DUTIES

Consults with the County Administrative Officer, Assistant County Administrative Officer, or Deputy County Administrative Officer relative to planning, policy, service, or program direction.

Directs, oversees and conducts difficult, sensitive, highly visible and complex analytical work that has significant impact on the functions and operations of assigned departments, and has countywide impacts.

Assumes responsibility for County-wide coordination of the budget with a variety of management, financial and human resources representatives, and internal service departments.

Directs analytical staff and/or performs difficult and complex analyses to advise management in budget development, administration, monitoring and reporting to include estimated and final revenue/expense, trend and statistical analyses for budget monitoring, projection and reporting.

Develops guidelines to direct the preparation of budget line-items, narratives, analyses for personnel, services and supplies, and operational costs, recommendations and justifications for Annual, Mid-Year and supplemental budget requests, along with identifying key deadlines and performance targets.

Confers with senior management staff and departments to discuss, evaluate and make policy recommendations on special projects and/or a variety of complex, sensitive or highly visible administrative, organizational, policy, budget, fiscal, and other important functions of the department.

Counsels departments on budgetary and administrative problems.

Directs and/or conducts detailed and comprehensive studies, surveys and other evaluative

County of Tulare
ADMINISTRATIVE ANALYST, PRINCIPAL

processes to analyze existing and proposed administrative, management, program and organizational needs, systems, functions, policies and procedures.

Identifies and analyzes important issues, processes, patterns, and makes related forecasts, document findings, and develops recommendations with performance outcome measures.

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 of public administration, organization, and management
- Principles and practices of public finance, governmental accounting and budgeting
- Principles and procedures of budget preparation, analysis, and control
- Practices and techniques of administrative and statistical report preparation
- Effective techniques for speaking before groups and preparing for public presentations
- Personnel management practices including supervision, selection, training and discipline

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.
- Collect, synthesize, and analyze complex budgets and financial practices of County departments
- Analyze, prepare, and/or supervise the preparation of budgets and budget requests with effective recommendations
- Identify and define problems, determine methodology, evaluate data and make recommendations with appropriate justification and develop/implement plan of action and strategies
- Interpret applicable codes, ordinances, laws and legislation, and develop rules, regulations, policies, and/or procedures
- Establish and maintain effective working relationships at all organizational levels, agencies and the general public in a dynamic, and deadline driven environment
- Prepare clear, accurate and well-organized written documents and comprehensive reports
- Communicate effectively, both orally and in writing
- Plan, prepare, and make oral presentations to large groups
- Supervise, plan, train, and evaluate the work of subordinate staff

County of Tulare
ADMINISTRATIVE ANALYST, PRINCIPAL

Education:

- Equivalent to graduation from a four (4) year accredited college or university with major course work in public or business administration, finance, or a closely related field.

Experience:

- Six (6) years of progressively responsible local governmental experience in complex budget analysis, development and administration. A Master's degree from an accredited college or university may be substituted for two

DESIRABLE EMPLOYMENT STANDARDS

- (2) Years of experience. Lead or supervisory experience is highly desirable.

[Principal Administrative Analyst] Job Code: 085102, Res: 15-0753, Approved; 9/15/2015
[Principal Administrative Analyst] Job Code: 085102, Res: XXXXXX, Approved; X/XX/XXXX

Supplemental Information

Overtime Status: Non-Eligible

Probation: Six (6) Months

BU: 19

ADMINISTRATIVE SPECIALIST I

County of Tulare

DEFINITION

Upon direction, provide or assist in providing independent and objective administrative research, conclusions and possible recommendations to direct supervision or Executive level management staff in the areas including, but not limited to, information systems, financial administration, program management, marketing, media relations, facility coordination, and, and overall management objectives relating to the Health and Human Services Agency (HHSA), its Branches, Divisions and programs.

DISTINGUISHING CHARACTERISTICS

This classification holds a high consequence of error in that it frequently deals with information and analysis that can have a significant resource impact on the financial, physical, legal and personnel issues of HHSA, its' facilities, employees, clients and the general public. It has significant responsibility for researching and recommending financial, equipment, and staff resource allocation. It requires a high level of flexibility in successfully working with people, data, and equipment. The research, conclusions, and possible recommendations of this classification will be an integral part of critical organizational decisions. The highest level of discretion and integrity is required to ensure disclosure of confidential and/or time sensitive information does not occur. Incumbents must possess a high level of initiative and professional judgment in addition to a high standard of civility. This classification may work in a variety of areas such as budget, program management, community and media relations, and facilities.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by an Administrative Specialist II or above. Responsibilities may include supervision of support staff.

DUTIES

Assist in evaluating, planning, and implementing new services or a combination of branch services.

Assist in the integration of existing programs and service delivery systems throughout all branches of the Agency.

Independently analyze the current operation and structure of various programs, divisions, and branches recommending more cost-effective options.

Compile information, prepare formal reports, and make written and oral presentations.

Prepare and present recommendations and findings to Agency Directors and other management staff.

Research the availability of grant funding; develop, negotiate, monitor and control administrative, fiscal, and programmatic aspects of grants, contracts, and programs.

Prepare agenda items to adopt organizational changes and contracts.

Write and coordinate the adoption of policies and procedures to implement organizational, program, and/or service changes.

Prepare graphs, charts, and spreadsheets using a variety of personal computer applications.

Maintain various records pertaining to studies or projects.

Successfully manage multiple/simultaneous project or program implementations, ensuring project timelines are met, and ensure client and/or partner issues are addressed. Prepare, present, and monitor the monthly financial activities of the department and the individual units' budgets.

Prepare bid specifications or waivers; Negotiate with vendors; review final bid document to ensure all specifications will be met.

Evaluate the achievement of program goals and objectives

May represent the Agency or branch before the Board of Supervisors, public organizations, on State and community committees, task forces, and advisory boards May design brand identity materials for print and web, including but not limited to social media content, image editing, manuals, catalogs, infographics, posters, digital signage, and promotional items.

May serve as Branch or Agency spokesperson in media requests for information to include participating in videotaped and telephone recorded interviews with the media.

May plan, develop, coordinate, and implement media strategies to disseminate department or agency information.

May prepare, review, and edit releases, newsletters, publications, and public service announcement scripts to communicate with people from various educational and socioeconomic backgrounds.

Successfully manage multiple facility related projects, ensuring project timelines are met, and ensure client and/or partner issues are addressed.

Work with landlords and property management companies on facility improvements, May supervise, train, and maintain standards of practice and evaluating employee performance and competency.

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:

- Understanding of financial analysis principles sufficient to develop budgets and examine and analyze expenses and financial documents.
- One (1) or more programs and/or services including preventive and primary health delivery systems, adult services, mental health treatment systems, substance abuse prevention services systems, children's services, welfare administration, facilities, marketing and media relations, and administrative support.
- Principles and processes of graphic design, graphic design software, and desktop publishing software.

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 a computer, keyboard, and all applicable electronic equipment.
- Develop and correctly apply excellent and effective written and oral communication.
- Research, compile, and analyze information and prepare appropriate alternatives and recommendations.
- Compile results of research to extrapolate costs such as expenditures, caseloads, and allocations, and to prepare corresponding budget documents.
- Read, interpret, and apply complex, technical regulations, funding documents, financial reports, County and Agency policies and procedures, and federal, state, and local regulations.
- Prepare clear, concise reports and correspondence using correct grammar, punctuation, and spelling.
- Convey complex concepts and procedures to laypersons 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.
- Perform in a supervisory capacity for lower level personnel and support staff.
- Work in a multi-task environment.
- Operate a personal computer using standard word processing, spreadsheet, and publication software in order to produce media documentation.
- Exercise exceptional interpersonal skills, good judgment, and an understanding of highly complex and political environments.
- Demonstrate strong analytical skills, excellent communication, and presentation skills.
- 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.

Education:

- Graduation from an accredited college or university with a Bachelor's degree in business or public administration, organizational development, accounting, finance, economics, marketing, health administration, public health, social services administration, psychology, sociology, clinical management, computer science, or a closely related field.

Experience:

- One (1) year of professional administrative work involving planning, coordinating, and evaluating projects and services.
- Or one (1) year of progressively responsible staff experience in budget preparation and management of complex and specialized financial accounting, technical, or statistical work.
- Or one (1) year of experience in graphic and commercial arts with extensive use of freehand

and computer-generated imagery in the creation of and the pre and post production of print, digital, and web media.

- Or one (1) year of increasingly responsible experience in journalism, communication, or public relations.
- Or one (1) year experience in facilities management or construction management, architecture, engineering, or space planning.

Equivalencies:

Education:

- Directly related program-specific experience may be substituted for the educational requirement on a ratio of two (2) years specific experience equaling for one (1) year education.

Experience:

- One (1) year of professional administrative work involving planning, coordinating and evaluating projects and services.
- Or one (1) year of progressively responsible staff experience in budget preparation and management of complex and specialized fiscal, accounting, technical, or statistical work.
- Or one (1) year of experience in graphic and commercial arts with extensive use of freehand and computer-generated imagery in the creation of and the pre and post production of print, digital, and web media.
- Or one (1) year of increasingly responsible experience in journalism, communication, or public relations.
- Or one (1) year experience in facilities management or construction management, architecture, engineering, space planning or related field,

LICENSE OR CERTIFICATE

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

DESIRABLE EMPLOYMENT STANDARDS

Education:

- Equivalent to graduation from an accredited college or university with a Master's degree in business or public administration, organizational development, accounting, finance, economics, marketing, health administration, public health, social services administration, psychology, sociology, clinical management, computer science, or a closely related field.

LICENSE OR CERTIFICATE

- Project Management Professional (PMP)
- Program Management Professional (PgMP)
- Certified Associate in Project Management (CAPM)
- Portfolio Management Professional (PfMP)
- PMI Professional in Business Analysis (PMI-PBA)
- PMI Agile Certified Practitioner (PMI-ACP)
- Or other nationally recognized certification in Project Management

[Classification] Job Code: XXXXXX, Res: 92-0365, Approved: 12/01
[Classification] Job Code: XXXXXX, Res: XX-XXXX, Update: XX/XX

Supplemental Information

Overtime Status: Eligible

Probation: Six (6) Months

BU:19

ADMINISTRATIVE SPECIALIST II

County of Tulare

DEFINITION

To develop, direct, administer, monitor, analyze, and provide independent and objective administrative research and recommendations of highly detailed and complex assignments. Directly present and recommend options to Executive level management staff regarding a broad scope of information and assignments, including but not limited to information systems, financial administration, program management, marketing, media relations, facility coordination, and overall management objectives/requirements relating to the Health and Human Services Agency (HHS), its Branches, Divisions and programs. Coordinate the planning, organizing, and directing of staff and/or non-HHS stakeholders to facilitate accurate, complete, and timely responses to requests made by the Executive staff of HHS.

DISTINGUISHING CHARACTERISTICS

This classification routinely works directly with the HHS Directors and other Executive management. The scope of work is extremely broad as it often crosses Branch and Divisional boundaries related to funding, resources, allocations, and facilities; as such, the complexity of the issues, assignments and resolutions are considerable. The classification holds a very high consequence of error in that the information, analysis, and recommendations utilized can have a direct and significant impact on the financial, physical, legal and personnel issues of HHS, its' facilities, employees, clients and the general public. This class is ultimately responsible for recommending allocations of finances, staff, and facilities while complying with the County Policies and Procedures and the Strategic Plan Initiative. A very high level of flexibility is required to successfully coordinate functions, assignments, and data with staff, management, county equipment, and outside stakeholder. The highest level of discretion and integrity is required to ensure disclosure of confidential and/or time-sensitive information does not occur. Incumbents must possess a high level of initiative and professional judgment in addition to a high standard of civility. The Administrative Specialist II may be required to train/mentor an Administrative Specialist I in areas of research, analysis, and coordination of information. This classification may work in a variety of areas such as budget, program management, community and media relations, and facilities.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by an Executive Level Management staff member. Responsibilities may include the direct or indirect supervision of Administrative Specialist I, support staff assigned to a specific project, grant, assignment, or operational unit.

DUTIES

Provide a higher level of administrative strategic planning and support in the coordination and implementation of highly complex Agency projects.

Evaluate, plan, and implement new services or programs requested by Executive Management.

Organize and coordinate the functions of the Health and Human Services Agency in specific areas relating to the individual Branches or Health, Mental Health, Human Services, Fiscal Operations, and Administration.

Analyze and solve problems identified in providing services; gather information from management and staff; analyze and present research in a clear and concise manner.

Provide leadership in the development of quality control programs and activities which measure expectations and client satisfaction.

Use information obtained to formulate clear and concise alternatives and present recommendations to management staff.

Coordinate teams and/or community work groups to enhance the County's strategic plan initiative and establish a positive reputation for the Health and Human Services Agency.

Establish relationships with key constituencies in the County, State, and Federal government to assure appropriate input into the service systems design.

Write grants to enhance HHSA initiatives in collaboration with community partners and stakeholders.

Successfully manage multiple/simultaneous implementations or facility-related projects, ensuring timelines are met, and client and/or partner issues are addressed.

Prepare, present, and monitor the monthly financial activities of the department and the individual units' budgets.

Prepare bid specifications or waivers; Negotiate with vendors; review final bid document to ensure all specifications will be met.

May represent the Agency or branch before the Board of Supervisors, public organizations, on State and community committees, task forces, and advisory boards.

May design brand identity materials for print and web, including but not limited to social media content, image editing, manuals, catalogs, infographics, posters, digital signage, and promotional items.

May serve as Branch or Agency spokesperson in media requests for information to include participating in videotaped and telephone recorded interviews with the media.

May prepare, review, and edit releases, newsletters, publications, and public service announcement scripts.

May supervise, train, and maintain standards of practice and evaluating employee performance and competency.

Perform related duties as assigned. (Reasonable accommodation will be made when requested and determined by the County to be appropriate and reasonable under applicable law.)

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:

- Understanding of financial analysis principle sufficient to develop budgets and examine and analyze expenses and financial documents.
- Governmental budgeting practices and control.
- Principles and concepts of organizational development.
- Programs and services, including preventive and primary health delivery systems, adult services, mental health treatment systems, children's services, and welfare administration.
- Understanding of contracts, Professional Services Agreements, and general governmental purchasing requirements.
- Available resources and methodology for gathering data.
- Principles of supervision, training, and evaluation of employees.

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 a computer, keyboard, and all applicable electronic equipment.
- Accurately apply excellent written and oral communications.
- Plan, coordinate, analyze, and control operating procedures and develop effective improvements as needed.
- Analyze and resolve complex problems. Convey complex concepts and procedures and negotiate solutions.
- Implement new systems or changes within current protocol and acquire the cooperation of those involved.
- Organize work and prioritize assignments within established time frames.
- Establish and maintain accountability systems for HHSA goals and objectives.
- Keep systematic and accurate records.
- Give verbal and written instructions and provide training to staff.
- Organize, set priorities, and coordinate the workload of support staff.
- 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.

Education:

- Graduation from an accredited college or university with a Bachelor's degree in degree in business or public administration, organizational development, accounting, finance, economics, marketing, health administration, public health, social services administration, psychology, sociology, clinical management, computer science, or a closely related field.

Experience:

- Two (2) years of experience working as an Administrative Specialist I or equivalent.

Equivalencies:

Experience

- Directly related program-specific experience may be substituted for the educational requirement on a ratio of two (2) years specific experience equaling for one (1) year education, and two (2) years of experience working as an Administrative Specialist I or equivalent.

LICENSE OR CERTIFICATE

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

DESIRABLE EMPLOYMENT STANDARDS

Education:

- Graduation from an accredited college or university with a Master's degree in business or public administration, organizational development, accounting, finance, economics, marketing, health administration, public health, social services administration, psychology, sociology, clinical management, computer science, or a closely related field.

LICENSE OR CERTIFICATE

- Project Management Professional (PMP)
- Program Management Professional (PgMP)
- Certified Associate in Project Management (CAPM)
- Portfolio Management Professional (PfMP)
- PMI Professional in Business Analysis (PMI-PBA)
- PMI Agile Certified Practitioner (PMI-ACP)
- Or other nationally recognized certification in Project Management

Knowledge of:

- High level “State of the Art” computerized operational, planning and monitoring systems to ensure efficient and cost-effective services.
- Applicable state and federal statutes and regulations, local ordinances, policies, and rules related to the various branches of the Health and Human Services Agency.
- Management information systems, including automated systems to assess needs, capabilities, and cost-effectiveness.
- Governmental budget process sufficient to evaluate and prepare operational budgets.
- Management information systems including automated systems to assess needs, capabilities, and cost effectiveness.
- Effective techniques for negotiating contracts for services.

[Classification] Job Code: XXXXXX, Res: 92-0365, Approved: 12/01
[Classification] Job Code: XXXXXX, Res: XX-XXXX, Update: XX/XX

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

ASSISTANT CHIEF PROBATION OFFICER
County of Tulare
(At-Will)

DEFINITION

To assist in the planning, organizing and directing of county probation services and custodial facilities; assist in the administration and operation of the department; and to act for the Chief Probation Officer in his/her absence.

DISTINGUISHING CHARACTERISTICS

This classification IS IN THE NON-COMPETITIVE SERVICE OF THE County and, as such, is appointed by and serves at the will of the Chief Probation Officer.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Chief Probation Officer

DUTIES

Establishes and maintains productive interaction with governmental agencies and departments including but not limited to the Superior Court, the County Administrative Office, the Board of Supervisors, the Juvenile Justice and Delinquency Prevention Commission, the Grand Jury, Board of Corrections, and other law enforcement agencies.

Establishes appropriate levels of services in compliance with State regulations which govern the operational needs of the Courts, the service requirements of adult and juvenile probationers; the operation of juvenile institutions; and administration of selection, training, personnel, and technology matters.

Assists the Chief Probation Officer in developing strategic and operational planning, organizing, and directing departmental activities and services to include budget preparation and development.

Evaluates and anticipates the needs of the Probation Department then develops and presents available solutions to the Chief Probation Officer.

Establishes operations goals and objectives to ensure compliance with the department's mission and vision statements, policies, mandates, state and federal regulations.

Monitors developments and legislations related to probation administrative and professional matters; evaluates their impact upon Probation's operations; recommends and implements, after approval, required operational changes.

Supervises subordinate Deputy Chief Probation Officers.

Prepares reports and presentations summarizing issues, scope, and level of services, service delivery methodologies, resources, cost estimates, time projections, and legal implications.

Provides oversight of all department operations to include but limited to adult and juvenile probation work and the activities of the probation divisions, units, service centers, and facilities.

Participates in employee selection and evaluation, and in the resolution of personnel problems.

County of Tulare
ASSISTANT CHIEF PROBATION OFFICER

Confer, provide insight, and coach and mentor subordinate staff on policy, procedures, personnel matters, staff development and training.

Attend various meetings and conferences.

Act for the Chief Probation Officer in his/her absence.

Performs other duties as assigned.

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:

- Laws and codes governing the administration and provision of probation services.
- Principles, methods and techniques of departmental organization, administration, personal management and budget administration.
- The principles and practices of adult and juvenile probation work and related court procedures.
- Principles of systems and procedures analysis.
- Principles including but not limited to relations, grant funding and management, personnel practices, supervisory and management techniques, public relations techniques, labor contract negotiations and addressing performance and discipline issues.

Skill/Ability to:

- Communicate and effectively interact with all individuals.
- Analyze complex technical and administrative problems, evaluate alternatives and adopt efficient courses of action.
- Develop and administer a varied program of probation services.
- Plan, organize, supervise and evaluate the work of others.
- Coach, mentor and support staff to both increase their strengths and address opportunities for improvement.
- Represent the employer's interest.
- Implement and enforce departmental policies and philosophy.
- Establish and maintain effective working relationships with others including judicial officers, staff, and the community.
- Analyze data and project personnel and equipment needs.
- Prepare clear and concise reports, correspondence, and other written materials and make effective verbal presentations.
- Exercise sound, independent judgment within general policy guidelines and adopt effective course of action.

County of Tulare
ASSISTANT CHIEF PROBATION OFFICER

Education:

Graduation from an accredited college or university with major work in Corrections, Criminal Justice, Public or Business Administration, Social or Behavioral Sciences, or a closely related field.

Experience:

One (1) year of full-time experience equivalent to Deputy Chief Probation Officer in Tulare County, **OR** two (2) years of full time experience equivalent to Probation Division Manager in Tulare County, **OR** three (3) years of full time experience equivalent to Supervising Probation Officer in Tulare County.

[Assistant Chief Probation Officer] Job Code: XXXXXX, Res: 2019-XXXX, Adopted xx/xx/xxxx

Supplemental Information

Overtime Status: Exempt

AT-Will

BU: 11

ASSISTANT 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 for the County of Tulare.

Responsibilities include supervision of upper level management staff of the Tax Collector, Treasurer, and 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.

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.
- Knowledge of 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.
- 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.

County of Tulare
ASSISTANT TREASURER-TAX COLLECTOR

- 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
[Assistant Treasurer/Tax Collector] Job Code: 089402; Res: XX-XXXX; Retitled/Approved: XX/XX/XX

Supplemental Information

Overtime Status: Exempt

Probation: None

BU: 11

Compliance Specialist

County of Tulare

DEFINITION

The Compliance Specialist is responsible for assisting in the development and maintenance of a comprehensive compliance program that addresses the privacy, security, and general compliance concerns of the organization.

DISTINGUISHING CHARACTERISTICS

Under general direction, the Compliance Specialist will assist in coordinating and supporting the Agency's system-wide compliance with the Health Insurance Portability and Accountability Act's (HIPAA) Privacy Rule, other privacy-related state and federal regulations, and the tracking and analysis of state and federal legislation impacting the Agency. Incumbents will perform a wide variety of research, analysis, and administrative duties and are expected to perform the full range of responsibilities with minimal supervision. The incumbent will be expected to complete complex and challenging assignments with a high degree of independence and exercise good judgment.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by a Division Manager or higher level position.

DUTIES

Assists with the initial screening, timely investigation, and triaging, as appropriate, of system-wide privacy matters. Assists with investigations of privacy violation allegations, including data gathering, analyses, interviews, and report writing.

Provides support in meeting federal and state reporting requirements, regarding breach notification and follow-up investigations.

Assists in creating and ensuring an efficient and transparent investigation process is in place system-wide for privacy matters.

Continuously reviews methodologies, policies, and procedures to maintain appropriate documentation for all privacy investigation activities, including a detailed log of all allegations, information related to affected parties, investigation details, and breach risk assessments.

Assists with conducting monitoring audits and investigations with respect to electronic health record access.

Follows-up and resolves any identified issues. Maintains associated documentation.

Assists with training and educating employees on the Agency's privacy program and related policies and procedures.

Assists in conducting system-wide privacy risk assessments.

Assists with monitoring state and federal legislation and regulations as it relates to the Agency.

Serves as the Agency point of contact for service, intake, and receipt of legal documents (i.e., subpoenas, summons, courtesy copies, etc....).

Assists legal counsel with tracking service of legal documents to determine validity of legal document and if service was appropriate.

Analyzes records requests and laws, rules, and regulations that govern the release to determine appropriate release of information.

Serves as the Agency point of contact for release of information in accordance with the California Public Records Act and associated laws and regulations.

Attend and lead a variety of meetings/trainings.

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:

- Information privacy laws (such as Health Insurance Portability and Accountability Act [HIPAA]), access, release of information, and release control technologies.
- Knowledge and experience in health information management.
- Healthcare compliance evaluation and auditing experience to be able to discover operational problems and recommend and execute strategies to provide needed solution.
- Available resources for gathering data.
- Descriptive statistics sufficient to reflect results of research.
- Current departmental policies and programs.
- Legislative and programmatic trends at local, State and Federal levels.

Skill/Ability to:

- Work and communicate effectively with people of various education and socioeconomic backgrounds by respecting beliefs, interpersonal styles, attitudes and behaviors of both clients and co-workers.
- Ability to initiate, develop, maintain, and review policies and procedures for the operation of a healthcare compliance program and other similar activities to prevent unethical, illegal, or improper conduct.
- Ability to collaborate and advise management on compliance matters.

- Ability to develop practical business solutions and to facilitate risk assessment.
- Ability to perform independent research and factual analysis.
- Exercise responsibility, initiative, and independent judgment, in solving highly specialized administration matters.
- Communicate clearly and concisely, verbally and in writing; research and write comprehensive reports.
- Complete multiple priority projects with strict deadlines.
- Handle confidential matters discreetly and effectively.

Education:

- Associate's degree from an accredited college or university in public or business administration, health administration, public health, social services administration, mental health, or a closely related field.

AND

Experience:

- One (1) year of experience in a healthcare setting with compliance programs, regulatory research, auditing, and/or policy and procedure development required.

Equivalencies:

Education:

- Equivalent to completion of the twelfth grade. Directly related program-specific experience in a healthcare setting with compliance programs, regulatory research, auditing, and/or policy and procedure development or closely related field may be substituted on a ratio of one (1) year specific experience equivalent to one (1) year of education, up to four (4) years total.

AND

Experience:

- One (1) year of experience in a healthcare setting with compliance programs, regulatory research, auditing, and/or policy and procedure development required.

License or Certificate

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

DESIRABLE EMPLOYMENT STANDARDS

Education:

- Bachelor's degree from an accredited college or university in public or business administration, health administration, public health, social services administration, mental health, or a closely related field.

License or Certificate

- One or more of the following certifications are preferred, Certified Healthcare Compliance (CHC), Certified in Healthcare Privacy Compliance (CHPC), Certified Compliance and Ethics Professional (CCEP), Certified Professional Coder (CPC), or Certified Coding Specialist (CCS).

[Compliance Specialist] Job Code: XXXXXX; Res: XX_XXXX; Approved: XX/XX/XX

PROPOSED Supplemental Information

Overtime Status: Exempt

Probation: 6 Months

BU: 19

DEPUTY CLERK I, BOARD OF SUPERVISORS

County of Tulare

DEFINITION

To assist in the keeping of official records of the Board of Supervisors; to prepare official Board of Supervisors Agendas.

DISTINGUISHING CHARACTERISTICS

This is the entry level classification in the Deputy Clerk, Board of Supervisors series. Incumbents in this classification normally work under close supervision.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Chief Clerk, Board of Supervisors. The Deputy Clerk III may give direction to Levels I and II of the Deputy Clerk series.

DUTIES

Review, assemble, and type Agenda documents for board meetings.

Schedule people and hearings for the Agenda.

Type minutes of Board meetings.

Processes legal publications, postings and notices; receives and processes applications, claims, summons, complaints against the County, and other documents deposited with the Clerk's office. Maintain weekly minute book, Ordinance Book, and Procedure Manual.

Proofread and process affidavits for payment.

Proofread and correct all printed material for publication.

Update and distribute copies of Resolutions, Ordinances, Agreements, and Codes pertaining to departments and agencies of interest.

Perform secretarial duties at the request of the Board of Supervisors.

May administer oaths of office for various elected and appointed officials and County employees.

Clarify Board of Supervisors action to departments, districts, and to the public.

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:

- Organization, function and administrative structure of public agencies, including the role of an elected Board.
- General office practices, procedures, and automated office equipment including computers.

- Basic principles and practices of effective customer service.
- Standard correspondence and report format.
- Methods and procedures of filing systems to record, store, and retrieve records.
- Techniques of effectively communicating information to persons at all levels of County government, public and private agencies, the media, and the general public.
- Office procedures including filing and indexing.
- Inquiries about information over the telephone and in person.

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.
- Compose finished correspondence from verbal instructions.
- Display and maintain a high degree of initiative, maturity, integrity, accountability, creativity, and good judgment.
- Establish and maintain effective relationships with members of the Board of Supervisors and their staff, members of County boards and commissions, and County staff.
- Maintain a variety of files and filing systems.
- Prepare agenda material, schedule agenda items, and follow-up of Board actions.
- Remain flexible under pressure of meeting deadlines.
- Compose meeting minutes and summaries that accurately reflect Board actions and intent.
- Learn the federal, state, and local laws, codes, ordinances, regulations, policies and procedures applicable to the Office of the Clerk to the Board of Supervisors.
- Learn the Assessment Appeals process and the relevant laws, codes, ordinances, regulations, policies and procedures.
- Learn the Hearing Officer and Local Appeal Board process and the relevant laws, codes, ordinances, regulations, policies and procedures.

Education:

- Equivalent to completion of the twelfth (12th) grade.

Experience:

- Three (3) years of progressively responsible clerical or administrative work.

License or Certificate:

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

[Deputy Clerk I – Board of Supervisors] Job Code: 014800, Res: 97-0238, Updated/ Approved: 3/25/97

Supplemental Information

Overtime Status: Eligible

Probation: Six (6) Months

BU: 21

DEPUTY CLERK II, BOARD OF SUPERVISORS

County of Tulare

DEFINITION

To assist in the keeping of official records of the Board of Supervisors; to prepare official Board of Supervisors Agendas; and to act for the Chief Clerk in his/her absence.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the Deputy Clerk, Board of Supervisors series. Positions in this class may be flexibly staffed and filled by advancement from the Deputy Clerk I level or through an open recruitment.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Chief Clerk, Board of Supervisors. May provide direction to the Deputy Clerk I when assigned to do so.

DUTIES

Review, assemble, and type Agenda documents for board meetings.

Schedule people and hearings for the Agenda.

Type minutes of Board meetings.

Processes legal publications, postings and notices; receives and processes applications, claims, summons, complaints against the County, and other documents deposited with the Clerk's office.

Maintain weekly minute book, Ordinance Book, and Procedure Manual.

Train and assist staff with processing of forms and new procedures.

Proofread and process affidavits for payment.

Proofread and correct all printed material for publication.

Update and distribute copies of Resolutions, Ordinances, Agreements, and Codes pertaining to departments and agencies of interest.

Perform secretarial duties at the request of the Board of Supervisors.

May administer oaths of office for various elected and appointed officials and County employees.

Clerks, records and publishes actions taken by the Board of Supervisors and the Assessment Appeals Board; reviews, prepares, indexes and files minutes, resolutions, agreements, ordinances and other legal documents.

Receives and processes assessment appeal applications; provides assistance and education to the general public on the assessment appeals process.

Clarify Board of Supervisors action to departments, districts, and to the public.

Act for the Chief Clerk in his/her absence.

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 of office management.
- Record keeping and procedures relating to the department's programs.
- General office practices, procedures and automated office equipment.
- County customer service objectives and strategies; telephone, office and online etiquette.
- Processing agendas, legal documents, legal notices, bids, and resolutions.
- Standard correspondence and report format.
- Techniques of effectively communicating information to persons at all levels of County government, public and private agencies, the media and the general public.
- Responding to inquiries for information over the telephone and in person.
- Federal, state, and local laws, codes, ordinances, regulations, policies and procedures.
- Organization, functions and administrative structure of public agencies, including the role of an elected Board.

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.
- Train employees.
- Compose finished correspondence from verbal instructions.
- Perform complex, difficult, and specialized paraprofessional work involving scheduling agenda items, preparation of agenda material and follow-up of Board actions.
- Read and interpret applicable codes, ordinances, laws, regulations and policies.
- Maintain a high degree of initiative, maturity, integrity, accountability, creativity and good judgment.
- Establish and maintain effective relationships with members of the Board of Supervisors and their staff, members of County boards and commissions, and County staff.
- Take dictation sufficient to cover Board meetings.
- Perform clerical duties including preparing and answering correspondence for the Board.
- Maintain a variety of files and filing systems.
- Maintain cooperative working relationships with others.
- Remain flexible under pressure of meeting deadlines.

Education:

- Equivalent to completion of the twelfth (12th) grade.

Experience:

- Two (2) years of experience equivalent to a Deputy Clerk I, Board of Supervisors in Tulare County.

Equivalency for Experience:

- Or four (4) years of increasingly responsible clerical experience.
- Two (2) years of college level coursework in business administration, public administration or legal clerical may substitute for up to one (1) year of the required experience.

License or Certificate:

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

[Deputy Clerk II, Board of Supervisors] Job Code: 041820 Res: xx-xxxx , Approved: 09/18/08 Revised: 2012

Supplemental Information

Overtime Status: Eligible

Probation: Six (6) Months

BU: 21

DEPUTY CLERK III, BOARD OF SUPERVISORS

County of Tulare

DEFINITION

To assist in the keeping of official records of the Board of Supervisors; to prepare official Board of Supervisors Agendas; and to act for the Chief Clerk in his/her absence.

DISTINGUISHING CHARACTERISTICS

The Deputy Clerk III level is the advanced journey or lead classification in the Deputy Clerk series. This level requires significant and responsible prior clerical experience and the ability to handle the more difficult clerical functions.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Chief Clerk, Board of Supervisors. May provide lead direction and training to Deputy Clerks I and II.

DUTIES

Completes the most difficult and complex assignments within the Clerk to the Board of Supervisors' office.

May be responsible for a specialized assignment, project, or program as determined by the Chief Clerk.

May perform in a lead capacity over lower-level staff. Lead responsibilities include: assigning, reviewing, and coordinating the work of others; providing input into the evaluation, promotion, and disciplining of lower-level staff; training new or current employees in work procedures and methods.

Prepares or assists in the preparation of agendas for the Board of Supervisors and other authorities, which includes ensuring accuracy and completeness; publishes and distributes agendas in accordance with legal requirements for public meetings.

Reviews and screens supporting documents for agenda items, and ensures that materials are relevant and appropriately processed.

Assist with the Assessment Appeals Board process.

Records and publishes actions taken by the Board of Supervisors and the Assessment Appeals Board; reviews, prepares, indexes and files minutes, resolutions, agreements, ordinances and other legal documents.

Tracks, monitors, and maintains official records of Board appointed commissions and committees.

Prepares, distributes and places legal notices and publications before and after actions of the Board of Supervisors.

Deals with inquiries directed to the Board of Supervisors or directs them to the proper source for handling, and gives other information or drafts correspondence related to the interpretation of the actions of the Board to departments and other interested parties.

Distributes resolutions, ordinances or other information resulting from board and commission actions to concerned individuals, departments, agencies, commissions and other branches of government.

Maintains records, prepares paperwork and assists Board members' offices in the process of making appointments of individuals to various boards and commissions.

Maintains, and facilitates publishing of the Tulare County Ordinance Codes.

Proofread and process affidavits for payment.

Proofread and correct all printed material for publication.

Perform secretarial duties at the request of the Board of Supervisors.

Act for the Chief Clerk in his/her absence.

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:

- Organization, functions and administrative structure of public agencies, including the role of an elected Board.
- Principles of office management.
- Record keeping and procedures relating to the department's programs.
- General office practices, procedures and automated office equipment.
- County customer service objectives and strategies; telephone, office and online etiquette.
- Processing agendas, legal documents, legal notices, bids, and resolutions.
- Standard correspondence.
- Techniques of effectively communicating information to persons at all levels of County government, public and private agencies, the media and the general public.
- Federal, state, and local laws, codes, ordinances, regulations, policies and procedures.
- The Assessment Appeal, Hearing Officer and Local Appeals Board process and relevant laws, codes, ordinances, regulations, policies and procedures.

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.
- Train other staff members.
- Remain flexible under pressure of meeting deadlines.
- Take dictation sufficient to cover Board meetings.
- Perform complex, difficult, and specialized paraprofessional work involving scheduling agenda items, preparation of agenda material and follow-up of Board actions.
- Read and interpret applicable codes, ordinances, laws, regulations and policies.

- Establish and maintain effective relationships with members of the Board of Supervisors and their staff, members of County boards and commissions, and County staff.
- Maintain a high degree of initiative, maturity, integrity, accountability, creativity and good judgment.
- Exercise independent judgment.

Education:

- Equivalent to completion of the twelfth (12th) grade.

Experience:

- Three (3) years of experience equivalent to a Deputy Clerk II, Board of Supervisors in Tulare County.

Equivalency for Experience:

- Or four (4) years of increasingly responsible clerical experience.
- Two (2) years of college level coursework in business administration, public administration or legal clerical may substitute for up to one (1) year of the required experience.

License or Certificate:

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

[Deputy Clerk III, BOS] Job Code: xxxxxx, Res: xx-xxxx , Approved: xx/xx/xx

Supplemental Information

Overtime Status: Eligible

Probation: Six (6) Months

BU: 21

DIVISION MANAGER HHS – FISCAL OPERATIONS

[Non-Competitive (At-Will)]

County of Tulare

DEFINITION

To manage, plan, analyze and develop, the goals, objectives, and work of the Health and Human Services Agency Fiscal Operations branch; to implement and oversee all budgetary related goals, objectives and fiscal compliance.

DISTINGUISHING CHARACTERISTICS

This classification is in the non-competitive service of the County and, as such, is appointed by and serves at the will of the Health and Human Services Agency Director.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Health and Human Services Agency, Director of Fiscal Operations.

Responsibilities include the management and direction of Agency Fiscal Operations branch staff and indirect supervision of support staff.

DUTIES

Establish program goals and monitor performance toward reaching targets.

Manage, plan and oversee the integration, analysis, and evaluations of Health and Human Services Agency Budget, including the development of the goals and objectives.

Manage and direct the integration, analysis, and evaluations of department programs as it relates to funding and budgetary considerations.

Prepare, present and monitor the daily financial activities of the department and the individual units' budgets.

Liaison with other divisions and units within the Agency, and with outside Federal and State Programs and related agencies, regarding the department's fiscal services.

Develop and implement systems and procedures for legislative analysis; develop and implement a system to review all requests for legal review and payment.

Provide instruction in the development and review of financial planning documents and actuarial projections.

Provide direction in the development of departmental policies and procedures to ensure cost-effective delivery of services throughout the Agency.

Analyze complex or sensitive issues and recommend solutions.

Prepare executive-level reports and correspondence on a regular basis, and as requested, to keep executive leadership informed of operations and progress.

Plan, design, implement, and maintain all Agency-wide compliance policies, procedures, and programs in a way that promotes a culture of compliance, fosters ethical and compliant behavior, and provides the basis for ensuring adequate internal controls exist for all regulatory, ethical, and contract requirements.

Develop and communicate compliance initiatives, including all written materials and training programs designed specifically to promote staff awareness and understanding of compliance issues, applicable laws, regulations, reporting requirements, and the consequences of noncompliance.

Commitment to accountability and transparency.

Participate in employee recruitment, selection, and evaluation; and the resolution of personnel matters.

May oversee one or more of the various units within Fiscal Operations, including but not limited to Accounts Payable, Accounts Receivable, Medical Billing, Contracts, Facilities, Compliance, and direct service programs.

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:

- Financial reporting and monitoring of a large Agency budget.
- Funding avenues and budget streams
- Grant development, writing, monitoring, and evaluation.
- Contract monitoring.
- Principles of personnel management.
- Problem-solving techniques.
- Laws, rules and regulations applicable to department operations.

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.
- Manage and supervise assigned staff.
- Communicate and establish effective working relationships with staff, groups, agencies, officials, departments, and boards.
- Gather, analyze and organize data in arriving at recommendations or in taking an effective course of action.

- Interpret rules, regulations, laws, and legislation.
- Establish goals and objectives, and implement plans to meet those objectives.
- Work with and understand budgetary data.
- Communicate effectively with boards, committees, agencies, internal staff, and medical groups, orally and in writing.
- Practice strong leadership and motivational skills.
- Interact effectively with various levels of staff, management, government officials, and the public.
- Be detail oriented and highly organized.
- Demonstrate and uphold the highest levels of integrity, ethical conduct, and stewardship.
- Plan, organize, direct, and evaluate ethics, compliance, and privacy programs and apply complaint resolution methodologies.
- Read, understand, interpret, and create policies, procedures, and regulations.
- Handle sensitive legal and human resources matters that require confidentiality and discretion.

Education:

- Graduation from an accredited college or university with major course work in business or public administration, organizational development, accounting, finance, economics, marketing, health administration, public health, social services administration, mental health, or a closely related field.

Experience:

- Four years of increasingly responsible experience in management or administration or equivalent, including two years of supervisory experience.

License or Certificate:

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

DESIRABLE EMPLOYMENT STANDARDS

Education:

- Equivalent to graduation from an accredited college or university with a Master's degree business or public administration, organizational development, accounting, finance, economics, marketing, health administration, public health, social services administration, mental health, or a closely related field.

[DIVISION MANAGER FISCAL OPERATIONS] Job Code: 061002, Res: 13-0670, Approved 09/17/2013

[DIVISION MANAGER FISCAL OPERATIONS] Job Code: 061002, Res: 19-XXXX, Approved: XX/XX/XXXX

GRAPHICS SPECIALIST

County of Tulare

DEFINITION

To develop, design and coordinate production of materials, media, and marketing material and assist in the implementation and coordination of program promotion, special events, and other public relations activities. Some positions may develop courtroom trial materials.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by a mid-level, division or executive management staff.

Responsibilities may include in the indirect supervision of support staff.

DUTIES

Develop conceptual design solutions from inception to delivery.

Develop, design and coordinate the graphic layout of marketing projects to ensure the visual effects of a product reflect the written copy.

Recommend design, color, style, graphics and costs of marketing materials.

Design materials to communicate with people from various educational and socioeconomic backgrounds.

Coordinate the production of marketing and media materials such as event logos, promotional materials, publications and brochures.

Design and coordinate the purchase of promotional advertising through newspaper, billboard, business and other print outlets.

Purchase and/or coordinate advertisements in radio and television.

Coordinate production, purchase and warehousing of collateral materials.

Assist with market analysis for advertising and promotional purposes.

Assist with evaluation of public relations, advertising and communications programs to determine effectiveness and make recommendations for future programs.

Work with the executive management team to develop and maintain a consistent brand identity throughout all printed and online marketing materials.

Some positions may develop, design and coordinate the graphic layout of courtroom materials; and provide recommendations regarding the costs of courtroom materials.

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 processes of graphic design, including, but not limited to, illustrations, animation, video, website and similar design skills.
- Graphic design software such as Corel Draw 8, PageMaker, Adobe Illustrator Adobe Freehand and Adobe Creative Cloud applications.
- Desktop publishing software.
- Various types of printing processes.
- Marketing principles and practices.
- Technical aspects of the printing process and requirements of printers.
- Competitive vender bidding processes and general printing costs.

Skill/Ability to:

- Produce marketing materials utilizing desktop publishing software and other graphics software.
- Work in a multi-task environment.
- Design marketing materials to communicate with people of various educational and socioeconomic backgrounds.
- Prepare clear, concise marketing materials using correct grammar, punctuation, and spelling.
- Establish goals and objectives.
- Analyze situations accurately and adopt an effective course of action.
- Establish and maintain cooperative working relationships with coworkers, organizations and the general public.
- Be flexible to meet changes in workload and deadlines.
- Organize work and set priorities to meet established deadlines.
- Ability to communicate effectively and establish effective working relationships with staff, groups, agencies, officials, departments, boards and the public.

Education:

- Equivalent to two years of college course work in journalism, marketing, public relations, graphic design or a closely related field.

Experience:

- Two (2) years increasingly responsible experience producing graphic materials.

License or Certificate:

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

DESIREABLE EMPLOYMENT STANDARDS

Knowledge of:

- County purchasing procedures.

County of Tulare
GRAPHICS SPECIALIST

- Web development skills are beneficial (HTML, Java, Cold Fusion, etc...)
- For some positions, information regarding the legal system.

[Graphic Specialist] Job Code: 077400, Res: 00-700, Approved 09/18/00

HEALTH SERVICES MANAGER

County of Tulare

DEFINITION

To supervise, coordinate, and have oversight of the operations of the Criminal Justice medical services, indigent health care, and other public health programs.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by a Division Manager or higher level management.

Responsibilities include the direct and indirect supervision of professional, technical and support staff and the administration of the assigned programs.

DUTIES

Develop, implement, interpret, analyze and evaluate programs, operating procedures, and policies of the program.

Establish and maintain effective working relationships with other departments.

Serve as liaison and coordinate services in collaboration with Public Health, Mental Health, TCSO, Probation, and other county agencies as needed.

Participates in management level meetings or conferences with HHSA, Sheriff, and Probation executive management, Chief Administrative Office, and Board of Supervisors; provides input, suggestions, and alternatives to program operations as needed; and may give presentations to meeting attendees including executive managers.

Define program plans and goals, and establish procedures to assure effective program administration.

Analyze situations accurately and take effective action.

Ensure program staff is informed of and complies with administrative, budgetary, and personnel policies and procedures, including the oversight and adherence to appropriate HIPAA, health regulations, codes, licensure, and certification requirements.

Participate in program and policy development with management staff.

Develop and review new funding resources and grant opportunities.

Attend and conduct a variety of public meetings representing the program, and explain the goals and objectives.

Collaborate with relevant professional organizations, and works with State of California departments to implement services and public health policy.

Ensures compliance and full knowledge of Title 15 and Title 24 regulations.

Review and respond to State program audits and compliance reports.

Evaluate Public Health programs to determine present and future needs of the community.

Incorporate ethical standards of practice, develop organizational values, and assure quality control standards are in place.

Work with the Medical Director in controlling costs/ unnecessary authorizations.

Provide oversight of the medical grievance process and arrange medical audits of services that are called into question.

Coordinate contracts and coverage for provider staff at County Criminal Justice facilities.

Resolve operational difficulties experienced by staff through discussions with appropriate departmental, County, State or Federal authorities.

Directs and oversees a quality management process that includes establishing goals and objectives, enhancing staff, and resource and development.

Resolve administrative problems involving operations and care issues.

Correct problems by modifying and implementing procedural changes with input and approval of department administration when appropriate.

Develop, implement and interpret policies and procedures.

Research and write comprehensive reports.

Review correspondence, reports, and other material with appropriate personnel and conduct staff meetings.

Review legislative proposals for content and appropriateness, and provide recommendations on necessary changes in terms of fiscal, personnel, budget and other administrative functions.

Prepare, review, and monitor the budgets and staffing allocations for Public Health programs.

Write, review, and monitor grants.

Supervise, train, and maintain standards of practice and evaluating employee performance and competency.

Address and resolve inter-professional and intra-disciplinary problems.
Implement Federal, State and County legislation, regulations, directives and policies.

Work closely and collaboratively with internal and external units and programs within the agency and community.

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:

- Delivery of public health services to indigent and/or incarcerated population.
- Budget preparation and fiscal and grant management.
- Programs and facilities of state and local groups concerned with health services for the indigent.
- Principles and practices of supervision, evaluation, and training.
- Principles and practices of health administration, personnel management, and fiscal administration.
- Community aspects of health programs.

Skill/Ability to:

- Work and communicate effectively with people of various education and socioeconomic backgrounds by respecting beliefs, interpersonal styles, attitudes and behaviors of both clients and co-workers.
- Operate contemporary office equipment inclusive of computer, keyboard, and all applicable electronic equipment.
- Plan, organize and supervise the work of staff and the various direct functions of the division to ensure the effective delivery of healthcare services.
- Develop relationships and serve as a liaison with agencies throughout the county, state, and regional levels.
- Coordinate various programs and services.
- Evaluate program effectiveness.
- Develop and implement procedures, policies, and protocols.
- Analyze and evaluate operating procedures to develop effective improvements.
- Plan and coordinate program activities with other divisions and/or agencies.
- Prepare and monitor annual budgets.
- Interpret Federal, State and local laws, rules and regulations pertaining to programs administered under Welfare and Institutions Code 17000, Title 15 and Title 24.
- Provide effective management over staff.
- Be sensitive to the needs of indigent and inmate population.
- Develop, implement, and interpret policies and procedures.
- Analyze information and recommend an appropriate course of action.

- Communicate effectively both verbally and in writing with a variety of individuals and with representatives of governmental agencies, community organizations and the general public.
- Make presentations to various interest groups and governing bodies.
- Supervise, train, and evaluate staff personnel.
- Communicate clearly and concisely, verbally and in writing.
- Complete multiple priority projects with strict deadlines.
- Maintain confidentiality of patient/client information.

Education:

- Graduation from an accredited college or university with a bachelor's degree with major course work in public health, human services, health, public or business administration, social science, behavioral science, or closely related field.

Experience:

- Three years of increasingly responsible supervisory, administrative or managerial experience related to planning, organizing and directing a health and human services program.

License or Certificate

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

DESIRABLE EMPLOYMENT STANDARDS

Education:

- Master's degree in public health and human services, health, public or business administration, social science, behavior science, or closely related field.

[Health Services Manager] Job Code: 099700; Approved: XX; Revised: XX

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

IT BUSINESS INTELLIGENCE DEVELOPER I

County of Tulare

DEFINITION

The IT Business Intelligence Developer I/II analyzes historical, current, and predictive views of business operations. This classification requires proven experience and knowledge of data warehousing and business intelligence, with emphasis on data architecture, sourcing, reporting and analytics for multiple County departments. The IT Business Intelligence Developer classification is also responsible for insuring adherence to Business Intelligence best practices and principles by designing, developing and maintaining business intelligence solutions.

DISTINGUISHING CHARACTERISTICS

The IT Business Intelligence Developer I is the entry level classification in the Business Intelligence series. Incumbents perform routine duties under close supervision and training.

Incumbents in the IT Business Intelligence Developer classifications must have strong interpersonal skills, a commitment and ability to work with diverse work groups and individuals, strong analytical skills and the ability to drive projects to a timely completion.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by the IT Business Intelligence Developer Supervisor, IT Manager, or Division Manager or higher level management staff. Instruction and direction may be provided by the Level III Business Intelligence Developer classification.

DUTIES

Work under supervision with end users and management from all County departments and other IT Business Intelligence Developers to analyze business intelligence needs. This analysis is used to provide current and predictive views of business operations.

Responsible for gathering, analyzing, interpreting data, testing, validating and communicating relevant results by collaborating with end user clients.

Produce reports with tools such as SAP, Chrystal Reports for Enterprise, SAP Web Intelligence, and/or Microsoft SQL Reporting Tools (SSRS).

Work under supervision with end users, other County department staff, and IT staff to analyze business intelligence needs.

Develop, document, and support standardized and/or customized reports from the customer's information database.

Results may be processed in various forms such as: Analytic and operational reports, graphs, and charts to help optimize operational processes, generate revenue, and predict future business results.

Produce reports with tools such as SAP Crystal Reports, SAP Crystal Reports for Enterprise, SAP Web Intelligence, and/or Microsoft SQL Reporting Tools (SSRS).

Understands different data models like normalized, de-normalized, stars, and snowflake models.

Perform daily and weekly processes to insure updates to databases, delivery of reports to outside agencies, and updates to the BI Platform.

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 in business intelligence including data organization, statistical and planning analysis.
- Organizational and management analysis methods.
- Principles, capabilities, and limitations of information and communication technology systems.
- Management information systems or information technology terminology.
- Math to perform statistical analysis of data gathered.
- Research and report writing methods.

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.
- Apply the principles and techniques of data analysis, administration and management analysis to the gathering, organizing and interpretation of data.
- Write queries from various data sources such Microsoft SQL, Oracle, Cache, Informix, etc.
- Strong analytical and quantitative skills.
- Solve problems and pay close attention to details.
- Focus on multiple projects simultaneously while meeting schedules and deadlines.
- Ability to act positively and efficiently under pressure.
- Prepare clear, concise reports, instructions and procedures using correct grammar, punctuation and spelling.
- Maintain effective working relationships with co-workers, other departments, state agencies, and outside organizations.
- Adjust to changes in work assignments.
- Retain and recall factual information.
- Provide excellent customer service and interpersonal / communication skills.

Education:

- Education equivalent to a Bachelor's degree from an accredited college or university with a major in Business Intelligence, Geographic Information Systems, or other Computer Sciences.

Equivalency for Education:

- Business Intelligence related experience may be substituted for the educational requirement on a year-for-year basis if applicable.

Experience:

- One (1) year of direct experience in report writing using tools such as: SAP Crystal Report Writer, SAP Webi, Microsoft Report Builder, Microsoft Access, and writing queries; working knowledge of data extraction and analysis.

License or Certificate:

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

DESIRABLE EMPLOYMENT STANDARDS

- Experience with SAP Enterprise Suite including Crystal Reports, Business Objects, etc.
- Experience with Microsoft SQL Server Reporting Services (SSRS)
- Ability to write SQL queries using TOAD or PLSQL.
- Certified Business Intelligence Professional (CBIP)

[IT Sys & Proc Analyst I] Job Code:099010, Res# 11-0569, Adopted: 07/26/11

[IT Bus Intelligence Analyst I] Job Code: 099010, Res# 11-0650, Retitled/Updated: 08/30/11

[IT Bus Intelligence Developer I] Job Code: 099010; Res# 19-xxxx, Retitled/Approved: XX/XX/XX

Supplemental Information

Overtime Status: Exempt

Probation: Six (6) months

BU: 07

IT BUSINESS INTELLIGENCE DEVELOPER II

County of Tulare

DEFINITION

The IT Business Intelligence Developer series analyzes historical, current, and predictive views of business operations. This classification requires proven experience and knowledge of data warehousing and business intelligence, with emphasis on data architecture, sourcing, reporting and analytics for multiple County departments. The IT Business Intelligence Developer classification is also responsible for insuring adherence to Business Intelligence best practices and principles by designing, developing and maintaining business intelligence solutions.

DISTINGUISHING CHARACTERISTICS

The Business Intelligence Developer II is the journey level classification in the series. Incumbents perform a higher level of duties, and are expected to perform with greater independence. Incumbents in the IT Business Intelligence Developer classifications must have strong interpersonal skills, the commitment and ability to work with diverse work groups and individuals, strong analytical skills and the ability to drive projects to a timely completion.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by the IT Business Intelligence Developer Supervisor, IT Manager, or Division Manager or higher level management staff. Instruction and direction may be provided by the Level III Business Intelligence Developer classification.

DUTIES

Work under supervision with end users and management from all County departments and other IT Business Intelligence Developers to analyze business intelligence needs. This analysis is used to provide current and predictive views of business operations.

Responsible for gathering, analyzing, interpreting data, testing, validating and communicating relevant results by collaborating with end user clients.

Produce reports with tools such as SAP, Chrystal Reports for Enterprise, SAP Web Intelligence, and/or Microsoft SQL Reporting Tools (SSRS). Develop, document, and support standardized and/or customized reports from the customer's information database.

Results may be processed in various forms such as: Analytic and operational reports, graphs, and charts to help optimize operational processes, generate revenue, and predict future business results.

~~Maintain documentation of report requests.~~

Produce reports with tools such as SAP Crystal Reports, SAP Crystal Reports for Enterprise, SAP Web Intelligence, and/or Microsoft SQL Reporting Tools (SSRS).

Understands different data models like normalized, de-normalized, stars, and snowflake models.

Perform daily and weekly processes to insure updates to databases, delivery of reports to outside agencies, and updates to the BI Platform.

Perform the design and extension of metadata and data models both physical and logical.

Participate in gaining consensus on guidelines and metric definitions (Key Performance Issues/ KPIs) by facilitating requirements gathering sessions, set expectations and coordinate with team members on design and delivery of analytics solutions.

Develop data visualization using tools such as SAP Dashboard Designer, SAP Lumira, SAP Design Studio, and Microsoft Power B.I

Develop ETL processes using Microsoft SSIS

Work with customers to develop data visualization solutions which can combine spatial analysis by applying advance analytics where applicable.

Assist in the planning of logical data models that ensure an accurate fit between the Business Intelligence Developer environment and current and future business requirements from development to production for use in reporting and information delivery.

Maintain and monitor SAP BI Platform including troubleshooting and problem solving.

Administer the SAP BI Platform by installation and configuration of the software, inclusive of updates and patches and version control for client tools to maintain compatibility.

Maintain security levels throughout multiple data sources in the SAP BI Platform to insure protection of highly confidential data.

Contribute recommendations of ongoing extensions and improvements to the data warehouse to improve its capacity for delivering effective business intelligence analysis to the County.

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 in business intelligence including data organization, statistical and planning analysis.
- Organizational and management analysis methods.
- Principles, capabilities, and limitations of information and communication technology systems.
- Management information systems or information technology terminology.
- Math to perform statistical analysis of data gathered.
- Research and report writing methods.

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.
- Apply the principles and techniques of data analysis, administration and management analysis to the gathering, organizing and interpretation of data.
- Write queries from various data sources such as Microsoft SQL, Oracle, Cache, Informix, etc.
- Strong analytical and quantitative skills.
- Solve problems and pay close attention to details.
- Focus on multiple projects simultaneously while meeting schedules and deadlines.
- Ability to act positively and efficiently under pressure.
- Prepare clear, concise reports, instructions and procedures using correct grammar, punctuation and spelling.
- Maintain effective working relationships with co-workers, other departments, state agencies, and outside organizations.
- Adjust to changes in work assignments.
- Retain and recall factual information.
- Provide excellent customer service and interpersonal / communication skills.

Education:

- Education equivalent to a Bachelor's degree from an accredited college or university with a major in Business Intelligence, Geographic Information Systems, or other Computer Sciences.

Equivalency for Education:

- Business Intelligence related experience may be substituted for the educational requirement on a year-for-year basis if applicable.

Experience:

- Two (2) years of direct experience in report writing using tools such as: SAP Crystal Report Writer, SAP Webi, Microsoft Report Builder, Microsoft Access, and writing queries. Working knowledge of data extraction and analysis. One year working experience with designing dashboards using tools such as SAP Dashboard Designer, Tableau, etc. One year working experience with Universe Design.

License or Certificate:

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

DESIRABLE EMPLOYMENT STANDARDS

- Experience with SAP Enterprise Suite including Crystal Reports, Business Objects, etc.
- Experience with Microsoft SQL Server Reporting Services (SSRS)
- Ability to write SQL queries using TOAD or PLSQL.
- Certified Business Intelligence Professional (CBIP)

[IT Sys & Proc Analyst I/II] Job Code:099010/099020, Res# 11-0569, Adopted: 07/26/11
[IT Bus Intelligence II] Job Code: 099020, Res# 11-0650, Reclassed/Updated: 08/30/11
[IT Bus Intelligence Developer II] Job Code: 099020. Res# 19-XXXX, Retitled/Updated/ Approved: XX/XX/XX

Supplemental Information

Overtime Status: Exempt

Probation: Six (6) months

BU: 07

IT BUSINESS INTELLIGENCE DEVELOPER III

County of Tulare

DEFINITION

The IT Business Intelligence Developer III analyzes historical, current, and predictive views of business operations. This classification requires proven experience and knowledge of data warehousing and business intelligence, with emphasis on data architecture, sourcing, reporting and analytics for multiple County departments. The IT Business Intelligence Developer classification is also responsible for insuring adherence to Business Intelligence best practices and principles by designing, developing and maintaining business intelligence solutions.

DISTINGUISHING CHARACTERISTICS

The IT Business Intelligence Developer III is the journey level in the IT Business Intelligence Developer series. Incumbents perform more advanced job duties and have knowledge of multiple agencies business. IT Business Intelligence Developer III is a lead worker classification giving guidance and training when necessary for Level I and II workers in the series.

Incumbents in the Level III classification must have strong interpersonal skills, a commitment and ability to work with diverse work groups and individuals, possess strong analytical skills and the ability to drive projects to a timely completion.

SUPERVISION RECEIVED AND EXERCISED

The IT Business Intelligence Developer III receives direction from the Supervising IT Business Intelligence Developer or Division Manager or higher level management staff.

DUTIES

Work with end users and management from all County departments and other IT Business Intelligence Developers to identify business intelligence needs. This analysis is used to provide current and predictive views of business operations.

Responsible for gathering, analyzing, interpreting data, testing, validating and communicating relevant results by collaborating with end user clients.

Develop, document, and support standardized and/or customized reports from the customer's information database.

Reports may be processed in various forms such as: Analytic and operational reports, graphs, and charts to help optimize operational processes, generate revenue, and predict future business results.

Produce Reports with tools such as SAP Crystal Reports, SAP Crystal Reports for Enterprise, SAP

Web Intelligence, and/or Microsoft SQL Reporting Tools (SSRS).

Perform daily and weekly processes to insure updates to databases, delivery of reports to outside agencies, and updates to the BI Platform.

Use advanced data analysis by writing highly complex structured query language (SQL) queries.

Perform the design and extension of metadata and data models both physical and logical.

Responsible for the more complex reporting requirements.

Works with customer to develop data visualization solutions which can combine spatial analysis by applying advance analytics where applicable.

Assist in the planning of logical data models that ensure an accurate fit between the Business Intelligence Developer environment and, current and future business requirements from development to production for use in reporting and information delivery.

Maintains and monitors SAP BI Platform including troubleshooting and problem solving.

Administers the SAP BI Platform by installation and configuration of the software, inclusive of updates and patches, and version control for client tools to maintain compatibility.

Maintain security levels throughout multiple data sources in the SAP BI Platform on both individual and group levels to insure protection of highly confidential data.

Contribute recommendations of ongoing extensions and improvements to the data warehouse to improve its capacity for delivering effective business intelligence analysis to the County.

May assist with the training, and guidance of activities of IT Business Intelligence Developer I/II staff.

Contribute recommendations of ongoing extensions and improvements to the data warehouse to improve its capacity for delivering effective business intelligence analysis to the County.

Identify sources of data needed to perform analysis and extract trends.

Collaborate with end users to gather report requirements and ensure proper testing and validation.

Provide support and train end users on how to appropriately utilize analysis.

Maintain documentation of report specifications.

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 in business intelligence including data organization, statistical and planning analysis.
- Database structure (both relational and non-relational), joins, relationships, and understanding of schemas and database dictionaries.
- Different data models like normalized, de-normalized, stars, and snowflake models.
- Computer systems and their capabilities.
- Principles, capabilities, and limitations of information and communication technology systems.
- Various types of software programs such as word processing, spreadsheet and database programs.
- Management information systems or information technology terminology.

- Math sufficient to perform statistical analysis of data gathered.
- Research and report writing methods.

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.
- Apply the principles and techniques of data analysis, administration and management analysis to the gathering, organizing and interpretation of data.
- Develop reports using tools like SAP Crystal Reports, SAP Crystal Reports for Enterprise, SAP Webi, MS Access, Microsoft SQL Server Reporting Services (SSRS)
- Develop data visualization using tools such as SAP Dashboard Designer, SAP Lumira, SAP Design Studio, and Microsoft Power BI
- Develop ETL processes using Microsoft SSIS
- Ability to write queries from various data sources such Microsoft SQL, Oracle, Cache, Informix, etc.
- Strong analytical and quantitative skills
- Excellent problem solving skills with the ability to pay close attention to details.
- Ability to focus on multiple projects simultaneously.
- Demonstrate outstanding communication skills and accurately translate customer analytical needs by recommending best solutions.
- Handle detail oriented work while meeting schedules and deadlines.
- Act positively and efficiently under pressure.
- Prepare clear, concise instructions and procedures using correct grammar, punctuation and spelling.
- Maintain effective working relationships with co-workers, other departments, state agencies, and outside organizations.
- Adjust to changes in work assignments.
- Retain and recall factual information.

Education:

- Education equivalent to a Bachelor's degree from an accredited college or university with a major in Business Intelligence, Geographic Information Systems or other Computer Sciences OR IT or Business Intelligence related experience may be substituted for the educational requirement on a year-for-year basis.

Experience:

- Three (3) of experience as a Business Intelligence Developer II.

Experience Equivalency:

- Or four (4) years of experience in systems design / development, systems maintenance, and systems documentation.

License or Certificate:

- Possession of, or ability to obtain, an appropriate, valid California driver's license.
- Experience with Microsoft SQL Server Reporting Services (SSRS).

DESIRABLE QUALIFICATION

- Certified Business Intelligence Professional (CBIP).

[IT Bus Intelligence Analyst III] Job Code: 015930. Res# 2011-0569; Adopted: 07/26/11
[IT Bus Intelligence Analyst III] Job Code: 015930, Res# 2011-0650, Revised: 08/30/11
[IT Bus Intelligence Analyst III] Job Code: 015930, Res# 2014-xxxx, Approved: xx/xx/xx
[IT Bus Intelligence Developer III] Job Code: 015930. Res# 2018-xxxx , Retitled/Approved:xx/xx/xx

Supplemental Information

Overtime Status: Exempt
Probation: Six (6) months
BU: 19

IT BUSINESS INTELLIGENCE DEVELOPER SUPERVISOR

County of Tulare

DEFINITION

The Supervising IT Business Intelligence Developer is a hands-on working and technical supervising classification. This classification requires experience and knowledge of data warehousing and business intelligence, with emphasis on data architecture, sourcing, reporting and analytics for multiple County departments and the supervision of the other IT Business Intelligence Developer classification. The IT Business Intelligence Developer series is responsible for insuring adherence to Business Intelligence best practices and principles by designing, developing and maintaining business intelligence solutions.

DISTINGUISHING CHARACTERISTICS

The Supervising IT Business Intelligence Developer is the advanced supervisory and technical level in the IT Business Intelligence Developer series. Incumbents perform both supervisory and more advanced job duties and have knowledge of multiple agencies business.

Incumbents in this classification must have strong interpersonal skills, supervisory experience, a commitment and ability to work with diverse work groups and individuals at all levels of the organization, and possess strong analytical skills, organizational and supervisory skills.

SUPERVISION RECEIVED AND EXERCISED

This classification receives direction from a Division Manager or higher level management staff.

DUTIES

Direct and coordinate all IT Business Intelligence Developers work with end users and management from all County departments to identify business intelligence needs. This analysis is used to provide current and predictive views of business operations.

Responsible for insuring that information is gathered, analyzed, interpreted, tested and validated, then communicated in an effective and timely manner to all appropriate individuals or departments.

Develop, document, and support standardized and/or customized reports from the customer's information database.

Ensure that reports are processed in various forms such as: Analytic and operational reports, graphs, and charts in order to help optimize operational processes, generate revenue, and predict future business results.

Produce Reports with tools such as SAP Crystal Reports, SAP Crystal Reports for Enterprise, SAP Web Intelligence, and/or Microsoft SQL Reporting Tools (SSRS).

Oversee, monitor and/or perform daily and weekly processes to insure updates to databases, and delivery of reports to outside agencies.

Will use advanced data analysis by writing highly complex structured query language (SQL) queries.

Perform the design and extension of metadata and data models both physical and logical, plus review the work of other staff.

Responsible for the more complex reporting requirements.

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IT BUSINESS INTELLIGENCE DEVELOPER SUPERVISOR

Participates in gaining consensus on guidelines and metric definitions (Key Performance Indicators/ KPIs) by facilitating requirements gathering sessions, set expectations and coordinate with team members on design and delivery of analytics solutions.

Works with staff and customers to develop data visualization solutions which can combine spatial analysis by applying advance analytics where applicable.

Assist in the planning of logical data models that ensure an accurate fit between the Business Intelligence Developer environment, plus current and future business requirements from development to production for use in reporting and information delivery.

Maintains and monitors SAP BI Platform including troubleshooting and problem solving.

Administers and/or oversees the SAP BI Platform by installation and configuration of the software.

Ensure and maintain security levels throughout multiple data sources in the SAP BI Platform on both individual and group levels to insure protection of highly confidential data.

Contribute recommendations of ongoing extensions and improvements to the data warehouse to improve its capacity for delivering effective business intelligence analysis to the County.

Assigns work, provides training and guides all activities of IT Business Intelligence Developer staff .

Prepares annual performance evaluations of staff members.

Counsel, and when necessary perform first level discipline of staff members.

Assist with the IT Business Intelligence unit budget.

Estimate hours and time frame to complete tasks for TCiCT projects.

Identify sources of data needed to perform analysis and extract trends.

Provide support and train end users on how to appropriately utilize analysis.

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 in business intelligence including data organization, statistical and planning analysis.
- Database structure (both relational and non-relational), joins, relationships, and understanding of schemas and database dictionaries.
- Database schemas and table definition of an RDBMS. Understands different data models like normalized, de-normalized, stars, and snowflake models.

County of Tulare

IT BUSINESS INTELLIGENCE DEVELOPER SUPERVISOR

- Computer systems and their capabilities.
- Principles, capabilities, and limitations of information and communication technology systems.
- Various types of software programs such as word processing, spreadsheet and database programs.
- Management information systems or information technology terminology.
- Math sufficient to perform statistical analysis of data gathered.
- Research and report writing methods.
- Principles and best practices of staff supervision.
- Act positively and efficiently under pressure.
- Prepare clear, concise instructions and procedures using correct grammar, punctuation and spelling.
- Maintain effective working relationships with co-workers, other departments, state agencies, and outside organizations.
- Adjust to changes in work assignments.
- Principles of solid and effective customer service.

Skill/Ability to:

- Apply the principles and techniques of data analysis, administration and management analysis to the gathering, organizing and interpretation of data.
- Develop reports using tools like SAP Crystal Reports, SAP Crystal Reports for Enterprise, SAP Webi, MS Access, Microsoft SQL Server Reporting Services (SSRS).
- Develop data visualization using tools such as SAP Dashboard Designer, SAP Lumira, SAP Design Studio, and Microsoft Power BI.
- Develop ETL processes using Microsoft SSIS.
- Ability to write queries from various data sources such Microsoft SQL, Oracle, Cache, Informix, etc.
- Strong analytical and quantitative skills
- Excellent problem solving skills with the ability to pay close attention to details.
- Motivate and lead a successful team and meet customer needs.
- Ability to focus on multiple projects simultaneously and meet deadlines.
- Demonstrate outstanding communication skills and accurately translate customer analytical needs by recommending best solutions.
- Handle detail oriented work while seeing that staff are meeting schedules and deadlines.

Education:

- Education equivalent to a Bachelor's degree from an accredited college or university with a major in Business Intelligence, Geographic Information Systems or other Computer Sciences.

Equivalent for Education:

- Relevant IT or Business Intelligence related experience may be substituted for the educational requirement on a year-for-year basis.

Experience:

- Three (3) or more years of experience as a Business Intelligence Developer III.

County of Tulare

IT BUSINESS INTELLIGENCE DEVELOPER SUPERVISOR

Equivalent for Experience:

- Or five (5) years of experience in systems design / development, systems maintenance, and systems documentation, including two (2) years of experience as a lead or supervisor in a government or public agency environment.

License or Certificate:

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

DESIRABLE QUALIFICATION

- Certified Business Intelligence Professional (CBIP).
- Experience with Microsoft SQL Server Reporting Services (SSRS).

[IT Bus Intelligence Developer Supervisor] Job Code: xxxxxx. Res# 2019-xxxx; Adopted: xx/xx/xx

Supplemental Information

Overtime Status: Exempt
Probation: Six (6) months
BU: 19

LABORATORY SUPPORT SUPERVISOR

County of Tulare

DEFINITION

Plan, organize, and direct the work of staff in the public health laboratory support units.

DISTINGUISHING CHARACTERISTICS

This position differs from the Laboratory Assistant in that incumbents perform the most complex and technical work, and operate at a high level of independence. This position provides technical support to, and administrative oversight of, the Laboratory Assistant series, Milk Technician series, and any other support positions, ensuring that high quality, cost-effective services are provided promptly.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Public Health Microbiologist III or higher level department staff.

Responsibilities may include the direct or indirect supervision of laboratory support staff.

DUTIES

Coordinates the day-to-day activities of the technical lab, including oversight of quality assurance/quality control, customer service, problem-solving, safety, process improvement, and supervision.

Review the work of staff in accordance with regulations, standards, and quality assurance requirements.

Analyzes and interprets laboratory results by established laboratory work processes.

Oversees laboratory inventory activities such as managing and ordering supplies, equipment, and consumables.

Develops and implements technical related policies and procedures.

Assists in the development of policies, procedures, and processes in accordance with applicable accreditation and regulatory requirements.

Perform laboratory procedures such as assisting microbiologists with preparation during laboratory procedures.

Work within a group or committee on quality improvement projects in a lead role.

Oversee the use of appropriate equipment for drawing blood samples during phlebotomy.

Prepare patient specimens for referral laboratory.

Assist in the preparation of specimens for examination including staining of slides.

Operate equipment such as scales, pH meters, mixers, autoclave, centrifuge, and automatic

dispensers.

Maintain sanitary and orderly laboratory.

Participate in the training and instruction of staff on policies and procedures, and develop, implement, and monitor plans to maintain and improve performance.

Supervise, train, and maintain standards of practice and evaluating employee performance and competency.

Participate in staff development programs to increase or maintain technical competence.

Collaborate with other supervisors and managers to assist in the coordination of staff activities and troubleshoot issues.

Prepare memos, reports, and correspondence.

Conduct and participate in studies, surveys, and projects as assigned requiring independent judgment, initiative, and confidentiality.

Participate in the selection and promotion of support staff.

Review procedures and recommend/implement change to improve efficiency and services.

Prepare operating manuals, narrative reports, charts, and a variety of other supportive documents.

Research, gather, and analyze factual data on a variety of subjects and make recommendations.

Use automated systems to track information, develop, and monitor data and reports.

Participate in developing organizational concepts, cost estimates, budget requests, and budget preparation.

Perform related duties as assigned. (Essential duties may vary from position to position within this 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:

- Laboratory terminology.
- Practices, methods, and types of testing relating to biology and medicine.
- Bacteriological, physical, and chemical tests performed on milk and milk products.
- Aseptic techniques for obtaining blood specimens.

County of Tulare
LABORATORY SUPPORT SUPERVISOR

- Safety practices in handling chemicals.
- Biosafety practices
- State and federal regulatory requirements for clinical and environmental laboratory testing.
- Principles and practices of laboratory management, operations, and continuous quality improvement.
- Equipment, tools, and materials used in laboratory and environmental monitoring programs.
- Principles and methods of supervision including counseling, motivating, and training.
- Modern office procedures including filing, typing, faxing, e-mailing, and business telephone techniques.
- Functions and operations of State and Federal environmental health and regulatory agencies.
- Computers and software used in laboratory testing, environmental sampling, and in an office environment.

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, implement, and direct laboratory staff to ensure compliance with State and Federal requirements; develop and recommend policies and procedures related to assigned operations.
- Plan, organize and direct the work of office staff.
- Supervise, train, and evaluate staff.
- Organize and delegate work appropriately to meet deadlines.
- Learn and understand HIPAA rules and regulations.
- Effectively work independently and in a team-oriented environment.
- Oversee the collection of blood samples by skin or venipuncture methods.
- Read and interpret test orders, instructions, equipment directions, laboratory methods, procedures, and department policies and procedures.
- Assist in the development and monitoring of an assigned budget.
- Work independently.
- Read, interpret, and explain complex documents, rules, regulations, policies, and procedures.
- Collect and evaluate information, establish facts, draw valid conclusions, and take appropriate actions or make appropriate recommendations.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Communicate clearly and effectively in all forms of communications by using correct grammar, punctuation, and spelling.
- Prepare clear and concise reports, charts, graphs, and other documents.
- Retain and recall information.

County of Tulare
LABORATORY SUPPORT SUPERVISOR

- Understand and follow verbal and written instructions.
- Maintain productivity with frequent interruptions.
- Use patience, tact, and courtesy in dealing with people under various circumstances.

Education:

- Equivalent to an Associate's degree with courses specializing in biological science, microbiology, or a closely related field.

Experience:

- Two years (2) years of increasingly responsible experience performing and overseeing laboratory analyses and a variety of clinical and environmental laboratory work.

Equivalencies:

Education:

- Equivalent to completion of the twelfth grade. Directly related program specific experience in biological science, microbiology, or closely related field may be substituted on a ratio of one (1) year specific experience equivalent to one (1) year of education, up to two (2) years total.

Experience:

- Two years (2) years of increasingly responsible experience performing and supervising laboratory analyses and a variety of clinical and environmental laboratory work.

LICENSE OR CERTIFICATE

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

SPECIAL REQUIREMENTS: Must have one (1) of the below licenses/certificates upon hire. Holding both is not required, but desirable.

A valid California Department of Public Health Certified Phlebotomy Technician license or a valid California Department of Public Health professional license that includes phlebotomy in the scope of practice (i.e., physicians, nurses, clinical lab scientists).

OR

A certificate of proficiency in dairy bacteriology and laboratory procedures relating to milk analysis issued by the California State Department of Agriculture.

[Laboratory Support Supervisor] Job Code: 027202; Res: XX_XXXX; Approved: XX/XX/XX

Supplemental Information
Overtime Status: Non-Exempt
Probation: 6 Months
BU: 07

MEDIA SPECIALIST I

County of Tulare

DEFINITION

Contributes to the coordination of public relations and media for a County department or agency. Serves as a source of departmental or agency information. Responds to inquiries made by the news media and the community as approved by the department or agency.

DISTINGUISHING CHARACTERISTICS

The Media Specialist I is the entry level of the Media Specialist series. Incumbents in this classification work under close supervision and performs a variety of staff administrative functions.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by upper level management of the department or agency.

DUTIES

May serve as Department or Agency spokesperson in media requests for information when required.

Assist in the planning, development, coordination and implementation of media strategies to disseminate department or agency information.

Assist in coordinating public relations activities.

Assist with the development of materials to be presented in press announcements including preparing press releases and feature articles.

Help to develop and coordinates the illustration and printing of publications.

Make recommendations on design, color, graphics and appropriate media in accordance with budget restraints.

Assist with preparing, reviewing, and editing releases, newsletters, publications, and public service announcement scripts.

Establish and maintain cooperative working relationships with the print, television and radio news media.

Participate in video-taped and telephone interviews with the media.

Assist with public information related trainings.

Assist with promotion development and evaluation of communications strategies.

Utilize social media for information dissemination and makes recommendations on website content.

Determine website and social media updates and edits, including placement and functionality of information posted online.

Recommend budget needs to successfully implement public relations and outreach goals.

Interact with and assist administrators at events.

Serve as department or agency photographer at large events with aim to publish photos in County publications.

May assist with training staff members.

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:

- Various journalistic styles.
- Current principles, techniques and objectives of public information and public relations programs.
- Strong written and verbal communication skills including the ability to employ a variety of writing techniques that inform the public on complex issues.
- Current office practices and procedures including business correspondence, filing, and standard office equipment operations.
- Principles and practices of the functions of organizations of an executive office environment.
- Data collection and record keeping methods.
- Principles and practices of public relations.

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.
- Work in a multi-task environment.
- Represent the department or agency to the media in a professional manner.
- Interpret rules and regulations.
- Establish goals and objectives.
- Communicate oral with other employees, members of the media, other agencies, and the public by telephone, in a one-to-one, face-to-face setting, and in a group setting.
- Produce clear, concise reports, correspondence, and a variety of written materials using proper sentence structure, grammar, punctuation, and spelling.
- Organize multiple activities involved in a public relations program.
- Operate a personal computer using standard word processing, spreadsheet and publication software in order to produce media documentation.
- Exercise exceptional interpersonal skills, good judgment, and an understanding of highly complex and political environments.
- Comprehend and make inferences from materials.
- Move objects of 20-50 pounds a short distance (20 feet or less).
- Work cooperatively with other employees, media representatives, and the public.

Education:

- Graduation from an accredited college or university with a bachelor's degree in journalism, marketing, public relations or a related field

Experience:

- Two (2) years of increasingly responsible experience in journalism, mass media communication or public relations.

License or Certificate:

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

DESIRABLE EMPLOYMENT STANDARDS

- Copywriting, journalism or desktop publishing experience.

[Media Specialist] Job Code: 071800, Res: 99-0081, Adopted Revision: 1/26/99

[Media Specialist I] Job Code: 071800; Res: xx-xxxx, Updated/Approved: xx/xx/xx

Supplemental Information

Overtime Status: Exempt

Probation: Six (6) months

BU: 19

MEDIA SPECIALIST II

County of Tulare

DEFINITION

Coordinates public relations and media for a County department or agency. Serves as a central source of departmental or agency information. Responds to inquiries made by the news media and the community. Performs a variety of staff administrative functions.

DISTINGUISHING CHARACTERISTICS

This is the journey level classification in the Media Specialist series. Positions in this class may be flexibly staffed and are normally filled by advancement from the lower level classification or may be filled from outside County service. The Media Specialist II is considered a Lead classification and works under general supervision. Incumbents are expected to perform at a high level, using good judgement in order to perform a wide variety of specialized and general functions of the classification.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by upper level management of the department. Responsibilities may include the direct and indirect supervision of professional and support staff.

DUTIES

Serve as Department or Agency spokesperson in media requests for information.

Plan, develop, coordinate and implement media strategies to disseminate department or agency information.

Coordinates public relations activities.

Develop materials to be presented in press announcements including preparing press releases and feature articles.

Develops and coordinates the illustration and printing of publications.

Make recommendations on design, color, graphics and appropriate media in accordance with budget restraints.

Prepares, reviews, and edits releases, newsletters, publications, and public service announcement scripts.

Establish and maintain cooperative working relationships with the print, television and radio news media.

Participate in video-taped and telephone interviews with the media.

Supervise public information related trainings.

Assist with promotion development and evaluation of communications strategies.

Utilize social media for information dissemination and makes recommendations on website content.

Determine website and social media updates and edits, including placement and functionality of information posted online.

Recommend budget needs to successfully implement public relations and outreach goals.

Interact with and assist administrators at events.

Serve as department or agency photographer at large events with aim to publish photos in County publications.

Supervise, train and evaluate staff directly or indirectly.

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:

- Various journalistic styles.
- Current principles, techniques and objectives of public information and public relations programs.
- Strong written and verbal communication skills including the ability to employ a variety of writing techniques that inform the public on complex issues.
- Current office practices and procedures including business correspondence, filing, and standard office equipment operations.
- Principles and practices of the functions of organizations of an executive office environment.
- Data collection and record keeping methods.
- Principles and practices of public relations.

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.
- Work in a multi-task environment.
- Represent the department or agency to the media in a professional manner.
- Interpret rules and regulations.
- Establish goals and objectives.
- Communicate oral with other employees, members of the media, other agencies, and the public by telephone, in a one-to-one, face-to-face setting, and in a group setting.
- Produce clear, concise reports, correspondence, and a variety of written materials using proper sentence structure, grammar, punctuation, and spelling.
- Organize multiple activities involved in a public relations program.
- Operate a personal computer using standard word processing, spreadsheet and publication software in order to produce media documentation.

- Exercise exceptional interpersonal skills, good judgment, and an understanding of highly complex and political environments.
- Comprehend and make inferences from materials.
- Move objects of 20-50 pound's short distances, (20 feet or less).
- Work cooperatively with other employees, media representatives, and the public.

Education:

- Graduation from an accredited college or university with a bachelor's degree in journalism, marketing, public relations or a related field

Experience:

- Three (3) years of increasingly responsible experience in journalism, mass media communication or public relations.

License or Certificate:

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

DESIRABLE EMPLOYMENT STANDARDS

- Copywriting, journalism or desktop publishing experience.

[Media Specialist II] Job Code: xxxxxx, Res: xx-xxxx, Adopted: xx/xx/xx

Suggested Supplemental Information

Overtime Status: Exempt

Probation: Six (6) months

BU: 19

PLANNING & PERMIT MANAGER

[Non-Competitive (At-Will)]

County of Tulare

DEFINITION:

To review and coordinate the work and projects assigned to the Permit Center Division in the Resource Management Agency; to supervise technical and professional planning personnel in the performance of their duties; and to perform administrative and management functions; assists the Assistant Director – Planning with administrative and management tasks; ensures proper coordination of all permitting and planning applications received; ensures timely service to all customers; provides coordination and support for intake of all development review applications. This classification is in the non-competitive service of the County and, as such, is appointed by and serves at the will of the Agency Director

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by an Assistant Agency Director. Responsibilities include the direct and indirect supervision of subordinate staff.

TYPICAL DUTIES:

Direct the activity of the entire Permit Center within the Resource Management Agency.

Provide direct oversight for all permit functions including proper coordination of all applications received.

Direct and Manage the Permitting and Land Use Management System and provide direct oversight of maintenance and upgrades.

Support and Assist the Planning Director with administrative or management tasks within the Economic Development and Planning branch.

Coordinate permitting processes between other departments and divisions as well as outside agencies.

Plan, organize, supervise and direct the work of staff engaged in administering various land planning, project review, environmental assessment, and resource management projects.

Perform administrative duties such as budget preparation, development of policies, and hiring, interviewing and disciplining staff.

Oversee staff and consultants that design, develop community and site plans, and other planning projects.

Provide ongoing training to assigned staff.

Provide technical assistance as needed.

Provides project management for all assigned projects.

Develops new and improves the existing interdepartmental permit tracking and monitoring systems.

Manage multiple projects and coordinate tasks with staff and other departments to help develop creative and practical solutions to complex and difficult problems.

Schedules pre-application, entitlement review and pre-construction meetings.

Predicts permitting and planning challenges and prepares applicants appropriately.

Deliver consistent, high quality customer service to both internal and external county customers.

Prepare and manage the development and processing of reports, agendas, ordinances, resolutions, agreements, contracts and other documents related to planning, environmental planning, and resource management.

Represent the Agency and make presentations at meetings of the County Board of Supervisors, the County Planning Commission, Airport Land Use Commission, Local Agency Formation Commission, Zoning Administrator, Site Plan Review Committee, and before other bodies and at public meetings.

Serve as the Tulare County Zoning Administrator and as the Chair of the Site Plan Review Committee as needed.

Assist with the interpretation and utilization of various financing mechanisms available for community planning, environmental mitigation and project development agreements;

Direct and develop methodologies for the collection, synthesis, and analysis of data inputs and research assignments.

Assist in the identification and development of planning alternatives, strategies and departmental policies, including making recommendations to higher level management.

Organize, conduct and attend meetings to represent the department and to make informative presentations.

Respond to information requests regarding County planning in writing, by telephone, in person at counter and addressing groups and meetings.

Direct the preparation of complex planning documents, graphic displays and illustrations.

Meet and consult with other agencies and the public as a departmental emissary and in the course of interpreting and explaining planning functions.

Maintain knowledge of on-going work programs performed by the Planning Branches within the Resource Management Agency.

Prepare and monitor project schedules and assess productivity of programs.

Supervise subordinates, foster professional development opportunities for staff, and perform employee evaluations.

Perform related duties as assigned. (Essential duties may vary from position to position within this 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, practices, and purpose of land use planning, resource management, environmental analysis, and urban design.
- State and local regulations and laws concerning environmental, general plan, subdivision and zoning issues.
- Research methods and procedures; principles and practices of supervision, training and evaluation; basic statistics used in preparing reports, census and economic data, and financial analysis.
- Budgeting principles to assist in preparing and implementing work programs.

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.
- Perform administrative functions of the Permit Center and Project Processing Divisions within RMA including planning, organizing, staffing, and directing; supervise, train and evaluate staff.
- Read, understand and interpret State, Federal and County laws pertaining to planning; write clear, concise and accurate reports, agendas, correspondence, resolutions, contracts and agreements.
- Plan, prepare and present technical information at public meetings, to boards and commissions.
- Research and apply technical information to formulate solutions to planning problems;

develop administrative policies and proposals; communicate verbally and in writing with people of various educational and socioeconomic backgrounds in a tactful and courteous manner.

- Develop and maintain cooperative working relationships with staff, the general public, and other department and agency staff.
- Adjust to and reorganize for changes in workloads, assignments, and deadlines.
- Give and follow written and oral instructions.
- Deal tactfully and effectively with those encountered in the course of work.
- Establish and maintain effective working relationships with contractors, developers, architects, County staff and officials, public agencies, business community and members of the public for whom providing service on behalf of the County.

Education:

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban, regional or city planning; environmental studies; economics; community development; geography, architecture or closely related field.

Experience:

- Seven years of progressively responsible professional and comprehensive local governmental planning experience, including supervision of other professional and technical planners.

License or Certificate:

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

[Planning & Permit Manager] Job Code: XXXXXX, Res:xxXX-XXXX, Update: XX/XX

Supplemental Information

Overtime Status:

Probation:

BU:

PROBATION OFFICER IV

County of Tulare

DEFINITION

To perform the most sensitive, complex and critical work requiring extensive knowledge and experience and a high level of visibility, maturity, and diplomacy. In addition, incumbents must exercise a high degree of professional judgment, show initiative, and work independently; assignments completed at this level generally have significant consequences associated with mistakes or errors. Incumbents may also act as Unit Supervisor when the supervisor is absent.

DISTINGUISHING CHARACTERISTICS

Probation Officer IV is the highest level in the Probation Officer series and is competent to perform the full range of complex and sensitive administrative support work with a high degree of independence. Positions in this class are normally filled by promotion from the lower level of Probation Officer III or, when filled from outside the County, requires equivalent specialized and responsible probation experience. Incumbents are responsible for performing their duties at the highest level of proficiency as a Probation Officer. It differs from Probation Officer III in that it performs the most sensitive, complex, and critical work as determined by management and may assign, review, and coordinate the work of lower-level probation officers.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by a Supervising Probation Officer or other higher level management position.

DUTIES

Assist Unit Supervisor in monitoring, assigning, and directing flow of work to lower level Probation Officers.

Act as Unit supervisor when supervisor is absent.

Assist in training subordinate staff.

Participate with unit supervisor in ongoing review of subordinates' performance.

Assist in developing and implementing program policies.

Develop program procedures; Oversee program functioning and goals.

Investigate and make recommendations concerning the more complex or highly specialized cases.

Review records, conduct interviews, and administer tests to determine proper rehabilitation programs for clients.

Monitor progress toward accomplishment of goals of treatment plan and compliance with terms of probation; May provide informal counseling and guidance on an individual or group basis;

May determine eligibility for work furlough and home supervision programs.

Prepare and present written and verbal case reports, evaluations, recommendations to supervisors, screening committees, and other agencies.

Attend pre-trials and other court hearings, present testimony and answer questions.

Maintains a variety records of statistical data related to case work.

make presentations to community organizations and the general public on the criminal justice system, probation process, and prevention of delinquency.

Perform special projects and research as directed by department management.

May develop, coordinate, implement, and evaluate in-service training programs.

May be required to maintain and use a firearm.

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:

- Counseling theories and techniques appropriate to probation work.
- Interviewing methods and techniques.
- social theory and different cultural value systems.
- U.S. Monetary system and family budgeting.
- Search, seizure and detention methods.
- Symptoms, effects, and proper tests of drug and alcohol use/abuse.
- Provisions of Penal Code, Welfare and Institutions Code and other applicable law and code sections.
- Juvenile detention facility operations and procedures.
- Interviewing, counseling and investigative techniques used in probation and detention work.
- Symptoms of drug and alcohol use, and proper tests to determine drug and alcohol use/abuse.
- Mentoring methods and techniques.
- Principle and techniques of gathering collaborative information, which assists in the preparation of comprehensive reports on clients' functioning.

Skill/Ability to:

- Develop and administer a varied program of probation services.
- Establish and maintain effective working relationships with staff members, general public and other agencies,
- Communicate with people from various socioeconomic and educational backgrounds.
- Present and substantiate facts in verbal and written reports.
- Read and understand technical/professional written and verbal information.
- Make clear and effective oral presentations.
- Organize, schedule, and prioritize workload.
- Identify problems, develop and assess alternative courses of action, exercise sound reasoning and arrive at logical conclusions.

- Ability to assist the supervisor to plan, organize, train, direct, and review performance of subordinate staff members.
- Ability to assist the supervisor to evaluate program activities and recommend policy and program changes.
- Ability to consult with staff regarding effective counseling, supervision and case progress.
- Apply interviewing techniques.
- Use standard office equipment including, personal computers, printers and faxes.
- Conduct investigations, gather and evaluate evidence, formulate recommendations.
- Maintain a variety of records.
- Adjust to changing workloads and pressure of meeting deadlines.
- Draw valid conclusions and formulate recommendations.
- Use self-restraint, patience, tact and strategy to deal with people in various emotional states.
- Present and substantiate facts in clear, concise written reports and recommendations.

Education:

- Equivalent to graduation from an accredited college or university with major work in one of the behavioral or social Sciences.

Experience:

- Three (3) years of recent work experience as a Probation Officer III.

License or Certificate:

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

DESIRABLE EMPLOYMENT STANDARDS

Knowledge of:

- Search, seizure and detention methods.
- Provisions of Penal code, Welfare and Institutions Code and other applicable laws and code sections.
- Case law and court procedures.
- Tulare County Probation Department rules and regulations.
- Available community resources and nature of their services to meet needs of clients in rehabilitation programs.
- Symptoms, effects and proper tests of drug and alcohol use/abuse.
- Juvenile detention facility operations and procedures.
- Interagency policies and procedures.
- Basic theories of the operation of a juvenile detention facility.

[Probation Officer IV] Job Code: XXXXXX, Res: 2019-XXXX, Adopted xx/xx/xxxx

Supplemental Information

Overtime Status: Non-Exempt

Probation: Six (6) Months

BU: 12

PROBATION STATISTICAL ANALYST

County of Tulare

DEFINITION

Under general direction, plans, organizes, and designs statistical analyses for complex research projects to measure and determine the effect of, and need for major programs and program changes; determines appropriate statistical methods to answer complex research questions and tailor methods for specialized purposes; makes recommendations on program information need; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This classification requires a high level of flexibility in successfully working with people, data and equipment. Incumbents design and conduct complex research studies and program evaluation for Probation programs and external agencies partnering with the Probation Department to evaluate the effectiveness of program delivery and to identify areas where change is needed. Critical organizational decisions are based on the research and recommendations of this classification. A high level of discretion is required to avoid unwarranted disclosure of confidential information. Incumbents must possess a high level of initiative, critical thinking and professional judgment.

DUTIES

Understanding and support the division's Mission and Vision and perform duties in order to get the job done with the highest quality and exceptional customer service.

Develop and maintain numerous reporting tools and methods.

Compile, analyze, and disseminate an extensive range of program and operational data in various forms (electronic databases, spreadsheets, Word documents, PowerPoint Presentations, etc.).

Serve as a clearinghouse for a wide ranging number, type and frequency of requests for data and other information.

Design, coordinate, conduct and evaluate client/customer and/or employee surveys as directed.

Collect and organize data; conduct advanced statistical analysis of data; evaluate and interpret findings to detect trends and identify significant findings. Including extracting, analyzing and inputting data sets using various sources.

Work with and coordinate with various units within Probation Department to understand various data systems and business processes that affect data quality and integrity.

Recommend changes as necessary.

Conduct research to assist community needs for the provision of new services and program evaluation and outcome assessments of departmental programs to measure the effectiveness of the program, impact to the clients, and cost effectiveness of the program

Prepare statistical reports to comply with state funding requirements.

Participate in workgroups, user groups, committees, and/or meetings on a County, regional, State, or Federal level as directed.

Write new and/or modified Department Manual Policies, Procedures, and informational materials.

Prepare correspondence and reports, including technical papers, and assist in the development and preparation of project proposals for State and Federal funding requests.

Make oral and written presentations of study results and recommendations.

Review, modify and negotiate contracts relative to program performance; design and implement procedures for subcontractors to fulfill reporting obligations.

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:

- Applicable state and federal statutes and regulations, and local ordinances, policies, and rules related to the County.
- Principles and methods used in data analysis.
- Principles of systems and procedures analysis.
- Data extraction and data collection strategies.
- Descriptive statistics sufficient to reflect results of research.
- Contemporary office methods, forms equipment and management principles including automated systems to assess need, capacity and cost effectiveness.
- Current departmental policies and programs.
- Legislative and programmatic trends at local, State and federal levels.

Skill/Ability to:

- Research, analyze and interpret complex statistical material and to present analyses and conclusions clearly and precisely.
- Communicate effectively, both verbally and in writing; keep abreast of new developments in criminal including changes in laws and regulations.
- Establish and maintain professional relationships as necessitated by work assignments.
- Display a high level of initiative, effort and commitment towards completing assignments efficiently and accurately; Demonstrate responsible behavior and attention to detail.
- Express information to individuals or groups effectively, taking into account the audience and nature of the information; Listen to others and respond appropriately.

County of Tulare
PROBATION STATISTICAL ANALYST

- Translate technical questions into quantifiable tasks and results.
- Collect, interpret and evaluate data; draw valid conclusions, evaluate programs and make recommendations for change where appropriate.
- Conduct surveys, prepare correspondence and reports and evaluate results.

Education:

- A Bachelor degree in mathematics, economics, statistics, finance, business administration, public administration or closely related field.

Experience:

- One (1) year of experience designing, conducting, analyzing, interpreting, and evaluating data related to criminal justice programs.

Equivalencies for Experience:

- One (1) year equivalent as a Staff Services Analyst III in Tulare County.

[Probation Statistical Analyst] Job Code: XXXXXX, Res: 2019-XXXX, Adopted xx/xx/xxxx

Supplemental Information

Overtime Status: Exempt

Probation: Six (6) Months

BU: 19

PUBLIC DEFENDER INVESTIGATIVE ASSISTANT

County of Tulare

DEFINITION

To process and serve criminal subpoenas and related documents; provide assistance in routine investigative tasks; investigate background information and data; perform misdemeanor investigations; assists with social history inquiries, perform investigations in non-serious, non-violent and non-sex related offenses; manage an investigative case load and to prepare investigative reports.

DISTINGUISHING CHARACTERISTICS

The Investigative Assistant—Public Defender job class is distinguished from the Investigative Aide in that the Investigative Assistant is responsible for both routine and higher level investigative tasks while assisting Public Defender Investigators. The expectation is a greater level of independent work and investigative case management, including investigations in non-serious, non-violent and non-sex related offenses, and report writing.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by a Senior or Chief Investigator or higher level management position within the department.

DUTIES

Process and serve documents such as legal motions and subpoenas.

Determine location of persons, agencies and businesses from available sources.

Contact other agencies and businesses, and examine public and private records for personal history and other data.

Assist in transportation of witnesses.

Assist investigators in the collection and preservation of objects of evidence.

Obtain crime reports and other documents from law enforcement agencies, courts, and other governmental agencies.

Obtain information and data via law enforcement, courts, and computerized systems such as DMV and other computerized sources.

Establish and maintain effective working relationships with public and private agencies.

Maintain records and correspondence.

Testify in court as to the development and presentation of evidence, service of subpoenas and related documents, and information developed during course of an investigation.

Perform misdemeanor investigations.

Perform social history investigations

Perform social media, computer and handheld device investigations

Perform non-violent, non-serious, and non-sex related felony investigations.

Manage an investigative case load.

Prepare reports based on information discovered during investigation.

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 math.
- Resources available in locating individuals.
- Legal documents and codes.
- Process requirements of legal documents.
- Basic investigative 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.
- Communicate with individuals from various educational and socioeconomic backgrounds.
- Exercise tact, courtesy and patience in difficult environments/situations.
- Establish and maintain effective working relationships with public and private agencies.
- Maintain confidentiality.
- Understand and carry out verbal and written instructions.
- Perform assignments with accuracy and attention to detail.
- Organize work assignments and set priorities.

County of Tulare
PUBLIC DEFENDER INVESTIGATIVE ASSISTANT

- Identify and utilize available resources to locate individuals.
- Interview subjects.
- Read and understand maps.
- Verify and check files, reports and data.
- Transport witnesses.
- Perform basic investigative duties.
- Develop investigative plans.
- Prepare reports in a complete and concise manner.
- Adjust investigative plan based on information developed during course of investigation.

Education:

- Equivalent to completion of the twelfth grade supplemented by college coursework in criminal justice, paralegalism, or related field.

Experience:

- One year of significant investigative experience OR
- One year of significant mental health treatment or assessment OR
- One year significant experience in computer programming, coding or computer and electronic forensics.

License or Certificate:

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

DESIRABLE EMPLOYMENT STANDARDS

Knowledge of:

- Advanced investigative practices, procedures and techniques.

Skill/Ability to:

- Identify evasive patterns of individuals.

Experience:

- One year of experience performing criminal defense investigations

County of Tulare
PUBLIC DEFENDER INVESTIGATIVE ASSISTANT

[INVESTIGATIVE ASSISTANT—PUBLIC DEFENDER] Job Code: 080800, Res: 2012-0165 Adopted: 2/28/12

Supplemental Information

Overtime Status:

Probation: Six (6) Months

BU: 03

PUBLIC HEALTH PROGRAM COORDINATOR

County of Tulare

DEFINITION

To supervise and coordinate the operations of and assist in planning, organizing, and directing the work of staff engaged in administering programs within the Public Health Branch. Incumbents in this position are expected to perform duties that are determined by area of assignment these specific areas are; Women, Infants, and Children (WIC) Program, Public Health Emergency Preparedness (PHEP) and Health Clinics:

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by a higher-level management position within the department. Responsibilities may include the direct or indirect supervision of program personnel.

DUTIES

Coordinates the day-to-day activities of Public Health programs, including oversight of quality assurance/quality control, customer service, problem-solving, safety, process improvement, electronic health record systems, and supervision.

Plan, organize and direct the work of office staff involved in the delivery of services to clients, patients, and participants of County services.

Review the work of staff in accordance with County policy, regulations, standards, and quality assurance requirements.

Direct staff in the preparation of statistical reports required for analysis and performance criteria.

Create and manage contracted services for Public Health programs.

Develops and implements technical related policies and procedures.

Assists in the development of policies, procedures, and processes in accordance with applicable accreditation and regulatory requirements.

Work within a group or committee on quality improvement projects in a lead role.

Participate in the training and instruction of staff on policies and procedures, and develop, implement, and monitor plans to maintain and improve performance.

Supervise, train, and maintain standards of practice and evaluating employee performance and competency.

Participate in staff development programs to increase or maintain technical competence.

Collaborate with other supervisors and managers to assist in the coordination of staff activities and troubleshoot issues.

Prepare memos, reports, and correspondence.

Conduct and participate in studies, surveys, and projects as assigned requiring independent judgment, initiative, and confidentiality.

Participate in the selection and promotion of support staff.

Work as a liaison with the public and others where special knowledge and interpretation is required.

Review procedures and recommend/implement change to improve efficiency and services.

Prepare operating manuals, narrative reports, charts, and a variety of other supportive documents.

Research, gather, and analyze factual data on a variety of subjects and make recommendations.

Use automated systems to track information, develop, and monitor data and reports.

Participate in developing organizational concepts, cost estimates, budget requests, and budget preparation.

Perform a variety of administrative projects that may require independent judgment, initiative and confidentiality.

Expected duties if assigned to the Women, Infants, and Children (WIC) Program function:

Women, Infants, and Children (WIC) Program

Manage and maintain appointment scheduling system.

Oversee call-center operations and staffing.

Coordinate inventory supply and material dissemination to other WIC clinic sites.

Preparing reports and analyzing call-center data to improve processes, maximize efficiency, customer satisfaction, and allocate resources appropriately.

Work as a liaison between the direct supervisor, community partners, and administration to manage and coordinate meetings and activities.

Expected duties if assigned to the Health Clinic function:

May participate in the annual clinic compliance review by assisting in the evaluation and development of corrective action plans when deficiencies are identified for each county clinic.

Coordinate the services and operations of County clinics to ensure efficient workflow, use of a health records system, and adherence to County and clinic policy and procedures.

County of Tulare
PUBLIC HEALTH PROGRAM COORDINATOR

Plan, organize, and direct the work of office staff involved in the delivery of medical services to the County clinic clients, billing, intake, medical records, reception, and general clerical activities.

Work closely with physicians and management groups to create and manage contracted services for the clinics.

Coordinate and maintain a system to receive and respond to patient complaints.

Work closely and coordinate with other clinic administration in the management of daily operations of the county clinics.

Represent the County clinics in the absence of the clinic manager, when required.

Work closely with the County clinic supervisory staff in coordinating work activities of staff to maintain a consistent work flow within all aspects of the clinic operations.

Expected duties if assigned to the Public Health Emergency Preparedness (PHEP) function:

:

Coordinate the Public Health Emergency Preparedness Program, Hospital Preparedness Program, Pan Flu Program, and other related preparedness/emergency programs and activities.

Engage in outreach and education with community partners including vulnerable and diverse populations to promote emergency preparedness education.

Determine resources needed for appropriate and effective services to the community and partners.

Maintain inventory of public health emergency preparedness supplies, equipment, and materials throughout the County.

Monitor programs for evaluation purposes and provide administrative support for continuing quality assurance.

Read, interpret, follow, and explain complex plans, state and federal guidelines and regulations, documents, rules, policies, and procedures.

Attend various seminars, trainings, and workshops to maintain and update job knowledge.

Develop, write, and evaluate hazard specific emergency response plans, protocols, and field operations guides to support Department of Public Health and Health Care Agency emergency response actions.

Assist in planning and coordination of trainings and exercises.

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 methods of supervision including evaluation, counseling, motivating, and training.
- Modern office procedures including filing, typing, faxing, e-mailing, and business telephone techniques.
- Project management, technical writing and group facilitation.
- Organizational and time management skills.
- Programs and services with health clinics and systems.
- Principles of emergency management, including mitigation, preparedness, recovery, and response.
- Emergency management principles and theory.
- Standardized emergency management systems (SEMS) Incident Command System (ICS), National Incident Management System (NIMS) Homeland Security Exercise Evaluation Program (HSEEP)
- Hazard and Vulnerability Analysis

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 a computer, keyboard, and all applicable electronic equipment.
- Organize, implement, and direct program staff to ensure compliance with County policy and State and Federal requirements; develop and recommend policies and procedures related to assigned operations.
- Plan, organize and direct the work of office staff.
- Supervise, train, and evaluate staff.
- Organize and delegate work appropriately to meet deadlines.
- Learn and understand HIPAA rules and regulations.
- Effectively work independently and in a team-oriented environment.
- Assist in the development and monitoring of an assigned budget.
- Work independently.
- Read, interpret, and explain complex documents, rules, regulations, policies, and procedures.
- Establish goals and objectives, and implement plans to meet those objectives.

- Collect and evaluate information, establish facts, draw valid conclusions, and take appropriate actions or make appropriate recommendations.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Communicate clearly and effectively in all forms of communications by using correct grammar, punctuation, and spelling.
- Prepare clear and concise reports, charts, graphs, and other documents.
- Retain and recall information.
- Understand and follow verbal and written instructions.
- Maintain productivity with frequent interruptions.
- Use patience, tact, and courtesy in dealing with people under various circumstances.

Education:

- Associate's degree with courses specializing in general education, business, public administration, or a closely related field.

Experience:

- Three (3) years of progressively responsible supervisory or administrative experience working in emergency management, or WIC clinic setting, local government or health and human services

Equivalencies:

Education:

- Equivalent to completion of the twelfth grade.

Experience:

- Five (5) years of progressively responsible supervisory or administrative experience working in emergency management, or WIC clinic setting, local government or health and human services

LICENSE OR CERTIFICATE

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

[Public Health Program Coordinator] Job Code: XXXXXX; Res: XX_XXXX; Approved: XX/XX/XX

PROPOSED Supplemental Information

Overtime Status: Non-Exempt

Probation: 6 Months

BU: 7

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

IN THE MATTER OF AMENDING THE
POSITION ALLOCATION LISTING

) Resolution No. _____
) Agreement No. _____

UPON MOTION OF SUPERVISOR _____, SECONDED BY
SUPERVISOR _____, THE FOLLOWING WAS ADOPTED BY THE
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD SEPTEMBER 10,
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.
12	01/19/20	3
17	11/10/19	24
20	09/01/19	19
21	09/15/19	20
26	07/07/19	15

Reclassifications: Grant regular status to the incumbents who hold regular status prior to these reclassifications. Incumbents holding probationary status will complete the balance of their probationary period in their new classification.

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

Fiscal Year 2019/20 Recommended Budget - Personnel Resolution

Add, Delete, Reclassify, or Amend	Effective Pay Period	Job Code	Class Title	New Job Code	New Class Title	No. of Pos	Pos FTE	Grade	Position Number(s)	Dept ID	Job Cost Dist. No.
Board of Supervisors											
Add	20	000303	Administrative Aide - K	-	-	1	1.00	122	****	010000	010 - 1010
Delete	26	070902	Water ResourcesProgrm Director	-	-	1	1.00	B04	10362	010000	010 - 1010
Agriculture Commissioner/Sealer of Weights and Measures											
Add	17	* 000830	Ag & Stds Inspector III	-	-	1	1.00	608	****	000015	015 - 2111
Add	17	000940	Ag & Stds Inspector IV	-	-	1	1.00	611	****	000015	015 - 2107
Auditor-Controller/Treasurer-Tax Collector											
Amend	17	089402	Chief Dep Treas Tax Collector	089402	Assistant Treasurer Tax Coll	1	1.00	B04	08106	030400	030 - 3000
Amend	17	* 000230	Accountant III	* 000220	Accountant II	1	1.00	745	05778	030400	030 - 3000
Amend	17	* 000230	Accountant III	* 000220	Accountant II	1	1.00	745	07234	030400	030 - 3000
Purchasing											
Delete	26	001830	Analyst-Staff Services III	-	-		1.00		10107	032000	032 - 2150
Cooperative Extension											
Add	17	098000	4H Community Coordinator	-	-	1	1.00	621	****	055000	055 - 1055
Delete	26	* 033340	Office Assistant IV	-	-	1	1.00	276	06544	055000	055 - 1055
Reclassify	17	* 001830	Analyst-Staff Services III	000720	Administrative Svs Officer II	1	1.00	777	03908	055000	055 - 1055
County Counsel											
Add	17	* 058531	Civil Office Assistant III-B	-	-	1	1.00	983	****	080000	080 - 2150
Delete	17	* 033334	Office Assistant III-K-B	-	-	1	1.00	663	09863	080000	080 - 2150
County Administrative Office											
Add	17	* 085100	Administrative Analyst, Senior	-	-	1	1.00	258	****	085100	085 - 3000
Add	26	070902	Water ResourcesProgrm Director	-	-	1	1.00	B04	10362	085100	085 - 3000
Add	17	* 014830	Deputy Clerk III-Board of Supv	-	-	1	1.00	547	****	085100	085 - 3000
Add	17	* 085102	Administrative Analyst, Principal	-	-	1	1.00	555	****	085100	085 - 3000
Delete	26	080602	Deputy County Admin Officer	-	-	1	1.00	B04	10178	085100	085 - 3000
Delete	26	080602	Deputy County Admin Officer	-	-	1	1.00	B04	10179	085100	085 - 3000
Delete	26	080602	Deputy County Admin Officer	-	-	1	1.00	B04	10180	085100	085 - 3000
Delete	26	080602	Deputy County Admin Officer	-	-	1	1.00	B04	10181	085100	085 - 3000
General Services Agency											
Add	26	001830	Analyst-Staff Services III	-	-		1.00		10107	087200	087 - 1100
Information and Communication Technologies											
Add	17	015907	IT Bus Intell Developer Supv	-	-	1	1.00	255	****	090000	090 - 2900
Amend	17	* 000220	Accountant II	* 000230	Accountant III	1	1.00	776	10020	090000	090 - 2900
Amend	17	015920	IT Business Intelligence II	015930	IT Business Intelligence III	1	1.00	764	09753	090000	090 - 2900
Amend	17	015920	IT Business Intelligence II	015930	IT Business Intelligence III	1	1.00	764	03507	090000	090 - 2900
Amend	17	015920	IT Business Intelligence II	015930	IT Business Intelligence III	1	1.00	764	05524	090000	090 - 2900
Amend	17	015920	IT Business Intelligence II	015930	IT Business Intelligence III	1	1.00	764	03723	090000	090 - 2900
Delete	26	000730	Administrative Svs Officer III	-	-	1	1.00	248	08743	-	090 - 2900
Health and Human Services Agency											
Add	17	069500	Electronic Health Records Spec	-	-	1	1.00	728	****	142106	142 - 3334
Add	17	069500	Electronic Health Records Spec	-	-	1	1.00	728	****	142106	142 - 3334
Add	17	069600	Electronic Health Rec Spc,Supv	-	-	1	1.00	414	****	142106	142 - 3334

*Flexibly Allocated Classification

**Flexibly Allocated Classification and Up and Out

Fiscal Year 2019/20 Recommended Budget - Personnel Resolution

Add, Delete, Reclassify, or Amend	Effective Pay Period	Job Code	Class Title	New Job Code	New Class Title	No. of Pos	Pos FTE	Grade	Position Number(s)	Dept ID	Job Cost Dist. No.
Add	17	* 029200	Social Worker-Licensed	-	-	1	1.00	761	****	142502	142 - 3322
Add	17	* 029200	Social Worker-Licensed	-	-	1	1.00	761	****	142502	142 - 3322
Add	17	* 029200	Social Worker-Licensed	-	-	1	1.00	761	****	142502	142 - 3322
Add	17	* 029200	Social Worker-Licensed	-	-	1	1.00	761	****	142502	142 - 3322
Add	17	027202	Laboratory Support Supervisor	-	-	1	1.00	545	****	142106	142 - 3022
Add	17	* 029200	Social Worker-Licensed	-	-	1	1.00	761	****	142502	142 - 3322
Add	17	* 029200	Social Worker-Licensed	-	-	1	1.00	761	****	142502	142 - 3322
Add	17	* 029200	Social Worker-Licensed	-	-	1	1.00	761	****	142502	142 - 3322
Add	17	* 042420	Medical Office Assistant II	-	-	1	1.00	796	****	142301	142 - 3014
Add	17	* 029200	Social Worker-Licensed	-	-	1	1.00	761	****	142502	142 - 3322
Add	17	* 042430	Medical Office Assistant III	-	-	1	1.00	815	****	142301	142 - 3014
Add	17	* 029200	Social Worker-Licensed	-	-	1	1.00	761	****	142502	142 - 3322
Add	17	* 029200	Social Worker-Licensed	-	-	1	1.00	761	****	142502	142 - 3322
Add	17	* 029200	Social Worker-Licensed	-	-	1	1.00	761	****	142502	142 - 3331
Add	17	* 029200	Social Worker-Licensed	-	-	1	1.00	761	****	142502	142 - 3331
Add	17	077600	Public Health Program Coordinator	-	-	1	1.00	662	****	142106	142 - 6028
Add	17	* 029200	Social Worker-Licensed	-	-	1	1.00	761	****	142502	142 - 3331
Add	17	* 029200	Social Worker-Licensed	-	-	1	1.00	761	****	142502	142 - 3334
Add	17	077600	Public Health Program Coordinator	-	-	1	1.00	662	****	142106	142 - 6034
Add	17	* 034130	Patient Accounts Rep III	-	-	1	1.00	462	****	142107	142 - 3311
Add	17	* 000230	Accountant III	-	-	1	1.00	776	****	142108	142 - 1142
Add	17	* 031820	Mental Health Technician II	-	-	1	1.00	851	****	142502	142 - 3323
Add	17	032630	Nurse-Registered	-	-	1	1.00	752	****	142502	142 - 3323
Add	17	* 071020	Administrative Specialist II	-	-	1	1.00	709	****	142103	142 - 1224
Add	17	* 034130	Patient Accounts Rep III	-	-	1	1.00	462	****	142107	142 - 3014
Add	17	087720	Graphics Specialist	-	-	1	1.00	283	****	142101	142 - 1142
Add	17	016200	Compliance Specialist	-	-	1	1.00	921	****	142101	142 - 1142
Add	17	* 077010	Animal Control Officer I	-	-	1	1.00	987	****	142340	142 - 6053
Add	17	* 024200	Health Education Specialist	-	-	1	1.00	205	****	142323	142 - 6020
Add	17	061002	Div Mgr HHS Fiscal Operations	-	-	1	1.00	B05	****	142108	142 - 1142
Amend	17	032650	Nurse-Registered-Lead	032660	Nurse-Public Health Lead	1	1.00	770	08902	142323	142 - 6022
Amend	17	* 071002	Administrative Specialist I	* 071020	Administrative Specialist II	1	1.00	709	05409	142104	142 - 4010
Amend	17	* 071002	Administrative Specialist I	* 071020	Administrative Specialist II	1	1.00	709	06567	142104	142 - 4052
Amend	17	* 071002	Administrative Specialist I	* 071020	Administrative Specialist II	1	1.00	709	06664	142106	142 - 6005
Amend	17	* 071002	Administrative Specialist I	* 071020	Administrative Specialist II	1	1.00	709	07117	142103	142 - 3311
Amend	17	* 071002	Administrative Specialist I	* 071020	Administrative Specialist II	1	1.00	709	07366	142113	142 - 1142

*Flexibly Allocated Classification

**Flexibly Allocated Classification and Up and Out

Fiscal Year 2019/20 Recommended Budget - Personnel Resolution

Add, Delete, Reclassify, or Amend	Effective Pay Period	Job Code	Class Title	New Job Code	New Class Title	No. of Pos	Pos FTE	Grade	Position Number(s)	Dept ID	Job Cost Dist. No.
Amend	17	* 071001	Administrative Specialist-B	* 071020	Administrative Specialist II	1	1.00	709	07367	142113	142 - 1142
Amend	17	* 071002	Administrative Specialist I	* 071020	Administrative Specialist II	1	1.00	709	07369	142113	142 - 1142
Amend	17	* 071002	Administrative Specialist I	* 071020	Administrative Specialist II	1	1.00	709	07370	142113	142 - 1142
Amend	17	* 071002	Administrative Specialist I	* 071020	Administrative Specialist II	1	1.00	709	07372	142106	142 - 3001
Amend	17	* 071002	Administrative Specialist I	* 071020	Administrative Specialist II	1	1.00	709	08819	142103	142 - 3331
Amend	17	* 071002	Administrative Specialist I	* 071020	Administrative Specialist II	1	1.00	709	08822	142104	142 - 4030
Amend	17	* 071002	Administrative Specialist I	* 071020	Administrative Specialist II	1	1.00	709	08824	142104	142 - 4010
Amend	17	* 071002	Administrative Specialist I	* 071020	Administrative Specialist II	1	1.00	709	09116	142101	142 - 1142
Amend	17	* 071002	Administrative Specialist I	* 071020	Administrative Specialist II	1	1.00	709	09229	142106	142 - 1211
Amend	17	* 071002	Administrative Specialist I	* 071020	Administrative Specialist II	1	1.00	709	09230	142106	142 - 6027
Amend	17	* 071002	Administrative Specialist I	* 071020	Administrative Specialist II	1	1.00	709	09231	142101	142 - 1142
Amend	17	* 071002	Administrative Specialist I	* 071020	Administrative Specialist II	1	1.00	709	09340	142104	142 - 3330
Amend	17	* 071002	Administrative Specialist I	* 071020	Administrative Specialist II	1	1.00	709	09341	142103	142 - 3331
Amend	17	* 071002	Administrative Specialist I	* 071020	Administrative Specialist II	1	1.00	709	10144	142106	142 - 6011
Amend	17	* 071002	Administrative Specialist I	* 071020	Administrative Specialist II	1	1.00	709	05506	142105	142 - 1142
Delete	17	* 033320	Office Assistant II	-	-	1	1.00	824	03288	-	142 - 6021
Delete	17	* 000100	Account Clerk I	-	-	1	1.00	540	01510	142314	142 - 6011
Delete	17	* 032920	Nutrition Assistant II	-	-	1	1.00	140	06431	142310	142 - 6028
Delete	17	* 032920	Nutrition Assistant II	-	-	1	1.00	140	08935	142311	142 - 6028
Delete	17	* 032920	Nutrition Assistant II	-	-	1	1.00	140	01056	142310	142 - 6028
Delete	17	015710	Dietitian I	-	-	1	1.00	285	09759	142310	142 - 6028
Delete	17	* 035420	Prevention Svs Coordinator II	-	-	1	1.00	683	07377	142106	142 - 6034
Library											
Amend	17	* 091520	Library Svs Specialist II	* 028620	Librarian II	1	1.00	196	08641	145214	145 - 2100
Amend	17	* 028620	Librarian II	028730	Librarian III	1	1.00	208	09925	145214	145 - 2100
Amend	17	* 001810	Analyst-Staff Services I	* 001820	Analyst-Staff Services II	1	1.00	921	06951	145214	145 - 2100
Reclassify	17	028730	Librarian III	028740	Librarian IV	1	1.00	352	01268	145214	145 - 2100
Human Resources and Development											
Add	17	* 001910	Analyst-Human Resources I	-	-	1	1.00	678	****	001200	200 - 2150
Add	17	* 093120	Human Resources Specialist II	-	-	1	1.00	732	****	001200	200 - 2150
Delete	26	019500	Employee/Employer Benef&Well Mgr	-	-	1	1.00	414	06286	001200	200 - 3000
Probation											
Add	17	000650	Department Secretary	-	-	1	1.00	423	****	205101	205 - 1100
Add	17	036040	Probation Officer IV	-	-	1	1.00	443	****	205106	205 - 3100
Add	17	036040	Probation Officer IV	-	-	1	1.00	443	****	205106	205 - 3100
Add	17	036040	Probation Officer IV	-	-	1	1.00	443	****	205103	205 - 1900
Add	17	036040	Probation Officer IV	-	-	1	1.00	443	****	205103	205 - 1900

*Flexibly Allocated Classification

**Flexibly Allocated Classification and Up and Out

Fiscal Year 2019/20 Recommended Budget - Personnel Resolution

Add, Delete, Reclassify, or Amend	Effective Pay Period	Job Code	Class Title	New Job Code	New Class Title	No. of Pos	Pos FTE	Grade	Position Number(s)	Dept ID	Job Cost Dist. No.
Add	17	036040	Probation Officer IV	-	-	1	1.00	443	****	205200	205 - 2800
Add	17	036002	Assistant Chief Probation Officer	-	-	1	1.00	B02	****	205101	205 - 1100
Add	17	018600	Probation Statistical Analyst	-	-	1	1.00	728	****	205103	205 - 1150
Delete	26	* 036030	Probation Officer III	-	-	1	1.00	885	03750	205106	205 - 3100
Delete	26	* 036030	Probation Officer III	-	-	1	1.00	885	01572	205102	205 - 2300
Delete	26	* 036030	Probation Officer III	-	-	1	1.00	885	08016	205106	205 - 3100
Delete	12	* 001810	Analyst-Staff Services I	-	-	1	1.00	705	05234	205103	205 - 1150
Resource Management Agency											
Add	17	* 001830	Analyst-Staff Services III	-	-	1	1.00	706	****	230523	225 - 2380
Add	17	020340	Engineer IV	-	-	1	1.00	642	****	230523	225 - 2380
Add	17	* 024630	Heavy Equipment Mechanic III	-	-	1	1.00	195	****	230540	225 - 2330
Reclassify	17	* 020230	Engineer III	020340	Engineer IV	1	1.00	642	02448	230521	225 - 2390
Add	26	035242	Planner IV	-	-	1	1.00	235	****	230513	230 - 5130
Reclassify	17	090500	Chief Planner	035002	Planning and Permit Manager	1	1.00	B06	03420	230440	230 - 5120
Sheriff-Coroner											
Add	17	071820	Media Specialist II	-	-	1	1.00	446	4647	240103	240 - 2125
Add	17	* 028300	Legal Secretary III	-	-	1	1.00	423	****	240154	240 - 2141
Delete	26	069200	Inmate Programs Specialist	-	-	1	1.00	603	10361	240206	240 - 2506
Delete	17	* 074913	Paralegal I-K	-	-	1	1.00	731	07388	240107	240 - 2182
Delete	26	015320	Sheriff's Deputy II	-	-	1	1.00	202	10033	240130	240 - 2181

*Flexibly Allocated Classification

**Flexibly Allocated Classification and Up and Out

Fiscal Year 2019/20 Recommended Budget - Personnel Resolution

Compensation Changes

Action	Funded Pay Periods	Job Code	Class Title	Percentage Amount	No. of Pos	Pos. FTE	Grade	Position Number(s)	Dept ID	Job Cost Dist. No.
Salary Increase	17	006700	Chief Accountant-Prperty Taxes	6.47%	1	1.00	400	00183	030400	030 - 2900
Salary Increase	17	089500	Chief Accountant-Treasury	6.47%	1	1.00	400	08107	030400	030 - 2800
Salary Increase	17	008000	Chief Revenue Officer	6.47%	1	1.00	400	00180	030400	030 - 2510
Salary Increase	17	097400	Chief of Accounting Systems	6.47%	1	1.00	400	08842	030400	030 - 2510
Salary Increase	17	009700	Tax Collector Division Manager	6.47%	1	1.00	400	09861	030400	030 - 3000
Salary Increase	17	003202	Assist County Assessor	5.00%	1	1.00	B04	00105	000025	025 - 1025
Salary Increase	17	047350	Collector-Tax Programs Supv	1.70%	1	1.00	601	05366	030400	030 - 3000
Salary Increase	17	047300	Tax Collections Supervisor	1.70%	1	1.00	601	03195	030400	030 - 3000
Salary Increase	17	099002	Dep Workforce Dev Director	5.00%	1	1.00	B06	08853	099002	120 - 3000
Salary Increase	17	004852	Attorney, Civil V-N	2.00%	18	17.65	098	07785, 07778, 07781, 07790, 07788, 08192, 09082, 07782, 09862, 08656, 07783, 07789, 07780, 09793, 10469, 07791, 07779, 07784	000080	080 - 2150
Salary Increase	17	007422	Chief Deputy Co Cnsl-CPS	2.00%	1	1.00	B02	10364	000080	080 - 2250
Salary Increase	17	007432	Chief Deputy Co Cnsl-Land/Jus	2.00%	1	1.00	B02	04141	000080	080 - 2150
Salary Increase	17	007442	Chief Deputy Co Cnsl-Pers	2.00%	1	1.00	B02	04144	000080	080 - 2150
Salary Increase	17	007462	Chief Deputy Co Cnsl-Litigate	2.00%	1	1.00	B02	08807	000080	080 - 2150
Salary Increase	17	048402	Undersheriff	7.00%	1	1.00	B02	06925	000240	240 - 2115
Salary Increase	17	045502	Attorney-Supv-N	2.00%	6	6.00	277	05347, 03311, 08805, 10367, 01783, 07869	000210	210 - 1240
Salary Increase	17	015200	Chief Deputy Public Defender	2.00%	1	1.00	B02	07871	000210	210 - 1210
Salary Increase	17	045502	Attorney-Supv-N	2.00%	9	9.00	277	03219, 00419, 00423, 00418, 00421, 06382, 00429, 05316, 07811	000100	100 - 3200
Salary Increase	17	045500	Attorney-Supv	2.00%	1	1.00	277	07797	000100	100 - 3160
Salary Increase	17	033402	Chief Deputy District Attorney	2.00%	1	1.00	B02	10172	000100	100 - 3200
Salary Increase	17	081502	Attorney, Chief Child Support	2.00%	1	1.00	B02	06517	000101	101 - 2200
Salary Increase	17	081452	Attorney-Supv Child Support	2.00%	1	1.00	277	10496	000101	101 - 2200
Salary Increase	17	027402	Law Library Director	2.00%	1	1.00	F07	03561	000810	810 - 2700
Salary Increase	17	040000	Research Assistant-Law Library	1.00%	1	1.00	349	03562	000810	810 - 2700
<p>In recognition that the following job classes, Attorney-Supv; Attorney-Supv Child Support; and Attorney-Supv-N, are exempt from the overtime provisions of the Fair Labor Standards Act and frequently work in excess of 40 hours per week, the County will provide nontransferable "administrative time" in the total amount of 40 hours which will be credited to the employee on July 1st of each fiscal year. Any employee that becomes qualified for administrative time after July 1st will receive a prorated amount for the remainder of the fiscal year. Such administrative time must be used on or before June 30th. Any time not used will be forfeited and not carried over to the subsequent fiscal year.</p>										
<p>Board of Supervisors and County Elected Officers to receive a 2% cost of living increase consistent with the April 30, 2019, ResolutionNo. 2019-0287, and pursuant to Tulare County Ordinance Code No. 3558.</p>										
Resolution No.	Funded Pay Periods	Job Code	Class Title	Percentage Amount	No. of Pos	Pos. FTE	Grade	Position Number(s)	Dept ID	Job Cost Dist. No.
2019-0287	17	044802	Supervisor, BOS-District #1	2%	1	1.00	F19	00001	010000	010 - 1010
2019-0287	17	044902	Supervisor, BOS-District #2	2%	1	1.00	F19	00002	010000	010 - 1010
2019-0287	17	045002	Supervisor, BOS-District #3	2%	1	1.00	F19	00003	010000	010 - 1010
2019-0287	17	045102	Supervisor, BOS-District #4	2%	1	1.00	F19	00004	010000	010 - 1010
2019-0287	17	045202	Supervisor, BOS-District #5	2%	1	1.00	F19	00005	010000	010 - 1010
2019-0287	21	012302	County Assessor/Clerk-Recorder	2%	1	1.00	B02	00104	000025	025 - 1025
2019-0287	21	012402	Auditor-Control/Treas-Tax Coll	2%	1	1.00	B02	00176	000030	030 - 2510
2019-0287	21	016402	District Attorney	2%	1	1.00	B01	00416	000100	100 - 3200
2019-0287	21	043402	Sheriff-Coroner	2%	1	1.00	B01	03099	000240	240 - 2125

*Flexibly Allocated Classification

**Flexibly Allocated Classification and Up and Out