



**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: October 6, 2020

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

SUBJECT: Approve Personnel Resolution for the Tulare County Association of Governments (TCAG)

REQUEST(S):
That the Board of Supervisors:

Approve the Personnel Resolution amending the Fiscal Year 2020/21 position allocation as follows: Add (1) FTE Office Assistant III position effective October 11, 2020.

SUMMARY:
On September 21, 2020, the TCAG Board adopted the resolution to approve the administrative position allocation of one Office Assistant III to provide the necessary staffing needed to handle the volume of administrative and other related work.

The administrative staff currently provides separate handling of agendas, notices, minutes, and other coordination duties for numerous boards, commissions, and committees.

TCAG has one TCAG Administrative Clerk, one TCAG Administrative Clerk II, and one Staff Services Analyst III who provide support for TCAG's 16 regular employees and 3 extra help staff. The Office Assistant III position is designated to manage a variety of general and specialized clerical duties, reception, and overall support. This additional clerical support would better equip the administration team to continue to provide high quality service to TCAG, LAFCo, associated member agencies and Tulare County communities.

SUBJECT: Approve Personnel Resolution for the Tulare County Association of Governments (TCAG)

DATE: October 6, 2020

FISCAL IMPACT/FINANCING:

There will be no Net County Cost. There is no General Fund costs or contributions for the requested actions.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

Tulare County's Strategic Plan includes the initiative of Organizational Performance to provide for qualified, productive, and competitively compensated County workforce.

ADMINISTRATIVE SIGN-OFF:



Jason T. Britt
County Administrative Officer

cc: Human Resources Department
County Administrative Office (2)
Tulare County Association of Government

Attachment(s)

Attachment 1 – Personnel Resolutions
Attachment 2 – TCAG Resolution

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

IN THE MATTER OF APPROVE)
PERSONNEL RESOLUTION FOR THE) Resolution No. _____
TULARE COUNTY ASSOCIATION)
OF GOVERNMENTS (TCAG))

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

AYES:
NOES:
ABSTAIN:
ABSENT:

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

BY: _____
Deputy Clerk

* * * * *

Approved the Personnel Resolution amending the Fiscal Year 2020/21 position allocation as follows: Add (1) FTE Office Assistant III position effective October 11, 2020.

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

IN THE MATTER OF AMENDING THE)
POSITION ALLOCATION LISTING) Resolution No. 2020-

Upon Motion of Supervisor (Name), Seconded by Supervisor (Name), the following was adopted by the Board of Supervisors, at an official meeting held October 6, 2020 by the following vote:

Ayes:
Noes:
Abstain:
Absent:

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

By: _____
Deputy Clerk

Add, Delete, Reclassify or Amend	Effective Date	Previous Job Code	Previous Class Title	New Job Code	New Class Title	No. Of Pos	FTE	Grade	Position Number(s)	Dept ID	Job Cost Dist. No.
Add	10/11/20	033330	Office Assistant III			1	1		****	784-000	784-4002

Explanation: To add one (1) Office Assistant III job class to the TCAG allocation. The department may fill at the I, II, or III level.

BEFORE THE
TULARE COUNTY ASSOCIATION OF GOVERNMENTS
COUNTY OF TULARE, STATE OF CALIFORNIA

In the matter of:

APPROVING TCAG POSITION)
ALLOCATION AND COMPENSATION)
FOR AN OFFICE ASSISTANT III)

Resolution No. 2020-147

WHEREAS, TCAG currently has one Administrative Clerk, one Administrative Clerk II and one Analyst III; and

WHEREAS, in order to meet the growing needs of TCAG and provide administrative services to commensurate with expectations, an additional staff person is needed; and

WHEREAS, it is proposed that TCAG hire an Office Assistant III in consultation with Tulare County Human Resources and Development with the following compensation:

Salary Range		Step 1	Step 2	Step 3	Step 4	Step 5
Hourly		14.3143	15.0399	15.8025	16.6036	17.4453
Annually		29,774	31,283	32,869	34,535	36,286

NOW, THEREFORE, BE IT RESOLVED that the Tulare County Association of Governments hereby approves the administrative position allocation of an Office Assistant III to provide the necessary staffing needed to handle the volume of administrative and other related work.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to make minor changes as necessary to implement the action.

The foregoing Resolution was adopted upon motion of Member Shuklian, seconded by Member Valero, at a regular meeting held on the 21st day of September, 2020, by the following vote:

AYES: Crocker, Vander Poel, Shuklian, Valero, Townsend, Reynosa, Alves, Boyer, Kimball, Flores, Sayer, Link, Mendoza, Holscher, and Stammer

NOES:

ABSTAIN:

ABSENT: Gomez, and Ishida

TULARE COUNTY ASSOCIATION OF GOVERNMENTS



Pete Vander Poel III

Chair, TCAG



Ted Smalley

Executive Director, TCAG