



**Tulare County Employees'
Retirement Association
COUNTY OF TULARE
AGENDA ITEM**

BOARD OF SUPERVISORS

ALLEN ISHIDA
District One
PETE VANDER POEL
District Two
PHILLIP A. COX
District Three
J. STEVEN WORTHLEY
District Four
MIKE ENNIS
District Five

AGENDA DATE: September 30, 2014

Public Hearing Required	Yes	<input type="checkbox"/>	N/A	x
Scheduled Public Hearing w/Clerk	Yes	<input type="checkbox"/>	N/A	x
Published Notice Required	Yes	<input type="checkbox"/>	N/A	x
Advertised Published Notice	Yes	<input type="checkbox"/>	N/A	x
Meet & Confer Required	Yes	<input type="checkbox"/>	N/A	x
Electronic file(s) has been sent	Yes	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes	<input type="checkbox"/>	N/A	x
Personnel Resolution attached	Yes	x	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	x
CONTACT PERSON: David Kehler PHONE: 713-2900				

SUBJECT: Addition of two full time Office Assistants for the Retirement Agency (TCERA).

REQUEST(S):
That the Board of Supervisors:
Approves the attached Personnel resolution establishing two new positions in the Retirement Agency (TCERA) effective October 1, 2014.

SUMMARY:
The Board of Retirement has found that increased volume related to the processing of disability applications and other retirement related activities warrants the creation of two new full time Office Assistance positions.

FISCAL IMPACT/FINANCING:
The costs of the new positions will be completely recovered through revenues collected by the Agency. The new positions were included in TCERA's current year budget. There are no County costs or contributions.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:
N/A

SUBJECT: Addition of two full time Office Assistants for the Retirement Agency.
DATE: September 30, 2014

ADMINISTRATIVE SIGN-OFF:

David Kehler
Retirement Administrator

Cc: Auditor-Controller
County Counsel
County Administrative Office (2)

Attachment(s) Personnel Resolution

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

IN THE MATTER OF TULARE COUNTY)
EMPLOYEES RETIREMENT ASSOCIATION) Resolution No. _____
REQUEST TO ADD TWO OFFICE) Agreement No. _____
ASSISTANT POSITIONS)

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: JEAN M. ROUSSEAU
 COUNTY ADMINISTRATIVE OFFICER/
 CLERK, BOARD OF SUPERVISORS

BY: _____
 Deputy Clerk

* * * * *

Approved and adopted the request from the Tulare County Employees' Retirement Association to add two full time flex class Office Assistant positions for the Retirement Agency (TCERA) effective October 1, 2014.

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

IN THE MATTER OF AMENDING THE)
POSITION ALLOCATION LISTING) Resolution No. 2014-

Upon Motion of Supervisor (Name), Seconded by Supervisor (Name), the following was adopted by the Board of Supervisors, at an official meeting held September 30, 2014 by the following vote:

Ayes:
Noes:
Abstain:
Absent:

Attest: Jean M. Rousseau
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	10/01/14			033330	Office Assistant III	2	2	147	****	815000	815-2350

Explanation: Approve and adopt the request from Tulare County Employees' Retirement Association to add two full time Office Assistant III (flexible classification) positions for the Retirement Agency (TCERA) effective October 1, 2014.