



HUMAN RESOURCES
& DEVELOPMENT
TULARE COUNTY

**AGENDA ITEM
BEFORE THE BOARD OF SUPERVISORS**

Agenda Date: July 18, 2006

Item No.

Subject: Reallocation of Secretary to the Board of Supervisors to Board Representative II/II and Reallocate Sr. Administrative Assistant to the Board of Supervisors to County Media Officer/Analyst and transfer to the County Administrative Office Budget.

Requests: That the Board of Supervisors:

- Adopt the class specification of Board Representative I/II
- Set Board Representative I salary at grade 421, \$34,491-\$42,034
- Set Board Representative II salary at grade 633, \$37,940 - \$46,237
- Add allocation of (2) Board Representative I/II, Board of Supervisors
- Delete (1) allocation of Board Secretary, Board of Supervisors
- Delete (1) allocation of Senior Administrative Assistant, Board of Supervisors
- Adopt the class specification of County Media Officer/Analyst and set compensation at grade 248, \$56,230 - \$68,530
- Add allocation of (1) County Media Officer/Analyst, County Administrative Office
- Delete allocation of one Administrative Analyst, County Administrative Office

Summary:

With the departure of the former Senior Administrative Assistant to the Board of Supervisors the Board in concert with the County Administrative Office and the Human Resources department has explored a variety of alternatives with a view toward reducing costs of staffing and restructuring the delivery of services to constituents.

Essentially the Board has eliminated two positions whose combined annual salary approached \$125,000. In lieu thereof the newly created Board Representative I/II classification will result in a cost savings of not less than 23% annually.

In addition the former Senior Administrative Assistant to the Board has accepted the position of County Media Officer/Analyst in the County Administrative Office. The compensation for this new position matches the existing allocation of Administrative Analyst resulting in no increased cost to the County.

Financing: First year savings for the Board of Supervisors' budget is estimated at \$49,000 diminishing in future years as merit pay increases are awarded.

Alternatives: None.

Involvement of other Departments or Agencies: County Administrative Office and Human Resources and Development.

Signature Requirements: None

Sincerely,



Tim Huntley
Human Resources and Development Director

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

IN THE MATTER OF)
CLASS SPECIFICATIONS)
AND DESIGNATIONS)

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 JULY 18, 2006, BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST: C. BRIAN HADDIX
COUNTY ADMINISTRATIVE OFFICER
/CLERK BOARD OF SUPERVISORS

By: _____
Deputy Clerk

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ADOPT THE FOLLOWING CLASS DESIGNATIONS AND SPECIFICATIONS EFFECTIVE JULY 18, 2006:

County Media Officer/Analyst, Item No. 092902, Salary Grade: 248 (\$68,530 annual, Step 5), Bargaining Unit 19, At-Will (Non-Competitive Service).

Board Representative I, Item No. 092812, Salary Grade: 421 (\$42,034 annual, Step 5) Bargaining Unit 19, At-Will (Non-Competitive Service).

Board Representative II, Item No. 092822, Salary Grade: 633 (\$46,237 annual, Step 5) Bargaining Unit 19, At-Will (Non-Competitive Service), flexibly allocated with Board Representative I.

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

IN THE MATTER OF

**Reallocation of Secretary to the Board of
Supervisors to Board Representative II/II
and Reallocate Sr. Administrative
Assistant to the Board of Supervisors
to County Media Officer/Analyst and transfer
to the County Administrative Office) RESOLUTION NO.
Budget.) AGREEMENT NO.**

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: C. BRIAN HADDIX, COUNTY ADMINISTRATIVE OFFICER/
CLERK, BOARD OF SUPERVISORS

BY: _____
Deputy Clerk

* * * * *

- Adopt the class specification of Board Representative I/II
- Set Board Representative I salary at grade 421, \$34,491-\$42,034
- Set Board Representative II salary at grade XXX, \$37,940 - \$46,237

- Add allocation of (2) Board Representative I/II, Board of Supervisors
- Delete (1) allocation of Board Secretary, Board of Supervisors
- Delete (1) allocation of Senior Administrative Assistant, Board of Supervisors
- Adopt the class specification of County Media Officer/Analyst and set compensation at grade 248, \$56,230 - \$68,530
- Add allocation of (1) County Media Officer/Analyst, County Administrative Office
- Delete allocation of one Administrative Analyst, County Administrative Office

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

IN THE MATTER OF AMENDING THE)
POSITION ALLOCATION LISTING)

RESOLUTION NO.
AGENDA ITEM NO.

Upon Motion of Supervisor _____, Seconded by Supervisor _____, the following amendments to the Position Allocation Listing were adopted at an official meeting of the Board of Supervisors held July 18, 2006, by the following vote:

Ayes:
Noes:
Abstain:
Absent:

Attest: C. Brian Haddix
County Administrator/Clerk Board of Supervisors

By: _____
Deputy Clerk

This Board of Supervisors does hereby amend the Position Allocation Listing to add or delete the following positions:

<u>Item No.</u>	<u>Class Title</u>	<u>Number of Positions</u>	<u>FTE</u>	<u>Grade</u>	<u>Pos. No.</u>	<u>WC Code</u>	<u>Dept ID</u>	<u>Supv ID</u>
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County Administrative Office - Agency #085
Effective: July 18, 2006
Org #3000

Add:	092902	County Media Officer/Analyst	1	1	248	***	8810	085000
Delete:	085100	Senior Administrative Analyst	1	1	258	7965	8810	085000

Board of Supervisors - Agency #010
Effective: July 18, 2006
Org #1010

Delete:	041602	Senior Administrative Assistant to the Board	1	1	248	4407	8810	010000
	091102	Secretary to the Board	1	1	421	8157	8810	010000
Add:	092822	Board Representative II (Flexibly allocated with Board Representative I)	2	2	633	***	8810	010000

Explanation: *** Position numbers to be assigned by the County Administrator's Office upon adoption of this resolution.

Prepared by:  7/6/2006