

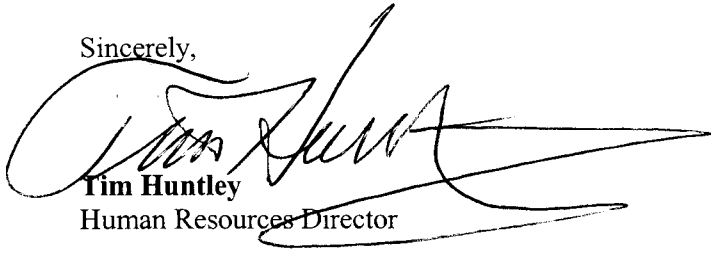


HUMAN RESOURCES  
& DEVELOPMENT  
TULARE COUNTY

**AGENDA ITEM**  
**BEFORE THE BOARD OF SUPERVISORS**

- Agenda Date:** October 10 , 2006 **Item No.**
- Subject:** Creation of a proposed Representation Unit comprised of the Investigator- District Attorney and Investigator- District Attorney-B Classifications.
- Request:** That the District Attorney Criminal Investigators Association of Tulare County (DACIATC), a Registered Employee Organization, and Human Resources & Development have agreed on a Representation Unit in accordance with the County of Tulare, Employment Relations Policy, Section 8 (b), PETITIONS FOR CERTIFICATION, which states, *“If the Employee Relations Officer, the petitioning employee organizations, and the interested employee organizations agree on a proposed unit, the Employee Relations Officer will recommend the proposed unit to the Board of Supervisors for their approval as an appropriate representation unit; if the Board approves, a representation election shall be scheduled in accordance with Section 11 of this Policy”*.
- The proposed Representation Unit will consist of the Investigator- District Attorney and Investigator- District Attorney-B Classifications. Allocations: 23 Investigator- District Attorney positions with 1 vacancy and 1 Investigator- District Attorney-B position with 0 vacancies. Unit #22 is there proposed unit number, which is the same unit number in which they currently reside.
- Movement of two other Classifications: (that currently reside in Unit #22) Investigator- Child Support Supervisor and Investigator- Welfare, Supervisor (1 FTE per Classification) to Unit #19 Mid-Management (an unrepresented group).
- Summary:** The Human Resources & Development department and the District Attorney Criminal Investigators Association of Tulare County (DACIATC) are in agreement that the Classifications of Investigator- District Attorney and Investigator- District Attorney-B be considered a proposed Representation Unit (for collective bargaining purposes).
- Financing:** None
- Alternatives:** If the Board disagrees with the proposed Representation Unit, direct the Human Resources & Development to meet with District Attorney Criminal Investigators Association of Tulare County (DACIATC) to agree on another proposed Representation Unit and resubmit for Board approval.
- Involvement of other Departments or Agencies:** None
- Signature Requirements:** None

Sincerely,



**Tim Huntley**  
Human Resources Director

cc: Each Board Member (6)  
County Administrative Officer (2)  
County Counsel  
Auditor's Office

**BEFORE THE BOARD OF SUPERVISORS**

**COUNTY OF TULARE, STATE OF CALIFORNIA**

IN THE MATTER OF	)	
Creation of a proposed Representation Unit	)	RESOLUTION NO.
comprised of the Investigator- District Attorney	)	AGREEMENT NO.
and Investigator- District Attorney-B	)	
Classifications.	)	
	)	

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

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1. Approved creation of a proposed Representation Unit comprised of the Investigator- District Attorney and Investigator- District Attorney-B Classifications.
2. Approved movement of Investigator- Child Support Supervisor and Investigator- Welfare, Supervisor Classifications (1 FTE per Classification) to Unit #19 Mid-Management (an unrepresented group).

## Classification Allocation List

Allocation by Classification, by Department

As of Date 9/26/2006

<u>Budget Agency:</u>	<u>Jobcode</u>	<u>Position Description</u>	<u># of Pos.</u>	<u>P. FTE</u>	<u>EE FTE</u>	<u>Vac</u>
200 Human Resources & Development	082800	Human Resources Technician	2	2.00	2.00	0
240 Sheriff	075702	Inmate Industries Manager	1	1.00		1
240 Sheriff	025100	Inmate Programs Manager	1	1.00	1.00	0
240 Sheriff	069200	Inmate Programs Specialist	1	1.00		1
030 Auditor-Controller	025330	Internal Auditor III	3	3.00	3.00	0
100 District Attorney	086010	Investigative Technician I	8	8.00	7.00	1
100 District Attorney	086020	Investigative Technician II	6	6.00	4.00	2
210 Public Defender	025400	Investigator Aide	1	1.00	1.00	0
240 Sheriff	025400	Investigator Aide	8	8.00	7.00	1
265 Rural Crime Task Force	025400	Investigator Aide	1	1.00	1.00	0
275 ACTION Grant	025400	Investigator Aide	4	4.00	3.00	1
100 District Attorney	025700	Investigator-Child Support	2	2.00	2.00	0
100 District Attorney	082600	Investigator-Child Suprt Supv	1	1.00	1.00	0
100 District Attorney	025600	Investigator-District Attorney	19	19.00	18.00	1
260 District Attorney	025600	Investigator-District Attorney	1	1.00	1.00	0
265 District Attorney	025600	Investigator-District Attorney	1	1.00	1.00	0
270 Gang Violence Suppression	025600	Investigator-District Attorney	1	1.00	1.00	0
275 District Attorney	025600	Investigator-District Attorney	1	1.00	1.00	0
100 District Attorney	025601	Investigator-District Atty-B	1	1.00	1.00	0
142 Health and Human Services	077700	Investigator-Health & Human Sv	1	1.00	1.00	0
210 Public Defender	042300	Investigator-Pub Def-Senior	1	1.00	1.00	0
210 Public Defender	025800	Investigator-Public Defender	7	7.00	7.00	0
100 District Attorney	049800	Investigator-Welfare	10	10.00	10.00	0
100 District Attorney	047000	Investigator-Welfare, Supv	2	2.00	2.00	0
100 District Attorney	049801	Investigator-Welfare-B	1	1.00	1.00	0
030 Auditor-Controller	070700	Investment Officer	1	1.00	1.00	0
240 Sheriff	025900	Jail Services Manager	1	1.00		1
142 Health and Human Services	079000	Kennel Worker	1	1.00	1.00	0
225 Resource Management Agency	027100	Labor Crew Leadworker	3	3.00	2.00	1
142 Health and Human Services	027220	Laboratory Assistant II	7	6.50	5.50	1
230 Resource Management Agency	018220	Lake Patrol Attendant II	1	1.00		1
230 Resource Management Agency	042500	Lake Patrol Attendant-Senior	1	1.00	1.00	0
205 Probation	058600	Laundry Technician	4	4.00	4.00	0
240 Sheriff	058600	Laundry Technician	2	2.00	1.00	1
100 District Attorney	004900	Law Clerk	1	1.00	1.00	0
810 Tulare County Trial Courts	027402	Law Library Director	1	1.00	1.00	0
101 Child Support Services Dept	027520	Legal Clerk II	8	8.00	8.00	0
101 Child Support Services Dept	074100	Legal Clerk-Supv	1	1.00	1.00	0
025 Assessor	027710	Legal Document Examiner I	24	24.00	19.00	5
025 Assessor	027720	Legal Document Examiner II	5	5.00	5.00	0
025 Assessor	046400	Legal Document Examiner-Supv	3	3.00	3.00	0
100 District Attorney	027820	Legal Office Assistant II	3	3.00	2.00	1
100 District Attorney	027830	Legal Office Assistant III	19	19.00	19.00	0
101 Child Support Services Dept	027830	Legal Office Assistant III	40	40.00	22.00	18
210 Public Defender	027830	Legal Office Assistant III	9	9.00	9.00	0
265 District Attorney	027830	Legal Office Assistant III	1	1.00	1.00	0
270 Gang Violence Suppression	027830	Legal Office Assistant III	1	1.00	1.00	0
275 District Attorney	027830	Legal Office Assistant III	1	1.00		1
280 Crime Prvention Act of 2000	027830	Legal Office Assistant III	1	1.00	1.00	0
100 District Attorney	027840	Legal Office Assistant IV	3	3.00	3.00	0

## **Section 8**

## **PETITIONS FOR CERTIFICATION**

- (a) A registered employee organization may request certification as the exclusive representative in an appropriate representation unit or in a unit which is proposed as an appropriate representation unit by: (1) filing with the Employee Relations Officer a petition (showing of interest) containing the signatures of 30% of the employees of the unit or proposed unit which clearly states that the employee authorizes said organization to represent him in his employment relations with the County; or (2) submitting authorization cards (showing of interest) signed by 30% of the employees of the unit or proposed unit which clearly states that the employee authorizes said organization to represent him in his employment relations with the County.
- (b) When a petition is filed as in subsection (a), the Employee Relations Officer shall notify all registered employee organizations and shall post notices on bulletin boards in the areas comprising the proposed unit. Registered employee organizations must indicate their interest as in subsection (c) within 20 calendar days from the date of notification. Employees may submit suggestions to the Employee Relations Officer during the 20-calendar-day period following posting in their area. If the Employee Relations Officer, the petitioning employee organizations, and the interested employee organizations agree on a proposed unit, the Employee Relations Officer will recommend the proposed unit to the Board of Supervisors for their approval as an appropriate representation unit; if the Board approves, a representation election shall be scheduled in accordance with Section 11 of this Policy.
- (c) For the purpose of representation unit determination, an interested employee organization means any registered employee organization which claims that the unit proposed by an employee organization that has complied with subsection (a) above is inappropriate. Such organization may, on a 15% showing of interest in the proposed unit or in another unit including the proposed unit, challenge the composition of the proposed unit.
- (d) A proposed unit shall be described by listing the classes proposed to be included by the official payroll titles as they appear in the official salary schedules of the County. The number of positions in a proposed unit shall be determined by the official County Allocation List, showing authorized positions (excluding extra help), the number of employees by authorized positions less vacancies.
- (e) The following criteria shall be considered as guidelines for determination of appropriate representation units for the County service.
  - (1) The largest reasonable group of employees having an identifiable community of interest; the minimum number of units consistent with good employee relations.
  - (2) The effect the proposed representation unit would have on employment relations in the County.
  - (3) The effect the proposed representation unit would have on the efficient operation of the County and the responsibility of the County and its employees to serve the public.
  - (4) a single classification shall not be divided among two or more representation units, except where classes include management and confidential employees with other employees.
  - (5) Full freedom for County employees to exercise their rights granted under this Policy.
  - (6) History of employee relations, in the County and in similar public jurisdictions.
  - (7) Professional employees shall have the right to a separate vote in order to determine if they wish to be included in a unit with non-professional employees.
  - (8) Management and confidential employees shall not be placed in a unit with other employees.
  - (9) No unit shall be determined solely on the basis of the extent to which employees have been organized.