



Human Resources & Development COUNTY OF TULARE AGENDA ITEM

BOARD OF SUPERVISORS

ALLEN ISHIDA
District One

CONNIE CONWAY
District Two

PHILLIP A. COX
District Three

J. STEVEN WORTHLEY
District Four

MIKE ENNIS
District Five

AGENDA DATE: October 30, 2007

Public Hearing Required	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Published Notice Required	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Advertised Published Notice	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Meet & Confer Required	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Personnel Resolution attached	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Resolution, Ordinance or Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>

CONTACT PERSON: Tim Huntley PHONE: 733-6266

SUBJECT: County Assessor/Clerk-Recorder Department Allocation

REQUEST(S):

That the Board of Supervisors:

- 1) Adopt the classification of Director of Staff Services in Salary Band 4 and,
- 2) Allocate 1.0 full time position to the County Assessor/Clerk-Recorder's Office.

SUMMARY:

The Assessor's Department has a need for a position to assist in the planning, organizing and directing of organizational development and enrichment within the County Assessor's Office and to provide highly responsible staff assistance to the County Assessor in meeting the Strategic Business Plan initiatives.

With this need in mind, the Human Resources and Development has worked with your Board to develop the classification of Director of Staff Services. This position is designed to serve in a liaison capacity between the Board of Supervisors and County Assessor and is charged with assisting the County Assessor and the management team in planning, implementing and coordinating organization change and efficiencies in furtherance of the County's Strategic Business Plan. It serves in a high level administrative capacity to identify and implement improved workflow and workload practices, service delivery systems and communication within the department and to the public.

SUBJECT: County Assessor/Clerk-Recorder Department Allocation
DATE: October 30, 2007

FISCAL IMPACT/FINANCING:

The approval of the Director of Staff Services will result in \$74,000 in salary and benefit costs for the remainder of Fiscal Year 2007/2008.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

The County's five-year strategic plan includes the Organizational Performance Initiative to continuously improve organizational efficiencies and fiscal stability. This new classification will provide the staff assistance which will further effective communication, collaboration and decision-making at, and between, all levels of the organization. In addition, it is expected that it will produce an organization that continuously demonstrates the value of its' employees in fulfilling the County mission.

ALTERNATIVES:

The Board could choose to take no action; however, this action will provide the staff assistance necessary to produce the organizational improvement sought within the Department.

INVOLVEMENT OF OTHER DEPARTMENTS OR AGENCIES:

Human Resources & Development
County Administrative Office
Board of Supervisors

ADMINISTRATIVE SIGN-OFF:



Tim Huntley
Human Resources Director

Cc: Auditor/Controller
Assessor/Clerk-Recorder
County Counsel
County Administrative Office (2)

Attachment(s)

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

IN THE MATTER OF)
CLASSIFICATION SPECIFICATIONSs)
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 _____
_____, BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST: JEAN ROUSSEAU
COUNTY ADMINISTRATIVE OFFICER
CLERK, BOARD OF SUPERVISORS

BY: _____
Deputy Clerk

* * * * *

**ADOPT THE FOLLOWING CLASS DESIGNATIONS AND SPECIFICATIONS
EFFECTIVE OCTOBER 30, 2007**

Director of Staff Services, Item No. 096302, Salary Band 4, Bargaining Unit 11, Non-Competitive Service, At-Will.

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 October 30, 2007, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Attest: Jean Rousseau
County Administrator/Clerk Board of Supervisors

By: _____
Deputy Clerk

The 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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ASSESSOR - Agency #025

Effective: October 30, 2007

Org #1025

Add:

096302	Director of Staff Services	1	1	B4	****	8810	025
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Explanation: *** Position numbers to be assigned by the County Administrator's Office upon adoption of this resolution.

Prepared by: _____

Salary Band 4 - \$76,667 - \$115,000

Recruitment/Selection Range (2007) \$77,000 - \$92,400

**Director of Staff Services
(County Assessor Clerk Recorder)**

[Non-Competitive (At-will)]
County of Tulare

DEFINITION

To assist in the planning, organizing and directing of organizational development and enrichment within the County Assessor's Office; and to provide highly responsible staff assistance to the County Assessor in meeting the Strategic Business Plan initiatives.

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 County Assessor and the Tulare County Board of Supervisors. This position serves in a liaison capacity between the Board of Supervisor and County Assessor and is charged with assisting the County Assessor and the management team in planning, implementing and coordinating organization change and efficiencies in furtherance of the County's Strategic Business Plan. It serves in a high level administrative capacity to identify and implement improved workflow and workload practices, service delivery systems and communication within the department and to the public.

This classification differs from the Assistant County Assessor in that it is not expected to have the in-depth knowledge of the assessment, appraisal and recording functions.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by the County Assessor and the Board of Supervisors

Responsibilities include the direct and indirect supervision of professional and support personnel.

DUTIES may include, but are not necessarily limited to:

Provide independent and objective administrative research, analysis and recommendations to executive level management staff in the areas of information systems, financial, service delivery systems, department effectiveness and efficiencies and the nature of workplace supervision and leadership.

Advise executive management concerning personnel, managerial and department policies and practices and their potential affects on organizational effectiveness and efficiency.

Assist in the integration of existing programs and service delivery systems throughout all divisions of the department.

Participate in mediation and dispute resolution.

Independently analyze the current operation and structure of various programs and divisions and recommend more effective options.

Identify and plan implementation for alternative organizational structures.

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

Prepare and present recommendations and findings to the Assessor, Board of Supervisors, County Administrative Officer and other management staff.

Conduct research and studies of similar organizations and services to identify and recommend alternative organizational structures and methods of providing services.

Make assignments, conduct orientation and training programs and supervise the work of technical and office staff.

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

Evaluate and recommend changes to organizational structure and staffing allocations consistent with providing enhanced services.

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

NECESSARY EMPLOYMENT STANDARDS

Knowledge of:

Organizational development theory and methodologies.

Business management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique and coordination of people and resources.

Office clerical procedures.

Fiscal analysis sufficient to develop budgets and examine and analyze expenses and fiscal documents.

Governmental budget process sufficient to evaluate and prepare departmental budgets.

Management information systems including automated systems to assess needs, capabilities, and cost effectiveness.

Principles and practices of supervision, evaluation and training.

Skill/Ability to:

Objectively evaluate programs and services from all aspects ranging from structure to financial issues.

Develop, implement, coordinate and interpret policies and procedures.

Communicate clearly and concisely, verbally and in writing.

Provide training and instruction to staff.

Prepare complete and accurate reports and documents and correspondence using correct grammar, punctuation and spelling.

Research, compile, and analyze information and prepare appropriate alternatives and recommendations.

Read, interpret and apply complex, technical regulations, funding documents, financial reports and federal, state and local regulations.

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 and department structure.

Organize work and set priorities to complete assignments within established time frames.

Retain and recall a wide variety of information.

Maintain various records.

Make effective presentations.

Education and Experience:

Any combination of education and experience that could likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Equivalent to graduation from an accredited college or university with major course work in public or business administration, organizational development or a closely related field.

Experience:

Five years of professional administrative work involving organizational development including familiarity with staffing and reorganization procedures. (A Master's degree may be substituted for the experience requirement.)

LICENSE OR CERTIFICATE

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

DESIRABLE EMPLOYMENT STANDARDS

Knowledge of

Applicable state and federal statutes and regulations, local ordinances, policies, and rules related to functions of the Assessor's Office the other branches of County government.

Applicable federal and state laws, regulations, codes and court decisions regarding appraisals for tax assessments.

Real property appraisal techniques and theories.

Property values and the effects of economic trends.

Experience

Five years of progressively responsible experience in property appraisal for tax or assessment purposes including two years of supervisory experience.