



**Tulare County  
Administrative Office  
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:** April 15, 2008

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 type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Personnel Resolution attached	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" 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: Patsy Hogue PHONE: 733-6531						

**SUBJECT:** Listing of Delegations to CAO – March 2008

**REQUEST(S):**

That the Board of Supervisors:  
Ratify actions taken by the County Administrative Officer during the month of March, 2008.

**SUMMARY:**

Pursuant to delegated authority and within appropriations and policy of your Board, the County Administrative Officer has taken actions, as indicated below, authorizing those personnel actions listed and executing the following agreements during the month of March, 2008, and requests your ratification of same.

**Personnel/Payroll Changes:**

County Counsel:

Approved new classification of Paralegal III with 5% increase above II level.

Health & Human Services Agency:

Approved increase in salary for the Office of Emergency Services Manager classification to Salary Grade 256.

Public Defender:

Approved 6% increase in Public Defender's salary.

Resource Management Agency:

Approved addition of a new part-time temporary LAFCO Executive Officer position to department's allocation list.

**SUBJECT:** Listing of Delegations to CAO – March 2008

**DATE:** April 15, 2008

**Good Works Funding Agreements:**

No. 23438: Events Visalia Foundation – Support community activities	\$500
No. 23442: American Cancer Society – Support community activities	\$2,000
No. 23443: Latino Peace Officers Association – Support community activities	\$450
No. 23444: Latino Peace Officers Association – Support community activities	\$1,000
No. 23446: Exeter Sober Graduation, Inc – Support community activities	\$500
No. 23451: Courthouse Gallery of the Arts – Support community activities	\$500
No. 23454: Tulare County Deputy Sheriff’s Benevolent Association - Support community activities	\$1,000
No. 23460: Friends of the Tulare County Library – Support community activities	\$500
No. 23461: Visalia YMCA – Support community activities	\$400

**FISCAL IMPACT/FINANCING:**

All actions are included in the adopted 2007/08 budget.

**LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:**

Supporting community projects is linked to Tulare County’s Strategic Business Plan: Quality of Life


**ALTERNATIVES:**

The Board of Supervisors could choose not to ratify the agreements.

**INVOLVEMENT OF OTHER DEPARTMENTS OR AGENCIES:**

N/A

**ADMINISTRATIVE SIGN-OFF:**

  
Jean Rousseau  
County Administrative Officer

Cc: Auditor/Controller  
County Counsel  
County Administrative Office (3)

Attachment(s)

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

IN THE MATTER OF RATIFIED )  
ACTIONS BY THE COUNTY ) RESOLUTION NO. \_\_\_\_\_  
ADMINISTRATIVE OFFICER ) AGREEMENT NO. \_\_\_\_\_  
DURING THE MONTH OF )  
MARCH, 2008 )

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

\* \* \* \* \*

Approved ratified actions taken by the County Administrative Officer during the month of March, 2008.

**CAO DELEGATED ACTION REQUEST  
( Send ORIGINAL to the CAO)**

1. Requested Action:  Advanced Step Hire  Waiver of Personnel Rule \_\_\_\_\_  Salary Increase
- Full Bilingual Pay  Moderate Bilingual  Reclassification
- Establish Parallel Position  Adopt Class Specification  Approve Reorganization
- Other: \_\_\_\_\_

2. Position Location: Department Name: HHSA Agency Number: 142

To What Location: \_\_\_\_\_ Org(s) Cost Dist.: \_\_\_\_\_ Dept. ID-6 Digit #: \_\_\_\_\_ Jobcode #: \_\_\_\_\_  
 From What Location: \_\_\_\_\_ Org(s) Cost Dist.: \_\_\_\_\_ Dept. ID-6 Digit #: \_\_\_\_\_ Jobcode #: \_\_\_\_\_  
 Position Number: 8630 Classification: Office of Emergency Services Manager Name: Vacant

3. Reason for Action:

Since 9/11 the Office of Emergency Services (OES) program has changed dramatically. OES is responsible for providing the primary leadership in all emergency operations and in developing and maintaining general and specific preparedness programs for the County and its eight cities. Preparedness is broad in scope, represents an "all-risk" perspective and, as needed, focuses on specific threat and risk areas. The OES is responsible for the functional readiness of the Emergency Operations Center (EOC). OES is responsible for effective implementation of State Homeland Security grants, consistent with regional strategies adopted by the approval authority. OES is responsible to lead coordination efforts with other programs in preparing and implementation of critical response plans.

The current compensation grade (Salary Grade 775, \$78,489 annually) is below that of equivalent positions in comparable counties, see attached salary survey, and is insufficient to attract the caliber of candidates needed to reasonably and competently direct the Office of Emergency Services.

It is requested that the salary for the Office of Emergency Services Manager classification be increased to Salary Grade 256, \$85,074 annually.

4. Requested Waivers and/or exercise of Authority: (List Personnel Rule)

Request the Board exercise the authority to increase the compensation for the position cited.

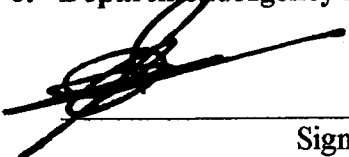
5. Funding Source:  General Fund: \_\_\_\_\_%  Other (list below): 100%

Fiscal Impact-Cost of Request \$6,585

*OC - HR & D  
CC - Dept  
Auditor  
Dept  
Analyst  
P.G.  
FILE*

FEB 29 2008

6. Department/Agency Head Signature:



Signature

Title

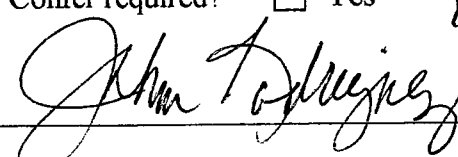
Date

7. County Human Resources Review and Recommendation:

- Approve  Deny  Modify \_\_\_\_\_
- Meet and Confer required?  Yes  No If yes, completed?  Yes  No

*DAR TYPE #2*

Initials: \_\_\_\_\_



Date: \_\_\_\_\_

3/27/08

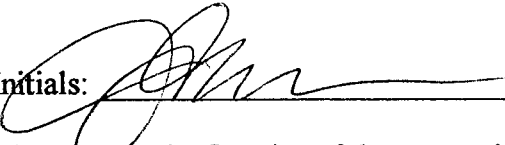
8. CFO Fiscal Review:

Approve       Deny       Modify \_\_\_\_\_

Initials: \_\_\_\_\_ Date: \_\_\_\_\_

9. County Administrative Officer Review and Recommendation:

Approve       Deny       Modify \_\_\_\_\_

Initials:  \_\_\_\_\_ Date: 3/5/08

Effective Date – the first day of the pay period following CAO approval:

❖ **Explanatory Documentation:** For a Reclassification Request the following must be provided:

1. Organization Chart,
2. Completed Position Audit Questionnaire,
3. Draft Classification Specification for any requested new class.

	A	B	C	D	E	F	G	H	I	J	K
1											
2											
3											
4											
5											
	County	Safety Officer Status	Department / Reports To	Classification	Salary (Top Step)	Agency Paid Retirement	Flex Benefits	Total Agency Salary/ Benefits	Employee Paid Retirement	Employee Paid Health Ins	Total Emp Out of Pkck
6	Stanislaus County	YES	Under CEO's Office / reports directly to the CEO	Fire Warden / Asst Dir OES	\$ 124,841	\$ 21,547	\$ 16,025	\$ 162,413	\$ 14,282	\$ 19,248	\$ 33,53
7											
8	San Luis Obispo County	NO	CAO/CAO	Principle Administrative Analyst on paper, working title is OES Manager	\$ 102,084	\$ 26,613	\$ 8,892	\$ 137,569	\$ 3,052	\$ 10,751	\$ 13,80
9	San Joaquin County	NO	CAO/CAO	Director of Emergency Operations	\$ 83,472	\$ 15,426	\$ 10,608	\$ 109,506	\$ 2,546	\$ -	\$ 2,54
10	Fresno County	No	Community Health Branch / Environmental Health Division/ Reports to the DM of EH	On paper Class is listed as Supv. Environmental Health Specialist/ works under the class of Emergency Services Coordinator.	\$ 76,848	\$ 17,951	\$ 6,352	\$ 101,151	\$ 5,408	\$ 6,352	\$ 11,76
11	Tulare County	NO	Admin / Director - Administration	OES Manager	\$ 65,000	\$ 5,459	\$ 13,300	\$ 103,759	\$ 5,445	\$ 14,069	\$ 19,51
12	Kern County	NO	Kern County Fire Dept./ Fire Chief is Director of OES and the EMS is an assistant to the Director during times of declared	Emergency Services Manager	\$ 63,816	\$ 19,145	\$ 10,816	\$ 93,777	\$ 6,154	\$ 1,076	\$ 7,23
13	Kings County	NO	Fire Chief	Emergency Services Coordinator	\$ 59,446	\$ 9,738	\$ 5,153	\$ 74,337	\$ -	\$ -	\$ -
14											
15											
16					\$80,221						
17				Current top DM salary no license							
18				Current DM salary licensed Band 4	79,734 -119,600						
19				Current Salary Band 5	72,800 -109,200						
20				Current Salary Band 6	69,334 - 104,000						
21											
22											

HSA Salary Survey  
Office of Emergency Services Manager  
Survey Date: Dec 2007

CAO DELEGATED ACTION REQUEST  
( Send ORIGINAL to the CAO)

1. Requested Action:  Advanced Step Hire  Waiver of Personnel Rule \_\_\_\_\_  Salary Increase
- Full Bilingual Pay  Moderate Bilingual  Reclassification
- Establish Parallel Position  Adopt Class Specification  Approve Reorganization
- Other: Add new position

2. Position Location: Department Name: Resource Management Agency (RMA) Agency Number: 230

To What Location: \_\_\_\_\_ Org(s) Cost Dist.: 100% Dept. ID-6 Digit #: 230410 Jobcode #: \_\_\_\_\_  
From What Location: \_\_\_\_\_ Org(s) Cost Dist.: \_\_\_\_\_ Dept. ID-6 Digit #: \_\_\_\_\_ Jobcode #: \_\_\_\_\_  
Position Number: \_\_\_\_\_ Classification: LAFCO Executive Officer Name: George Finney

3. Reason for Action:

George Finney, RMA Assistant Director—Planning, is retiring on March 15, 2008. As part of his RMA responsibilities, Mr. Finney served as Executive Officer to the Local Agency Formation Commission (LAFCO). To ensure that the functions Mr. Finney provided would be fulfilled without a break in service, LAFCO took action at its February 13, 2008 meeting to create a new part-time temporary LAFCO Executive Officer position, appointed Mr. Finney to the new position effective April 15, 2008 and requested that Tulare County add the new position to RMA's current allocation list (see attached LAFCO resolution #08-005 and job description).

RMA therefore requests on LAFCO's behalf that the temporary position of LAFCO Executive Officer (At Will), be added to RMA's allocation list, with a Salary Band of \$86,617 - \$110,000 and that the job description be adopted. Furthermore we request affirmation of LAFCO's appointment of Mr. Finney to this position, in an Extra Help capacity, commencing April 15, 2008, at an hourly rate of \$52.88 per hour.

RECEIVED

MAR 12 2008

TULARE COUNTY  
ADMINISTRATIVE OFFICE

4. Requested Waivers and/or exercise of Authority: (List Personnel Rule)  
Authority for the requested action is Personnel Rule 3.5

5. Funding Source:  General Fund: \*100%  Other (list below): \_\_\_\_\_ %  
001-230-6300 Fiscal Impact-Cost of Request \$\* Reimbursement from 794

6. Department/Agency Head Signature:

Henry Hash \_\_\_\_\_ RMA Director 3-12-08  
Signature Title Date

7. County Human Resources Review and Recommendation:

Approve  Deny  Modify \_\_\_\_\_  
Meet and Confer required?  Yes  No If yes, completed?  Yes  No

Initials: \_\_\_\_\_ Date: 3/29/08  
John T. Adreano  
CC - HR & D  
CC - Dept Auditor  
Del Rpt Analyst  
P.G. File

8. CFO Fiscal Review:

Approve  Deny  Modify \_\_\_\_\_

Initials: \_\_\_\_\_ Date: \_\_\_\_\_

9. **County Administrative Officer Review and Recommendation:**

Approve       Deny       Modify \_\_\_\_\_

Initials: \_\_\_\_\_



Date: \_\_\_\_\_

3/5/08

Effective Date – the first day of the pay period following CAO approval:

❖ **Explanatory Documentation:** For a Reclassification Request the following must be provided:

1. Organization Chart,
2. Completed Position Audit Questionnaire,
3. Draft Classification Specification for any requested new class.



BEFORE THE LOCAL AGENCY FORMATION COMMISSION  
OF THE  
COUNTY OF TULARE, STATE OF CALIFORNIA

In the Matter of creating the )

Position of LAFCO Executive Officer )

RESOLUTION NO. 08-005

And appointment of George Finney as )

Executive Officer )

**WHEREAS**, due to the March 15, 2008 retirement of George Finney from the Tulare County Resource Management Agency the Commission must take action to ensure that the functions of the LAFCO Executive Officer are fulfilled without a break in service, and

**WHEREAS**, the Commission has determined that the most efficient way to continue these functions is to retain Executive Officer Finney as the Executive Officer on a part time basis.

**NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED as follows:**

1. The attached LAFCO Executive Officer job description is hereby adopted at a salary band of \$86,617-110,000.
2. The County of Tulare is hereby requested to add the LAFCO Executive Officer position to its list of positions.

**AND BE IT FURTHER RESOLVED THAT:**

1. George Finney is hereby appointed to the newly created position of LAFCO Executive Officer to serve on a part-time basis commencing April 15, 2008 at a salary of \$52.88/hr.

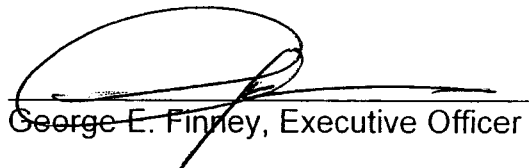
The forgoing resolution was adopted upon motion of Commissioner Allen, seconded by Commissioner Macaulay, at a regular meeting held on this 13th day of February 2008, by the following vote:

AYES: Payan, Allen, Worthley, Macaulay, Ishida

NOES: None

ABSTAIN: None

ABSENT: Magoon (A), Hamilton (A), Ennis (A)

  
George E. Finney, Executive Officer

MS

## LAFCO EXECUTIVE OFFICER

### DEFINITION:

Under general direction of LAFCO, administers Commission business and performs related work as required.

### DISTINGUISHING CHARACTERISTICS:

The LAFCO Executive Officer classification is responsible for the day-to-day business of the Local Agency Formation Commission (LAFCO). LAFCO is a state mandated commission, which is charged with the responsibility to ensure orderly growth of cities and districts. With this context, LAFCO works independently of local authority and regulates annexations and formations of cities and special districts.

The LAFCO Executive Officer, reporting to the Commission, is responsible for reviewing and analyzing all proposals in conjunction with Commission policies and regulations, and arranging public hearings. In addition, the incumbent acts as liaison with county departments, state and city governments, community groups and special districts.

The LAFCO Executive Officer must be strong in: oral and written communication skills; initiative and imagination; and independent accomplishment of job assignments. Because of the sensitive nature of relationships and assignments, the incumbent is expected to relate well with other people, use good judgment and have a high degree of maturity.

### SAMPLES OF DUTIES:

The information listed below is meant to serve as a sample of job duties and responsibilities for positions in this classification. The list is neither inclusive nor exclusive, but indicative of several types of duties performed. Consequently, this information does not reflect essential functions for any given position in this classification.

1. Administers the day-to-day business of the Local Agency Formation Commission.
2. Reviews and analyzes all proposals submitted to LAFCO according to Commission policies and regulations.
3. Prepares and/or supervises the preparation of reports and recommendations pertaining to each proposal.

4. Conducts hearings and issues certificates of completion on all approved projects.
5. Monitors Commission approved projects for compliance with LAFCO "conditions of approval".
6. Translates policies and actions of Commission to local agencies and acts as liaison with county departments, state and local governments, community groups and special districts.
7. Prepares budgets and administers contracts and agreements for the Commission.
8. Prepares and/or supervises the preparation of reports, memoranda, and special studies or research for local agencies.
9. Supervises staff assigned to LAFCO pursuant to the staff services agreement with the county.
10. Other duties as directed or authorized by LAFCO.

**MINIMUM QUALIFICATIONS:**

Education: Graduation from an accredited four-year college or university with a bachelor's degree that is acceptable within the United States' accredited college of university system.

Experience: Four (4) years of full-time, paid work experience equivalent to that gained as a city or county planner or in a local agency formation commission organization.

Substitution: Additional qualifying experience may be substituted for the required education on a year-for-year basis.

License: Possession of a valid Class "C" California Driver's License may be Required.