



**Tulare County  
Administrative Office  
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:** March 17, 2009

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 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: Patsy Hogue PHONE: 636-5005

**SUBJECT:** Listing of Delegations to CAO – February 2009

**REQUEST(S):**

That the Board of Supervisors:  
Ratify actions taken by the County Administrative Officer during the month of February, 2009.

**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 February, 2009, and requests your ratification of same.

**Personnel/Payroll Changes:**

**Auditor – Elections:**

Approved salary increase from Step 2 to Step 5 for Election Technician (PCN 0394) due to superior ability in accomplishing assigned tasks.

Approved salary increase from Step 2 to Step 5 for Elections Supervisor (PCN 4132) due to accomplishments and leadership skills.

**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: Auditor-Elections Agency Number: 0030

To What Location: Elections Org(s) Cost Dist.: \_\_\_\_\_ Dept. ID-6 Digit #: \_\_\_\_\_ Jobcode #: 019400  
From What Location: Elections Org(s) Cost Dist.: \_\_\_\_\_ Dept. ID-6 Digit #: \_\_\_\_\_ Jobcode #: 019400  
Position Number: 0394 Classification: Election Technician Name: Jason Woods

3. Reason for Action:

Employee has demonstrated superior ability in accomplishing tasks assigned to his position, yet can reasonably expect to be offered a higher salary with other employers. Given the value he provides to the elections office, it would be in the best interest of the County to retain such an individual, simply by increasing his salary. Additionally, salary/benefits savings in this budget year alone from 3 vacant Election Clerk positions open from 7/1/08 to 12/20/08 are conservatively estimated to be \$35,000

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4. Requested Waivers and/or exercise of Authority: (List Personnel Rule)  
Administrative Regulation No. 33

FEB 03 2009

TULARE COUNTY  
ADMINISTRATIVE OFFICE

5. Funding Source:  General Fund: 100%  Other (list below): \_\_\_\_\_ %  
Requested salary increase from current rate @ Step 2 (\$13,898/hr) up to Step 5 (\$16,121/hr).

Fiscal Impact-Cost of Request \$no more than \$7,000/yr increase in Salary & Benefits

*OC - HR & D  
CC - Dept  
Aud  
P.G.  
Analyst  
Del Rpt  
File*

6. Department/Agency Head Signature:

*Jason Woods* ATR  
Signature Title

2/3/09  
Date

7. County Human Resources Review and Recommendation:

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

Initials: *John T. [Signature]*

Date: 2/3/09

*DAR TYPE #5*

8. CFO Fiscal Review:

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

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

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

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9. County Administrative Officer Review and Recommendation:

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

Initials: *[Signature]*

Date: 2/12/09

JAN 29 2009

TULARE COUNTY  
ADMINISTRATIVE OFFICE

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 [X] Reclassification
[ ] Establish Parallel Position [ ] Adopt Class Specification [ ] Approve Reorganization
[ ] Other: \_\_\_\_\_

2. Position Location: Department Name: County Counsel Agency Number: 080

To What Location: 310 Org(s) Cost Dist.: 001 080 Dept. ID-6 Digit #: 08000 Jobcode #: 028300
2150

From What Location: 310 Org(s) Cost Dist.: 001 080 Dept. ID-6 Digit #: Jobcode #: 058400
2150

Position Number: 4779 Classification: Sup Civil Office Assistant Name: Lilly Santillan

3. Reason for Action:

The tasks of this position have significantly changed over the past year. This position has been responsible for the direct supervision of the Civil Office Assistants. In this capacity this position approves leave requests, conflict resolution, has the responsibility for office operators, procuring office equipment and supplies, interfacing with IT on issues relating to office technology, maintenance repairs, public relations, and personnel management. This position is also responsible for 'implementing management policies' and/or operating practices. This position is responsible for the scheduling of appointments, making travel arrangement, running reports, looking for documentation and gathering information for the County Counsel and Chief Deputy County Counsels. This level of classification will allow for the continued operation of the County Counsels office and would allow for the more efficient use of the County Counsel Services Analyst. \*\*(See next page)

In the event that there was a staff change in the future, that position could be underfilled with a Sup COA and the Services Analyst could provide supervision as directed by the County Counsel.

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

Tulare County Personnel Rule 3.7

- 5. Funding Source: [X] General Fund: 100% [ ] Other (list below): %
Fiscal Impact-Cost of Request \$

6. Department/Agency Head Signature:

[Handwritten Signature]
Signature

County Counsel
Title

Date

12/5/08

7. County Human Resources Review and Recommendation:

- [X] Approve [ ] Deny [ ] Modify
Meet and Confer required? [ ] Yes [X] No If yes, completed? [ ] Yes [ ] No

Initials:

[Handwritten Initials]

Date:

1/14/09

8. CFO Fiscal Review:

- [ ] Approve [ ] Deny [ ] Modify

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JAN 1 2009
TULARE COUNTY
ADMINISTRATIVE OFFICE
OC - HR & D
CC - DEPT
AUD
ANALYST
P.G.
DEL RPT
FILE
JAN 1 2009
COUNTY

CAO DELEGATED ACTION REQUEST  
( Send ORIGINAL to the CAO)

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

2. Position Location: Department Name: Probation Agency Number: 205

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:
1594,1570,1578,8042,6554,6482,5972,8817,5707,1585,1604,1629,1617,8628,8704,6772,8706,5019,7429,7174
Classification: Deputy Probation Officer II/III Name: \_\_\_\_\_

3. Reason for Action:

Currently the Department has 43 Deputy Probation Officer III positions of which 22 have been designated as moderate bilingual and 63 Deputy Probation Officer II positions of which 31 have been designated as moderate bilingual. We request an additional 10 DPO III and 10 DPO II positions be allocated as moderate bilingual. To enhance career development and cross training, the department transfers officers on a routine basis. In the past we have been able to move position numbers from one unit to another ensuring the officer does not lose the bilingual additional pay upon a transfer as well as offering new Probation Officers the opportunity to test for bilingual. Approximately 67% of Probation clientele is spanish speaking and approval of this DAR will ensure the continued service to Tulare County's non-english speaking population and the continued additional pay for the officers..

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

The Department Head and HR have the authority to approve moderate bilingual positions.

OC - HR & D
CC - Dept
Aud
Analyst
PG
Del Rpt
File

- 5. Funding Source: [x] General Fund: \_\_\_\_\_% [ ] Other (list below): \_\_\_\_\_%
Fiscal Impact-Cost of Request \$ \_\_\_\_\_

6. Department/Agency Head Signature:

Signature: [Handwritten Signature] Title: ACDO Date: 12-19-08

7. County Human Resources Review and Recommendation:

[x] Approve [ ] Deny [ ] Modify
Meet and Confer required? [ ] Yes [x] No If yes, completed? [ ] Yes [ ] No

Initials: [Handwritten Signature] Date: 2/23/04

8. CFO Fiscal Review:

[ ] Approve [ ] Deny [ ] Modify

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

9. County Administrative Officer Review and Recommendation:

[x] Approve [ ] Deny [ ] Modify

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: \_\_\_\_\_ Agency Number: \_\_\_\_\_

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: \_\_\_\_\_  
 Classification: 1707,1679,4555,4556,5830,1700,7310,7308,1659,1712,4585,4577,1670,1711,8007,1680,1724,1702,4574,1717  
Probation Correctional Officer I/II Name: \_\_\_\_\_

3. Reason for Action:  
45 of the 96 allocated Probation Correctional Officer positions are designated as moderate bilingual. A high percentage of PCO new hires are bilingual and request to test for bilingual additional pay. We will soon experience not having enough designated bilingual positions for new hires. During fiscal year 2007/2008, 74% of the population housed in the institutions were Hispanic. We request an additional 20 PCO positions to be designated as moderate bilingual in order to continue service to the majority of Probation's wards.

4. Requested Waivers and/or exercise of Authority: (List Personnel Rule)  
The Department Head and HR have the authority to approve moderate bilingual positions.

5. Funding Source:  General Fund: \_\_\_\_\_ %  Other (list below): \_\_\_\_\_ %  
 Fiscal Impact-Cost of Request \$ \_\_\_\_\_

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TULARE COUNTY  
 ADMINISTRATIVE OFFICE

6. Department/Agency Head Signature:

Christie Mya \_\_\_\_\_ ACPO 12-19-08  
 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: John Rodriguez Date: 2/23/09

8. CFO Fiscal Review:

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

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

County Administrative Officer Review and Recommendation:

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

Initials: \_\_\_\_\_ Date: 5/4/09

OC-HR & D  
 CC-Dept  
 Aud  
 Analyst  
 PG  
 Del Rpt  
 File

**GOOD WORKS FUNDING AGREEMENT**

1. At the request of Supervisor Allen Ishida and Supervisor Phil Cox this Agreement is between the County of Tulare and the Visalians for Sober Graduation, Inc., to help fund that organization's community activities; **Recipient is required to date and execute this agreement and return same to the Clerk** as evidence of its intent to carry out the purposes for which the grant is made.
2. The Board authorizes and directs the County Auditor upon execution and receipt of this agreement to encumber the sum of \$1,000 to Account #001-012-1010-2150 for the Recipient and issue a warrant in the amount of \$1,000 to the Recipient.
3. The Recipient shall hold harmless, defend, and indemnify the County from and against any liability, claims, actions, costs, damages or losses from injury including death to any person or damage to any property arising out of use of equipment purchased with any portion of these granted funds.
4. The Recipient agrees to hold harmless, defend, and indemnify the County from and against any liability, claims, actions, costs, damages or losses incurred by the County as a result of Recipient's improper use of funds under this approved Agreement.

Debbie Terry, President  
Visalians for Sober Graduation, Inc.  
1525 East Noble Avenue #294  
Visalia, CA 93292

Accepted By: 

Title: Board President

Date: 02/06/09

For Tulare County:


 2/9/09  
Kristin Bennett, Assistant County Administrative Officer

TULARE COUNTY AGREEMENT NO. 23906

**GOOD WORKS FUNDING AGREEMENT**

1. At the request of Supervisor Phil Cox this Agreement is between the County of Tulare and the Boys & Girls Club of Tulare County, to help fund that organization's community activities; **Recipient is required to date and execute this agreement and return same to the Clerk** as evidence of its intent to carry out the purposes for which the grant is made.
2. The Board authorizes and directs the County Auditor upon execution and receipt of this agreement to encumber the sum of \$1,000 to Account #001-012-1010-2150 for the Recipient and issue a warrant in the amount of \$1,000 to the Recipient.
3. The Recipient shall hold harmless, defend, and indemnify the County from and against any liability, claims, actions, costs, damages or losses from injury including death to any person or damage to any property arising out of use of equipment purchased with any portion of these granted funds.
4. The Recipient agrees to hold harmless, defend, and indemnify the County from and against any liability, claims, actions, costs, damages or losses incurred by the County as a result of Recipient's improper use of funds under this approved Agreement.

Galen Quenzer, Executive Director  
Boys & Girls Club of Tulare County  
215 W. Tulare Ave.  
Visalia, CA 93277

Accepted By:   
Title: Executive Director Date: \_\_\_\_\_

For Tulare County:

 2/9/09  
Kristin Bennett, Assistant County Administrative Officer

TULARE COUNTY AGREEMENT NO. 23907

**GOOD WORKS FUNDING AGREEMENT**

1. At the request of Supervisor Allen Ishida, Supervisor Pete Vander Poel, Supervisor Phil Cox, Supervisor Steve Worthley, and Supervisor Mike Ennis, this Agreement is between the County of Tulare and the Miss Tulare County Pageant, to help fund that organization's community activities; **Recipient is required to date and execute this agreement and return same to the Clerk** as evidence of its intent to carry out the purposes for which the grant is made.
2. The Board authorizes and directs the County Auditor upon execution and receipt of this agreement to encumber the sum of \$1,000 to Account #001-012-1010-2150 for the Recipient and issue a warrant in the amount of \$1,000 to the Recipient.
3. The Recipient shall hold harmless, defend, and indemnify the County from and against any liability, claims, actions, costs, damages or losses from injury including death to any person or damage to any property arising out of use of equipment purchased with any portion of these granted funds.
4. The Recipient agrees to hold harmless, defend, and indemnify the County from and against any liability, claims, actions, costs, damages or losses incurred by the County as a result of Recipient's improper use of funds under this approved Agreement.

Georgia Souza, Associate Executive Director  
Miss Tulare County Pageant  
P.O. 3914  
Visalia, CA 93278  
(559) 909-3564

Accepted By: \_\_\_\_\_

Title: \_\_\_\_\_

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

For Tulare County:

Kristin Bennett 2/10/09  
Kristin Bennett, Assistant County Administrative Officer

TULARE COUNTY AGREEMENT NO. 23908



**GOOD WORKS FUNDING AGREEMENT**

1. At the request of Supervisor Pete Vander Poel this Agreement is between the County of Tulare and the ~~CCC~~ Tulare Chamber of Commerce - Leadership Tulare, to help fund that organization's community activities; Recipient is required to date and execute this agreement and return same to the Clerk as evidence of its intent to carry out the purposes for which the grant is made.
2. The Board authorizes and directs the County Auditor upon execution and receipt of this agreement to encumber the sum of \$500 to Account #001-012-1010-2150 for the Recipient and issue a warrant in the amount of \$500 to the Recipient.
3. The Recipient shall hold harmless, defend, and indemnify the County from and against any liability, claims, actions, costs, damages or losses from injury including death to any person or damage to any property arising out of use of equipment purchased with any portion of these granted funds.
4. The Recipient agrees to hold harmless, defend, and indemnify the County from and against any liability, claims, actions, costs, damages or losses incurred by the County as a result of Recipient's improper use of funds under this approved Agreement.

Joyce Raven  
Tulare Chamber of Commerce - Leadership Tulare  
P.O. Box 1435  
Tulare, CA 93275

Accepted By: Joyce Raven

Title: Office Manager

Date: 2/18/09

For Tulare County:

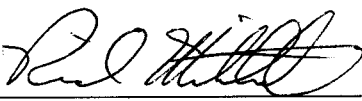
Kristin Bennett 2/18/09  
Kristin Bennett, Assistant County Administrative Officer

TULARE COUNTY AGREEMENT NO. 23917

**GOOD WORKS FUNDING AGREEMENT**

1. At the request of Supervisor Mike Ennis this Agreement is between the County of Tulare and the Springville Chamber of Commerce, to help fund that organization's community activities; **Recipient is required to date and execute this agreement and return same to the Clerk** as evidence of its intent to carry out the purposes for which the grant is made.
2. The Board authorizes and directs the County Auditor upon execution and receipt of this agreement to encumber the sum of \$1,000 to Account #001-012-1010-2150 for the Recipient and issue a warrant in the amount of \$1,000 to the Recipient.
3. The Recipient shall hold harmless, defend, and indemnify the County from and against any liability, claims, actions, costs, damages or losses from injury including death to any person or damage to any property arising out of use of equipment purchased with any portion of these granted funds.
4. The Recipient agrees to hold harmless, defend, and indemnify the County from and against any liability, claims, actions, costs, damages or losses incurred by the County as a result of Recipient's improper use of funds under this approved Agreement.

Rick Mitchell, President  
Springville Chamber of Commerce  
P.O. Box 104  
Springville, CA 93265  
(559) 539-0100

Accepted By: 

Title: President

Date: Feb. 12, 2009

For Tulare County:

 2/18/09  
Kristin Bennett, Assistant County Administrative Officer

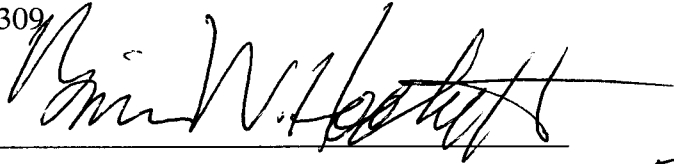
TULARE COUNTY AGREEMENT NO. 23918

**GOOD WORKS FUNDING AGREEMENT**

1. At the request of Supervisor Mike Ennis this Agreement is between the County of Tulare and the San Joaquin Valley RC&D, to help fund that organization's community activities; **Recipient is required to date and execute this agreement and return same to the Clerk** as evidence of its intent to carry out the purposes for which the grant is made.
2. The Board authorizes and directs the County Auditor upon execution and receipt of this agreement to encumber the sum of \$500 to Account #001-012-1010-2150 for the Recipient and issue a warrant in the amount of \$500 to the Recipient.
3. The Recipient shall hold harmless, defend, and indemnify the County from and against any liability, claims, actions, costs, damages or losses from injury including death to any person or damage to any property arising out of use of equipment purchased with any portion of these granted funds.
4. The Recipient agrees to hold harmless, defend, and indemnify the County from and against any liability, claims, actions, costs, damages or losses incurred by the County as a result of Recipient's improper use of funds under this approved Agreement.

Brian Hockett, Treasurer  
San Joaquin Valley RC&D  
5000 California Ave. #100  
Bakersfield, CA 93309

Accepted By: \_\_\_\_\_



Title: \_\_\_\_\_

Treasurer

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

Feb. 17, 2009

For Tulare County:

Kristin Bennett 2/19/09

Kristin Bennett, Assistant County Administrative Officer

TULARE COUNTY AGREEMENT NO. 23919