



**County Administration
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: June 29, 2010

Public Hearing Required	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input 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 checked="" type="checkbox"/>	N/A <input 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 checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>			
CONTACT PERSON: Carol Pightling PHONE: 636-5005			

SUBJECT: Changes in Allocated Positions in Tulare County Association of Governments

REQUEST(S):

That the Board of Supervisors:

1. Approve the addition of 1 position (Regional Planner) to Tulare County Association of Governments (TCAG).
2. Approve move/reclassification of incumbent Planner II in RMA-LAFCO Division to Regional Planner for TCAG.
3. Approve the addition of 1 position (LAFCO Executive Officer) to TCAG and approve the classification, job specification and compensation.
4. Authorize the County Administrative Officer, Human Resources Director and Auditor-Controller to make minor adjustments as needed.
5. Approve additions effective July 4, 2010, per attached Personnel Resolution.

SUMMARY:

On March 3, 2010, the Board of Directors of LAFCO approved a staff services agreement between LAFCO and TCAG for the provision of staff services including the Executive Officer position effective July 1, 2010.

On June 9, 2010, the Board of Directors of LAFCO approved a revised job description for the LAFCO Executive Officer position effective July 1, 2010, requested that TCAG/County add the new position and appointed the incumbent TCAG Senior Regional Planner as the Executive Officer for LAFCO effective July

SUBJECT: Changes in Allocated Positions in Tulare County Association of Governments

DATE: June 29, 2010

1, 2010.

On May 17, 2010 the Board of directors of TCAG approved the staff services agreement between LAFCO and TCAG effective July 1, 2010.

On June 15, 2010, your Board approved the Joint Powers Agreement among the County and Cities within Tulare County in which TCAG has assumed responsibility for staffing LAFCO.

Position changes are needed to fulfill those staffing requirements. The Regional Planner position will be filled by the incumbent vacating a Planner II position in RMA – LAFCO Division. The Executive Officer position will be occupied by the incumbent in the TCAG Senior Regional Planner position which will be left vacant.

FISCAL IMPACT/FINANCING:

Approval of the requested actions will reduce the impact to the County General Fund by approximately \$65,832 in the 2010/2011 Fiscal Year.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

Organizational Performance: The requested actions will realize better use of resources and greater efficiency.

ALTERNATIVES:

The Board could deny the request. This action would result in less efficient use of County resources.

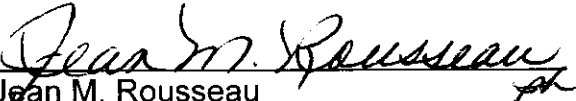
INVOLVEMENT OF OTHER DEPARTMENTS OR AGENCIES:

Human Resources and Development has assisted with preparing the personnel resolution.

SUBJECT: Changes in Allocated Positions in Tulare County Association of Governments

DATE: June 29, 2010

ADMINISTRATIVE SIGN-OFF:


Jean M. Rousseau
County Administrative Officer

Cc: Auditor/Controller
County Counsel
County Administrative Office (2)

Attachment(s)

Personnel Resolution
LAFCO Resolution 10-12
LAFCO Resolution 10-13

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

IN THE MATTER OF Changes in)
Allocated Positions in Tulare County)
Association of Governments)

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 M. ROUSSEAU**
 COUNTY ADMINISTRATIVE OFFICER/
 CLERK, BOARD OF SUPERVISORS

BY: _____
 Deputy Clerk

* * * * *

1. Approved the addition of 1 position (Regional Planner) to Tulare County Association of Governments (TCAG).
2. Approved move/reclassification of incumbent Planner II in RMA-LAFCO Division to Regional Planner for TCAG.
3. Approved the addition of 1 position (LAFCO Executive Officer) to TCAG and approved the classification, job specification and compensation.
4. Authorized the County Administrative Officer, Human Resources Director and Auditor-Controller to make minor adjustments as needed.
5. Approved additions effective July 4, 2010, per attached Personnel Resolution.

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

In the Matter of Implementation)

Of the TCAG/LAFCO Staff Services Agreement)

RESOLUTION NO. 10-012

WHEREAS, Government Code Section 56375 (k) authorizes LAFCO to appoint and assign staff and contract for professional services to carry out and effect the functions of the Commission; and

WHEREAS, on March 3, 2010, this Commission approved the LAFCO/TCAG staff services agreement and authorized the Executive Officer to execute the agreement on the Commission's behalf; and

WHEREAS, in accordance with the new agreement, this Commission needs to take certain actions with respect to salaries, jobs description, benefits and staffing to ensure a smooth transition from County Resource Management Agency (RMA), effective July 1, 2010.

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

1. The revised job description for the LAFCO Executive Officer position (attached) is hereby adopted effective July 1, 2010, at a salary band of \$80,000-\$100,000 and a \$200/month car allowance.

2. It is hereby requested that TCAG/Tulare County add the Executive Officer position to its list of positions together with two (2) new positions in TCAG required to provide support for the Commission:

- a) A regional planner position sufficient to permit transfer of the existing RMA Planner II employee currently providing staff services to the Commission.
- b) An Extra-Help assistant position intended to retain the former Executive Officer of the Commission at his current hourly salary for training purposes and to perform other duties determined by the Executive Officer.

The foregoing resolution was adopted upon motion of Commissioner Ishida, and seconded Commissioner Allen, at a regular meeting held on this 9th day of June, 2010, by the following vote:

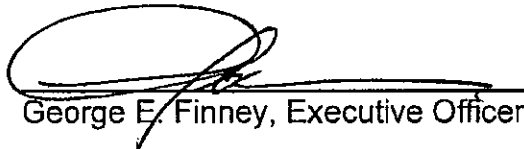
AYES: Allen, Ishida, Macaulay

NOES: None

ABSTAIN: None

PRESENT:

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


George E. Finney, Executive Officer

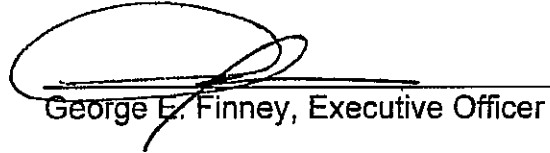
The forgoing resolution was adopted upon motion of Commissioner Ishida, seconded by Commissioner Allen, at a regular meeting held on this 9th day of June 2010, by the following vote:

AYES: Macaulay, Ishida, Allen

NOES: None

Present:

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


George E. Finney, Executive Officer

ms

**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 13, 2010, by the following vote:

Ayes:
Noes:
Abstain:
Absent:

Attest: Jean M. Rousseau
County Administrator/Clerk Board of Supervisors

By: _____
Deputy Clerk

The Board of Supervisors does hereby amend the Position Allocation Listing to add and reclassify 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>
-----------------	--------------------	----------------------------	------------	--------------	-----------------	----------------	----------------	----------------

Tulare County Association of Governments - Agency 784
Effective: July 4, 2010
Org# 4002
Add:

035020	Planner II*	1	1	460	0308	8810	784000	
008302	LAFCO Executive Officer**	1	1	B06	2454	8810	784000	

Tulare County Association of Governments - Agency 784
Effective: July 4, 2010
Reclassification

<u>Position Number</u>	<u>Former Job Code</u>	<u>Former Classification Title</u>	<u>New Job Code</u>	<u>New Classification Title</u>
------------------------	------------------------	------------------------------------	---------------------	---------------------------------

0308	035020	Planner II	092310	Regional Planner
------	--------	------------	--------	------------------

Explanation: * Position move and reclass incumbent from RMA to TCAG
** Addition of LAFCO Executive Officer, placed at salary band 6

Prepared by: B. Elszy-Perez

LAFCO EXECUTIVE OFFICER

County of Tulare

DEFINITION

Under general direction of LAFCO (Local Agency Formation Commission), 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 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.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the Executive Director of TCAG and the Director of LAFCO.

Responsibilities may include indirect supervision of professional or technical staff.

DUTIES may include, but are not necessarily limited to:

Administers the day-to-day business of the Local Agency Formation Commission.

Reviews and analyzes all proposals submitted to LAFCO according to Commission policies and regulations.

Prepares and/or supervises the preparation of reports and recommendations pertaining to each proposal.

Conducts hearings and issues certificates of completion on all approved projects.

Monitors Commission approved projects for compliance with LAFCO "conditions of approval".

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.

Prepares budgets and administers contracts and agreements for the Commission.

Prepare funding applications for capital construction projects.

Prepares and/or supervises the preparation of reports, memoranda, and special studies or research for local agencies.

Supervises staff assigned to LAFCO pursuant to the staff services agreement with the County.

County of Tulare
LAFCO EXECUTIVE OFFICER
Page 2

Other duties may include transportation planning and programming tasks for Tulare County Association of Governments (TCAG).

Perform related duties as assigned.

NECESSARY EMPLOYMENT STANDARDS

Knowledge of:

Management practices as applied to the evaluation of programs, policies, and organizational need.

Research methods and procedures.

Principles of effective public relations and interrelationships with community groups and agencies, the private sector, and other levels of government.

Skill/Ability to:

Perform administrative functions of a division including planning, organizing, staffing, and directing.

Work and complete assignments with a high degree of independence.

Produce strong written communications, including reports and proposals.

Verbally communicate information in a clear and concise manner including making presentations to departments, local governments, and other groups.

Develop and maintain cooperative working relationships with local elected officials and representatives of interest groups.

Adjust to and reorganize for changes in workloads, assignments and deadlines.

Give and follow written and oral instructions.

Use good judgment and demonstrate a high degree of maturity.

County of Tulare
LAFCO EXECUTIVE OFFICER
Page 3

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:

Graduation from an accredited four-year college or university with a bachelor's degree.

AND

Four (4) years of full-time, professional level work experience equivalent to that of a city or county planner, or in a local agency formation commission.

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

LICENSE OR CERTIFICATE

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