



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: January 25, 2011

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 – December 2010

REQUEST(S):

That the Board of Supervisors:

Ratify actions taken by the County Administrative Officer during the month of December, 2010.

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 December, 2010, and requests your ratification of same.

Personnel/Payroll Changes:

County Administrative Office:

Approved reclassification of Principal Account Clerk-K (PCN 8659) to Budget Technician and granted incumbent the position. Reclassification is due to complexity of the County budget and new budget act requirements which require an increased level of budget skills including use of analytical techniques and information gathering.

SUBJECT: Listing of Delegations to CAO – December 2010

DATE: January 25, 2011

Information Technology:

Approved request to unfreeze IT Manager (PCN 3509) and reclassify it to the newly defined IT Manager of Organizational Change Management/Organizational Effectiveness. This will provide the needed direction for IT in changing the organization to meet the ever changing needs of the County. The position will also be available to other departments to assist in implementing change within their areas.

Good Works Funding Agreements:

No. 24805: Miracles in Community Association Service, Inc – Support community activities	\$250
No. 24806: Boy Scouts of America Troup 317 – Support community activities	\$500
No. 24811: Self-Help Enterprises – Support community activities	\$250
No. 24813: The Creative Foundation – Support community activities	\$1,500
No. 24814: Visalia Emergency Aid Council – Support community activities	\$1,000
No. 24820: CASA of Tulare County – Support community activities	\$1,000
No. 24821: Tulare County Professional Firefighters Association – Support community services	\$1,300

FISCAL IMPACT/FINANCING:

All actions are included in the Fiscal Year 2010/11 Adopted Budget.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

The County's five-year strategic plan includes an organizational performance initiative that encourages continual improvement of organizational effectiveness by providing infrastructures that support better service delivery. Personnel actions will improve the efficiency and flexibility of the departments.

The balance of the actions address the quality of life initiative that encourages quality education opportunities, promotes youth-oriented activities, and provides greater recreational and cultural opportunities.

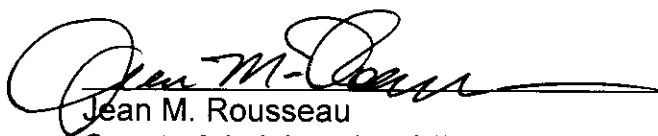
ALTERNATIVES:

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

INVOLVEMENT OF OTHER DEPARTMENTS OR AGENCIES:

N/A

ADMINISTRATIVE SIGN-OFF:


Jean M. Rousseau
County Administrative Officer

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

Attachments

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

IN THE MATTER OF)
CLASS SPECIFICATIONS)
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
January 25, 2011 , BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST: JEAN M. ROUSSEAU
COUNTY ADMINISTRATIVE OFFICER /CLERK BOARD OF SUPERVISORS

By: _____
Deputy Clerk

* * * * *

ADOPT THE FOLLOWING CLASS DESIGNATIONS AND SPECIFICATIONS EFFECTIVE: January 25, 2011

Information Technology (IT) Manager Organizational Change management/Organizational Effectiveness,
Item No.041602 , Salary Grade: 251 (\$88,537 annual, Step 5), Bargaining Unit 19, Non-Competitive
Service/At-Will, Probation Period: N/A pay periods.

DELEGATED ACTION REQUEST

Agency/Dept: CAO

Agency #085

Date: 12/9/10

1. Requested Action:

ROUTINE TRANSACTIONS:

2.0 Reorganizations

URGENT OR EXTRAORDINARY TRANSACTIONS:

RECEIVED

DEC 10 2010

TULARE COUNTY
ADMINISTRATIVE OFFICE

OC-HRAD
CC-Dept
Aud
Analyst
PG
CB
Del Rpt
File

2. Position Location: Department:

Agency #


*To What Location: Unit Cost Dist.: Dept.ID: Jobcode #:
*From What Location: Unit Cost Dist.: Dept.ID: Jobcode #:
Position Number 8659 Classification: Account Clerk, Principal K Name: Carrie Boggs

3. Reason for Action: County Administrative Office is requesting the reclassification of Principal Account Clerk-K position #8659 to a Budget Technician (Job Code 080600) and grant the incumbent the position. The Principal Account Clerk-K has been working out of class covering Budget Technician duties for the past several months. The complexity of the County budget and new budget act requirements an increased level of budget skills including the use of analytical techniques and information gathering processes is needed. The Budget Technician will assist the Budget Analyst and Deputy CAO - Budget in required information gathering, data collection for project analysis and reporting.

4. Funding Source: ☒ General Fund: 100% ☐ Other (List Below): %

Fiscal Impact-cost of Request: \$5,327 annually, included within budget

5. Department/Agency Head Signature:


Signature

Asst. CAO
Title

12/10/10
Date

6. County Human Resources Review and Recommendation:

☐ Approve ☐ Deny ☐ Modify

Meet and Confer required? ☐ Yes ☐ No

If Yes, Completed? ☐ Yes ☐ No

Initials: _____ Date: _____

7. County Administrative Officer Review and Recommendation:

☒ Approve ☐ Deny ☐ Modify

Initials: _____ Date: _____

Effective Date – the first day of the pay period following CAO approval: *For Budget/Mid Year transactions, effective dates will coincide w/ Final Budget/Mid Year adoption

* (ReportSmith)U:\adp\USER\REPORT\HR\Dept Table.rpt

❖ 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.

12/10/10
EFFECTIVE
PP #1

DELEGATED ACTION REQUEST

Agency/Dept: 071

Agency #090

Date: 11-24-2010

1. Requested Action:

ROUTINE TRANSACTIONS:

18. Add. of Alloc. Pos. to Dept. or Inc/Dec Vacant FTE

URGENT OR EXTRAORDINARY TRANSACTIONS:

RECEIVED

DEC 02 2010

**TULARE COUNTY
ADMINISTRATIVE OFFICE**

2. Position Location: Department: 071

Agency #090

*To What Location:	Unit Cost Dist.:	Dept. ID:	Jobcode #:
*From What Location:	Unit Cost Dist.:	Dept. ID:	Jobcode #:
Position Number 3509	Classification: 096502	Name: IT Manager	

3. Reason for Action: Position is frozen for the 2010-11. This request is to unfreeze this position and to reclass it to the newly defined IT manager of Organizational Change Management/Organizational Effectiveness. This position will provide the needed direction for IT in changing the organization to meet the ever changing needs of the County. It will also be available to other departments to assist in implementing change within their areas. The funding for unfreezing this position is in the 2010-11 budget through salary savings.

*OC - HR & D
CC - Dept
Sud
Analyst
PG
CP
Del Rpt
File*

4. Funding Source: ☐ General Fund: % ☐ Other (List Below): 100%

Fiscal Impact-cost of Request: \$0

5. Department/Agency Head Signature:

Leg A Yates

Signature

IT Director
Title

11-24-2010
Date

6. County Human Resources Review and Recommendation:

☒ Approve ☐ Deny ☐ Modify
Meet and Confer required? ☐ Yes ☒ No If Yes, Completed? ☐ Yes ☐ No

Initials: *Rhonda Spahr* Date: *11/30/10*

7. County Administrative Officer Review and Recommendation:

☒ Approve ☐ Deny ☐ Modify

[Signature] *12/6/10*

INFORMATION TECHNOLOGY (IT) MANAGER OF ORGANIZATIONAL CHANGE MANAGEMENT/ORGANIZATIONAL EFFECTIVENESS

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

DEFINITION

The IT Manager of OCM/OE will lead development of IT's organizational change management efforts, provide leadership for IT management and importantly, lead all staff through organizational transformation. The IT Manager of OCM/OE will participate on large, complex engagements that drive organizational change by focusing on building capability for change among IT and partner organizations. Major responsibilities include assisting the Director of IT practice OCM business development and leading multi-level, cross organizational teams. The IT Manager OCM/OE supports the full lifecycle of OCM/OE delivery activities for IT and business partners in accordance with IT business practices organizational goals.

DISTINGUISHING CHARACTERISTICS

The IT Manager of Organizational Change Management applies human capital management and organizational change management, independently or concurrently to align workforce strategies, leadership and business processes around a common vision. Using proven change management methodologies, this position will collaborate with all levels of IT management and staff to create a culture of performance and accountability by administering organizational assessments, workforce planning, competency design, and change management activities. This differs from the classification of IT Manager in that the Manager of Organizational Change has responsibility for a broader area within the department..

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by the County Director of IT.

This classification is in the non-competitive service of the County and, as such, is appointed and serves at the will of the County Director of IT.

DUTIES may include, but are not necessarily limited to:

Assess the relevance of existing OCM/OE offerings and solutions, recommend and lead needed improvements.

Execute strategies to align OCM/OE offerings and solutions with IT.

Demonstrate expertise in translating OCM/OE theory into needs thru design, development, and solution delivery.

Develop materials/media associated with OCM/OE solutions/offerings.

Provide inputs to support development of business cases to demonstrate/confirm the value of OCM/OE offerings and solutions.

Provide thought leadership on quality and standards for OCM/OE.

Coach/mentor/manage team members on career development activities.

Actively seeks out and identifies opportunities to develop and offer new products and services.

County of Tulare

INFORMATION TECHNOLOGY (IT) MANAGER OF ORGANIZATIONAL CHANGE MANAGEMENT/ORGANIZATIONAL EFFECTIVENESS

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Proposes innovative business opportunities to customers, suppliers, and business partners.

Participates on large, complex engagements that drive strategic organizational change for IT.

Perform related duties as assigned. (Essential duties may vary from position to position within this classification. Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.)

NECESSARY EMPLOYMENT STANDARDS

Knowledge of:

Organizational Change Management

Organizational Effectiveness

Organizational Development

Organization Design and Governance

Workforce Development, Communications

Strategic Planning, Facilitation

Executive Coaching and Group Dynamics

Skill/Ability to:

Advanced presentation skills, includes ability to engage employees and clients at all levels within the organization.

Advanced facilitation skills, includes ability to manage group dynamics and facilitate meetings and working sessions to achieve intended outcomes.

Advanced technical writing skills, includes independent development of focused, accurate and high quality reports, proposals and thought leadership pieces.

Coaching and consultant development skills.

Initiative, organization, stamina, attention to detail, flexibility, and ability to produce and manage winning OCM/OE proposals.

Highly motivated, results-oriented, excels in fast-paced, entrepreneurial environment.

Direct team efforts to accomplish multiple (complex) tasks and projects.

County of Tulare
INFORMATION TECHNOLOGY (IT) MANAGER OF ORGANIZATIONAL
CHANGE MANAGEMENT/ORGANIZATIONAL EFFECTIVENESS

Page 3

Analyze and synthesize data from a range of sources to make high impact, strategic decisions.

Engage and inspire collaboration among staff and management of diverse backgrounds and perspectives.

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:

Graduation from an accredited college or university with a bachelor's degree in organizational development, communications, business or public administration, or closely related field. Advanced degree in relevant field preferred.

Experience:

Minimum of five years relevant experience in a team-oriented environment, supporting organizational transformation, organizational effectiveness, and human capital management and leading project teams on relevant organizational change engagements within Commercial and/or Government settings.

Minimum of five years supervisory experience.

LICENSE OR CERTIFICATE

Possession of, or ability to obtain, an appropriate, valid California driver's license. Proof of minimum liability insurance required. The successful applicant will be subjected to a background and criminal history check including fingerprinting.

DESIRABLE EMPLOYMENT STANDARDS

Experience:

Experience in development of programmatic design and implementation strategies highly desired.

License or Certificate

Certification in Leadership, Advanced Facilitation, Assessment/Personnel Development tools preferred.

GOOD WORKS FUNDING AGREEMENT

1. At the request of Supervisor Steve Worthley this Agreement is between the County of Tulare and Miracles in Community Association Service, 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 \$250 to Account #001-012-1010-2150 for the Recipient and issue a warrant in the amount of \$250 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.

Elvira Guillen, Executive Director
Miracles in Community Association Service, Inc.
2099 E. El Monte Way
Dinuba, CA 93618
559/260-6490

Accepted By: 

Title: President

Date: 11/17/10

For Tulare County:

 12/7/10
Kristin Bennett, Assistant County Administrative Officer

TULARE COUNTY AGREEMENT NO. 24805

GOOD WORKS FUNDING AGREEMENT

1. At the request of Supervisor Phil Cox this Agreement is between the County of Tulare and the Boy Scouts of America Troop 317, 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.

Mary Millette, Troop Committee Chairman
Boy Scouts of America Troop 317
~~2123 S. Ashton Ct.~~ 1749 W. Dorothea
Visalia, CA 93277

Accepted By: Mary Millette

Title: Troop Committee Chair

Date: September 28, 2010

For Tulare County:

Kristin Bennett 12/10/10
Kristin Bennett, Assistant County Administrative Officer

TULARE COUNTY AGREEMENT NO. 24806

GOOD WORKS FUNDING AGREEMENT

1. At the request of Supervisor Phil Cox this Agreement is between the County of Tulare and Self-Help Enterprises, 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 \$250 to Account #001-012-1010-2150 for the Recipient and issue a warrant in the amount of \$250 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.

Peter Carey, President
Self-Help Enterprises – Washburn Fund
P.O. Box 6520
Visalia, CA 93290

Accepted By: _____

Title: _____


Peter N. Carey
President / CEO

Date: 12.6.10

For Tulare County:

 12/9/10
Kristin Bennett, Assistant County Administrative Officer

TULARE COUNTY AGREEMENT NO. 24811

GOOD WORKS FUNDING AGREEMENT

1. At the request of Supervisor Allen Ishida, Supervisor Pete Vander Poel, Supervisor Phil Cox, and Supervisor Steve Worthley, this Agreement is between the County of Tulare and The Creative Foundation, 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 \$1,500 to Account #001-012-1010-2150 for the Recipient and issue a warrant in the amount of \$1,500 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.

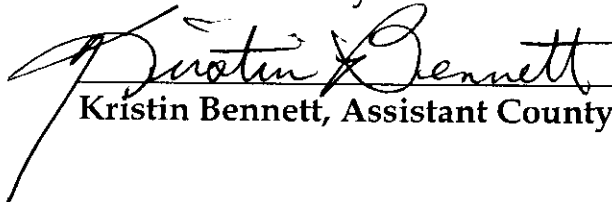
Kathleen Remillard, Executive Director
The Creative Center Foundation
P.O. Box 2665
Visalia, CA 93279-2665

Accepted By: 

Title: Executive Director

Date: 12/8/10

For Tulare County:

 12/14/10
Kristin Bennett, Assistant County Administrative Officer

TULARE COUNTY AGREEMENT NO. 24813

GOOD WORKS FUNDING AGREEMENT

1. At the request of Supervisor Phil Cox this Agreement is between the County of Tulare and the Visalia Emergency Aid Council, 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.

Iris East, Development Director
Visalia Emergency Aid Council
P.O. Box 651
Visalia, CA 93279

Accepted By: 

Title: Exec. Dir.

Date: 11/30/10

For Tulare County:

 12/14/10
Kristin Bennett, Assistant County Administrative Officer

TULARE COUNTY AGREEMENT NO. 24814

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 CASA 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.

JoAnn Bol, Fund Development Coordinator
CASA of Tulare County
1146 N. Chinowth St.
Visalia, CA 93291

Accepted By: _____

Title: _____

Date: _____

For Tulare County:

 12/20/10
Kristin Bennett, Assistant County Administrative Officer

TULARE COUNTY AGREEMENT NO. 24820

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 Tulare County Professional Firefighters Association, 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 \$1,300 to Account #001-012-1010-2150 for the Recipient and issue a warrant in the amount of \$1,300 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.

Steve Sunderland, Tulare County Fire Chief
Tulare County Professional Firefighters Association
907 W. Visalia Rd.
Farmersville, CA 93223

Accepted By: Steve Sunderland

Title: Fire Chief

Date: Dec. 13, 2010

For Tulare County:

Kristin Bennett 12/20/10
Kristin Bennett, Assistant County Administrative Officer

TULARE COUNTY AGREEMENT NO. 24821