

# **TulareWORKs STATISTICAL RESEARCH ANALYST**

## **County of Tulare**

### DEFINITION

Under general direction, this position will provide leadership and technical expertise in developing and maintaining TulareWORKs related research and reporting intended to enhance division level assessment and effectiveness, strategic planning, policy analysis, and administrative decision-making.

### DISTINGUISHING CHARACTERISTICS

This classification is distinguished by its responsibility for administrative tasks associated with the provision of the various social services programs provided by the TulareWORKs Division programs. This classification will serve an imperative role in the continued monitoring and reporting activities and success of the services provided by the TulareWORKs Division.

This classification requires a high level of flexibility in successfully working with people, data and equipment. Critical organizational decisions are based on the research and recommendations of this classification. A high level of discretion is required to avoid unwarranted disclosure of confidential information. Incumbents must possess a high level of initiative, critical thinking and professional judgment.

### SUPERVISION RECEIVED AND EXERCISED:

General direction is provided by a Division Manager, Deputy Director, or higher level management position.

DUTIES may include, but are not necessarily limited to:

Understanding and support the TulareWORKs Mission and Vision and perform duties in order to get the job done with the highest quality and exceptional customer service.

Develop and maintain numerous reporting tools and methods;

Compile, analyze, and disseminate an extensive range of TulareWORKs program and operational data in various forms (electronic databases, spreadsheets, Word documents, PowerPoint Presentations, etc.);

Serve as a clearinghouse for a wide ranging number, type and frequency of requests for data and other information;

Design, coordinate, conduct and evaluate TulareWORK's client/customer and/or employee surveys as directed;

May directly or indirectly supervise the work of subordinates;

Collect and organize data; conduct advanced statistical analysis of data; evaluate and interpret findings to detect trends and identify significant findings. Including extracting, analyzing and inputting data sets using various sources;

Track, monitor, and report out to TulareWORKs management team on the operating success of TulareWORKs units;

Analyze real time data to identify operating issues that need to be addressed;

Work closely with TulareWORKs management to develop corrective action plan;

Work closely with TulareWORKs management to develop corrective action plans when operating issues are identified through the analysis of real time data;

## **TulareWORKs Statistical Research Analyst**

County of Tulare

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Work with and coordinate with various units within TulareWORKs and/or the Agency to understand various data systems and business processes that affect data quality and integrity; Recommend changes as necessary;

Participate in workgroups, user groups, committees, and/or meetings on a County, regional, State, or-Federal level as directed;

Write new and/or modified TulareWORK's Department Manuals, Policies, Procedures, and informational materials;

Prepare correspondence and reports, including technical papers, and assist in the development and preparation of project proposals for State and Federal funding requests;

Review, modify and negotiate contracts relative to TulareWORKs program performance; design and implement procedures for subcontractors to fulfill reporting obligations;

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:**

TulareWORKs Division policies, rules and regulations;

Regulations and procedures related to California Social Services Programs (CalWORKs, CalFresh, Medi-Cal);

Software tools for the storage, management, manipulation, analysis and reporting of large quantities of data;

CalWIN Eligibility Determination System;

Compass Traffic Monitoring System;

TulareWORKs Task Management Tool (TMT);

Research methods;

#### **Skill/Ability to:**

Plan and supervise the work of subordinates;

Research, analyze and interpret complex statistical material and to present analyses and conclusions clearly and precisely;

Communicate effectively, both verbally and in writing; keep abreast of new developments in the social services field including changes in laws and regulations;

Establish and maintain professional relationships as necessitated by work assignments;

Display a high level of initiative, effort and commitment towards completing assignments efficiently and accurately; Demonstrate responsible behavior and attention to detail;

## **TulareWORKs Statistical Research Analyst**

County of Tulare

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Express information to individuals or groups effectively, taking into account the audience and nature of the information; Listen to others and respond appropriately;

Translate technical questions into quantifiable tasks and results;

Collect, interpret and evaluate data; draw valid conclusions, evaluate programs and make recommendations for change where appropriate;

Conduct surveys, prepare correspondence and reports and evaluate results;

### 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:

A Bachelor degree in mathematics, economics, statistics, finance, business administration, public administration or closely related field.. Or, work experience in a CalWORKS program in Tulare County can substitute for a college education on a year to year basis.

#### Experience:

One (1) year of experience designing, conducting, analyzing, interpreting, and evaluating data related to social service programs or related government programs;

Or

One (1) year equivalent as a Unit Manager – CalWORKs in Tulare County

# **MEDICAL BILLING MANAGER**

County of Tulare

## DEFINITION

To plan, develop, monitor and control administrative, fiscal and programmatic activities of the patient billing, collections and accounts receivable units of the Health and Human Services Agency (HHSA); and to provide leadership and supervision. To oversee the entire business processes related to billing, from client intake, to provider input, to collections.

## SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by a Deputy Director.

Responsibilities include direct and indirect supervision of professional and support staff.

DUTIES may include, but are not necessarily limited to:

Develop, monitor and control administrative, fiscal and programmatic aspects of medical billing.

Develop and evaluate the achievement of program goals and objectives.

Review, develop and implement program policies and procedures.

Provide for unit instruction and training on Medi-Cal, Medicare, third party insurance and computerized claims processing.

Interpret, implement and explain Medi-Cal, Medicare and third party insurance regulation changes related to medical billing.

Administer the computerized claims processing system, analyze its functions, and make recommendations for system improvements.

Direct claims processing procedures and workflow to ensure efficiency of operations and compliance with standards and current regulations.

Supervise, train and evaluate the work of staff.

Prepare, analyze, review and provide management with reports related to medical billing activities..

Provide management with technical assistance and expertise in medical billing. Oversee all aspects of medical billing activities.

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:

Principles and practices of supervision, management and employee development

Medi-Cal, Medicare, and private insurance regulations and billing practices.

## **MEDICAL BILLING MANAGER**

County of Tulare

Page 2

Medical diagnosis and procedural coding systems.

Laws and regulations governing collection procedures.

Collection techniques, laws and practices.

Electronic medical billing systems and processes.

Interviewing techniques.

Financial record keeping.

Math sufficient to compile data and compute percentages.

Patient accounting practices.

Medical terminology.

### Skill/Ability to:

Direct, oversee and administer a medical billing unit.

Assign, coordinate and direct work activities of staff.

Supervise, evaluate, discipline and train staff.

Analyze data and reports and note trends or continued problems.

Assess overall effectiveness of business processes and design improvements and controls for medical billing operations.

Develop and implement policies and procedures relating to medical billing activities. Read, interpret and explain laws and regulations related to billing and collections.

Gather, assemble, analyze and evaluate facts, draw logical conclusions and make appropriate recommendations.

Coordinate billing system for maximum reimbursement.

Prepare statistical reports.

Prepare clear, concise reports using correct grammar, punctuation and spelling.

Establish cooperative working relationships with coworkers, organizations and the general public.

Operate standard office machines including a computer.

Initiate and coordinate changes to software to enhance performance.

### Education and Experience:

Any combination of education and experience that could likely provide the required knowledge, skills, and

*G:\Paralegal Main Folder\Contracts Unit\2012 Contracts\Staff Additions Dec 2012\Medical Billing Manager  
11.29.2011\_1.doc*

## **MEDICAL BILLING MANAGER**

County of Tulare

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abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

### Education:

Equivalent to graduation from an accredited four year college or university with a Bachelor's degree in accounting, business or public administration.

### Experience:

Three years of increasingly responsible experience in supervising all aspects of medical billing. Directly related experience may be substituted for the educational requirement on a year to year basis.

### LICENSE OR CERTIFICATE

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

### DESIRABLE EMPLOYMENT STANDARDS

#### Knowledge of:

Managed health care systems.

Claims system software to produce acceptable claims and statements per program regulations.

## **Clinic Coordinator County of Tulare**

### DEFINITION

Directs, organizes, and plans the coordination of services between County clinic sites, including various contract and regulatory compliance responsibilities for private providers operating clinics for the County or providers providing services in the clinics. .

### SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by a HHS Unit Manager I or other higher department level staff.

Responsibilities include the direct and indirect supervision of subordinate staff. May have oversight of front and back office staff.

DUTIES may include, but are not necessarily limited to:

Coordinate the services and operations of County clinics to ensure efficient workflow, use of Electronic Health Records system, and adherence to County and clinic policy and procedures;

Plan, organize and direct the work of office staff involved in the delivery of medical services, billing, intake, medical records, reception, and general clerical activities;

Direct staff in the preparation of statistical reports needed for clinical analysis and performance criteria;

Work closely with physicians and management groups to create and manage contracted services for the clinics;

Participate in the annual clinic compliance review by assisting in the evaluation and developing corrective action plans where deficiencies are identified for each county clinic;

Coordinate and maintain a system to receive and respond to patient complaints;

Work closely and coordinate with other clinic administration regarding the management of daily operations of the county clinics;

Perform a variety of special projects related to the clinics that may require independent judgment, initiative and confidentiality;

Supervise, train and evaluate staff;

Review business procedures to recommend and implement changes to improve efficiency and services;

Represent the County clinics in the absence of the HHS Unit Manager when required;

Coordinate the work activities of staff in County clinics to maintain a consistent work flow within all aspects of the clinic operations;

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:

County of Tulare  
Clinic Coordinator  
Page 2

Health care clinic office operations

Use of Electronic Medical Records system

Medical terminology

Medical records procedures and standards

Medical records and collections procedures

Programs and services with health and mental health clinics and systems.

Practices and principles of clinical services operations.

Principles and practices of supervision, evaluation, and training.

Functions and procedures of a modern office environment.

Principles and practices of supervision.

Skill/Ability to:

Communicate and establish effective working relationships with staff, groups, and agencies.

Establish goals and objectives, and implement plans to meet those objectives.

Communicate effectively with individuals and groups of various socioeconomic and educational backgrounds.

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:

Completion of two years of college or university with a focus in health, mental health, business administration, or a closely related field. Work experience in a health operations setting can substitute for college education on a year to year basis.

Experience:

Three years of increasingly responsible medical office experience including billing, interviewing, record keeping, and administrative work, one of which was in a supervisory capacity

DESIREABLE EMPLOYMENT STANDARDS

Knowledge and Skills of:

Federally Qualified Health Center (FQHC) Requirements

[Title] Job Code;

Res:

Adopted:



**County of Tulare Budget Adjustment Form** 9:15 AM

11/29/11			06/12
Date	Doc ID	APRD fm fm fy fy	12
			Budget FY yy

HHS A	Kate Fuehne 624-8019
Agency Name	Contact Person Phone Ext

Action* * A,C,D	Fund	Dept	APPR #	Current Amount	Revised Amount	Inc / Dec Amt
C	001	142	1421	13,565,368	13,591,212	25,844
<b>LEVEL 1 Finish Here</b>						
<b>Appropriation Totals</b>						
This level may not balance due to revenue lines posted in level 2 below.						
<b>Appropriations Total</b>				13,565,368	13,591,212	25,844

Action* * A,C,D	Fund	Dept	Unit	Appr #	Object	Rev	Current Amt	Revised Amount	Inc / Dec Amt
<b>LEVEL 2 Start Here</b>									
C	001	142	4020	1421	1011		10,116,233	10,134,923	18,690
C	001	142	4020	1421	1014		1,354,346	1,357,748	3,402
C	001	142	4020	1421	1021		945,721	947,401	1,680
C	001	142	4020	1421	1022		791,853	793,281	1,428
C	001	142	4020	1421	1024		357,215	357,859	644
C	001	142	4020			5610	9,355,128	9,368,050	(12,922)
C	001	142	4020			5110	74,020	86,942	(12,922)
<b>Line Totals</b>									

**Each fund must balance** Total Inc/Dec must be zero **\$ 22,994,516 \$ 23,046,204 \$ -**

**Reason for Adjustment (To Avoid Correspondence, State Reason in Detail)** Perform a SMART BUDGET ROLL-UP before VALIDATING.

*(Signature)*

The Health and Human Services Agency is requesting an additional six (6) positions. These additions are in response to a continued effort to improve the organizational structure of the Agency and enhance the services provided.

<p><b>Auditor and CAO Use Only</b></p> <p>Checked By: _____</p> <p>County Executive Office Action: No. _____ Date: _____</p> <p>( ) Approved ( ) Disapproved</p> <p>By: _____</p> <p>Board of Supervisors Action: No. _____ Date: _____</p>	<p><b>Auditor Use Only</b></p> <p>Entered By: _____</p> <p>Date: _____</p> <p>Distribution: 1: BOS/CAO/Auditor</p>
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\*\* Action Codes: A=Add, C=Change, D=Deactivate

\* Whenever a 33XX account budget is adjusted, a corresponding 67XX account revenue budget must be adjusted in the billing agency.

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**County of Tulare Budget Adjustment Form** 9:15 AM

11/29/11		06/12	12
Date	Doc ID	APRD fm fm fy fy	Budget F/Y yy

HHSA	Kate Fuehne 624-8019
Agency Name	Contact Person Phone Ext

Action** A,C,D	Fund	Dept	APPR #	Current Amount	Revised Amount	Inc / Dec Amt
C	001	142	1421	5,410,599	5,428,687	18,088
C	001	142	1422	81,800	63,712	(18,088)
<b>Appropriation Totals</b>				<b>81,800</b>	<b>63,712</b>	<b>(18,088)</b>
This level may not balance due to revenue lines posted in level 2 below.						
<b>Appropriations Total</b>				<b>5,492,399</b>	<b>5,492,399</b>	<b>-</b>

Action** A,C,D	Fund	Dept	Unit	Appr #	Object	Rev	LEVEL 2 Start Here	Current Amt	Revised Amount	Inc / Dec Amt
C	001	142	3014	1421	1011		<b>LEVEL 2 Start Here</b>	4,075,559	4,089,195	13,636
C	001	142	3014	1421	1014			555,106	556,807	1,701
C	001	142	3014	1421	1021			359,272	360,511	1,239
C	001	142	3014	1421	1022			284,590	285,633	1,043
C	001	142	3014	1421	1024			136,072	136,541	469
C	001	142	3014	1422	2200			81,800	63,712	(18,088)
<b>Line Totals</b>										

**Each fund must balance** Total Inc/Dec must be zero **\$ 5,492,399 \$ 5,492,399 \$ -**

**Reason for Adjustment (To Avoid Correspondence, State Reason in Detail)** Perform a SMART BUDGET ROLL-UP before VALIDATING.

The Health and Human Services Agency is requesting an additional six (6) positions. These additions are in response to a continued effort to improve the organizational structure of the Agency and enhance the services provided.

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11/29/11		06/12	12
Date	Doc ID	APRD fm fm fy fy	Budget FY/yy

HHSА	Kate Fuehne 624-8019
Agency Name	Contact Person Phone Ext

Action** A,C,D	Fund	Dept	APPR #	Current Amount	Revised Amount	Inc / Dec Amt			
C	001	142	1421	<b>336,438</b>	<b>354,526</b>	<b>18,088</b>			
C	001	142	1422	<b>135,500</b>	<b>117,412</b>	<b>(18,088)</b>			
<b>Appropriation Totals</b>				<b>135,500</b>	<b>117,412</b>	<b>(18,088)</b>			
This level may not balance due to revenue lines posted in level 2 below.									
<b>Appropriations Total</b>				<b>471,938</b>	<b>471,938</b>	<b>-</b>			
Action** A,C,D	Fund	Dept	Unit	Appr #	Object	Rev	Current Amt	Revised Amount	Inc / Dec Amt
C	001	142	3019	1421	1011		247,279	260,915	13,636
C	001	142	3019	1421	1014		32,904	34,605	1,701
C	001	142	3019	1421	1021		25,278	26,517	1,239
C	001	142	3019	1421	1022		21,349	22,392	1,043
C	001	142	3019	1421	1024		9,628	10,097	469
C	001	142	3019	1422	2150		135,500	117,412	(18,088)
<b>Line Totals</b>									

**Each fund must balance**      Total Inc/Dec must be zero      \$ **471,938**      \$ **471,938**      \$ **-**

**Reason for Adjustment (To Avoid Correspondence, State Reason in Detail)**      Perform a SMART BUDGET ROLL-UP before VALIDATING.

The Health and Human Services Agency is requesting an additional six (6) positions. These additions are in response to a continued effort to improve the organizational structure of the Agency and enhance the services provided.

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**County of Tulare Budget Adjustment Form** 9:15 AM

11/29/11			06/12
Date	Doc ID	APRD fm fm fy fy	Budget F/Y yy

HHS A	Kate Fuehne 624-8019
Agency Name	Contact Person Phone Ext

Action** A,C,D	Fund	Dept	APPR #	Current Amount	Revised Amount	Inc / Dec Amt			
C	001	142	1421	<b>11,472,952</b>	<b>11,509,240</b>	<b>36,288</b>			
C	001	142	1422	<b>6,357,439</b>	<b>6,321,151</b>	<b>(36,288)</b>			
<b>Appropriation Totals</b>				<b>6,357,439</b>	<b>6,321,151</b>	<b>(36,288)</b>			
This level may not balance due to revenue lines posted in level 2 below.									
<b>Appropriations Total</b>				<b>17,830,391</b>	<b>17,830,391</b>	<b>-</b>			
Action** A,C,D	Fund	Dept	Unit	Appr #	Object	Rev	Current Amt	Revised Amount	Inc / Dec Amt
C	001	142	4032	1421	1011		8,341,211	8,367,990	26,779
C	001	142	4032	1421	1014		1,360,277	1,364,365	4,088
C	001	142	4032	1421	1021		795,249	797,696	2,447
C	001	142	4032	1421	1022		673,053	675,103	2,050
C	001	142	4032	1421	1024		303,162	304,086	924
C	001	142	4032	1422	2150		6,357,439	6,321,151	(36,288)
<b>Line Totals</b>									

**Each fund must balance** Total Inc/Dec must be zero **\$ 17,830,391 \$ 17,830,391 \$ 0**

**Reason for Adjustment (To Avoid Correspondence, State Reason in Detail)** Perform a SMART BUDGET ROLL-UP before VALIDATING.

The Health and Human Services Agency is requesting an additional six (6) positions. These additions are in response to a continued effort to improve the organizational structure of the Agency and enhance the services provided.

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11/29/11			06/12
Date	Doc ID	APRD fm fm fy fy	Budget F/Y yy

HHSA	Kate Fuehne 624-8019
Agency Name	Contact Person Phone Ext

Action** A,C,D	Fund	Dept	Unit	APPR #	Object	Rev	Current Amount	Revised Amount	Inc / Dec Amt
C	001	142		1421			27,054,819	27,109,251	54,432
C	001	142		1422			4,864,823	4,810,391	(54,432)
<b>LEVEL 1 Finish Here</b>									
<b>Appropriation Totals</b>									
This level may not balance due to revenue lines posted in level 2 below.									
<b>Appropriations Total</b>							31,919,642	31,919,642	-
<b>LEVEL 2 Start Here</b>									
C	001	142	4030	1421	1011		19,546,295	19,586,464	40,169
C	001	142	4030	1421	1014		3,383,431	3,389,563	6,132
C	001	142	4030	1421	1021		1,846,013	1,849,684	3,671
C	001	142	4030	1421	1022		1,571,113	1,574,187	3,074
C	001	142	4030	1421	1024		707,967	709,353	1,386
C	001	142	4030	1422	2150		4,864,823	4,810,391	(54,432)
<b>Line Totals</b>									

**Each fund must balance** Total Inc/Dec must be zero **\$ 31,919,642 \$ 31,919,642 \$ 0**

**Reason for Adjustment (To Avoid Correspondence, State Reason in Detail)** Perform a SMART BUDGET ROLL-UP before VALIDATING.

The Health and Human Services Agency is requesting an additional six (6) positions. These additions are in response to a continued effort to improve the organizational structure of the Agency and enhance the services provided.

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11/29/11			06/12
Date	Doc ID	APRD fm fm fy fy	Budget F/Y yy

HHS A	Kate Fuehne 624-8019
Agency Name	Contact Person Phone Ext

Action** A,C,D	Fund	Dept	APPR #	Current Amount	Revised Amount	Inc / Dec Amt
C	001	142	1421	1,580,413	1,599,481	19,068
<b>LEVEL 1 Finish Here</b>						
<b>Appropriation Totals</b>						
This level may not balance due to revenue lines posted in level 2 below.						
<b>Appropriations Total</b>				<b>1,580,413</b>	<b>1,599,481</b>	<b>19,068</b>

Action** A,C,D	Fund	Dept	Unit	Appr #	Object	Rev	Current Amt	Revised Amount	Inc / Dec Amt
<b>LEVEL 2 Start Here</b>									
C	001	142	4052	1421	1011		1,161,512	1,174,588	13,076
C	001	142	4052	1421	1014		170,224	173,626	3,402
C	001	142	4052	1421	1021		111,832	112,980	1,148
C	001	142	4052	1421	1022		94,308	95,302	994
C	001	142	4052	1421	1024		42,537	42,985	448
C	001	142	4052			6110	1,636,438	1,655,506	(19,068)
<b>Line Totals</b>									

**Each fund must balance** Total Inc/Dec must be zero **\$ 3,216,851 \$ 3,254,987 \$ -**

**Reason for Adjustment (To Avoid Correspondence, State Reason in Detail)** Perform a SMART BUDGET ROLL-UP before VALIDATING.

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<p><b>Auditor and CAO Use Only</b></p> <p>Checked By: _____</p> <p>County Executive Office Action: No. _____ Date: _____</p> <p>( ) Approved ( ) Disapproved</p> <p>By: _____</p> <p>Board of Supervisors Action: No. _____ Date: _____</p>	<p><b>Auditor Use Only</b></p> <p>Entered By: _____</p> <p>Date: _____</p> <p>Distribution: 1: BOS/CAO/Auditor</p>
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\* Whenever a 33XX account budget is adjusted, a corresponding 67XX account revenue budget must be adjusted in the billing agency.

\* Whenever a 35XX account budget is adjusted, a corresponding 68XX account revenue budget must be adjusted in the billing agency.

\* Whenever a 36XX account budget is adjusted, a corresponding 39XX account revenue budget must be adjusted in the billing agency.

**County of Tulare Budget Adjustment Form** 9:15 AM

11/29/11		06/12	12
Date	Doc ID	APRD fm fm fy fy	Budget F/Y yy

HHS A	Kate Fuehne 624-8019
Agency Name	Contact Person Phone Ext

Action** A,C,D	Fund	Dept	APPR #	Current Amount	Revised Amount	Inc / Dec Amt			
C	001	142	1421	<b>7,820,573</b>	<b>7,869,111</b>	<b>48,538</b>			
<b>LEVEL 1 Finish Here</b>									
<b>Appropriation Totals</b>									
This level may not balance due to revenue lines posted in level 2 below.									
<b>Appropriations Total</b>				<b>7,820,573</b>	<b>7,869,111</b>	<b>48,538</b>			
Action** A,C,D	Fund	Dept	Unit	Appr #	Object	Rev	Current Amt	Revised Amount	Inc / Dec Amt
C	001	142	1142	1421	1011		5,715,914	5,753,448	37,534
C	001	142	1142	1421	1014		931,044	934,446	3,402
C	001	142	1142	1421	1021		530,170	533,614	3,444
C	001	142	1142	1421	1022		442,104	444,974	2,870
C	001	142	1142	1421	1024		201,341	202,629	1,288
C	001	142	1142			5650	6,445,029	6,493,567	(48,538)
<b>Line Totals</b>									

**Each fund must balance** Total Inc/Dec must be zero **\$ 14,265,802 \$ 14,362,678 \$ -**

**Reason for Adjustment (To Avoid Correspondence, State Reason in Detail)** Perform a SMART BUDGET ROLL-UP before VALIDATING.

The Health and Human Services Agency is requesting an additional six (6) positions. These additions are in response to a continued effort to improve the organizational structure of the Agency and enhance the services provided.

<p><b>Auditor and CAO Use Only</b></p> <p>Checked By: _____</p> <p>County Executive Office Action: No. _____ Date: _____</p> <p>( ) Approved ( ) Disapproved</p> <p>By: _____</p> <p>Board of Supervisors Action: No. _____ Date: _____</p>	<p><b>Auditor Use Only</b></p> <p>Entered By: _____</p> <p>Date: _____</p> <p>Distribution: 1: BOS/CAO/Auditor</p>
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**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 December 13, 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:  
December 18, 2011**

**TulareWORKs Statistical Research Analyst**, Item No. NEW, Salary Grade: 728 (\$68,480 annual Step 5), Bargaining Unit 19, Competitive Service, Probation Period: 13 pay periods.

**Clinic Coordinator**, Item No. NEW, Salary Grade: 662 (\$58,581 annual Step 5), Bargaining Unit 19, Competitive Service, Probation Period: 13 pay periods

**Medical Billing Manager**, Item No. NEW, Salary Grade: 775 (\$80,647 annual Step 5), Bargaining Unit 19, Competitive Service, Probation Period: 13 pay periods



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

IN THE MATTER OF AMENDING THE )                      RESOLUTION NO.  
POSITION ALLOCATION LISTING        )                      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 Supervisor held December 13, 2011, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Attest: Jean Rousseau  
County Administrator/ Clerk Board of Supervisors

By: \_\_\_\_\_  
Deputy Clerk

This Board of Supervisors does hereby amend the Position Allocation Listing to add or delete the following positions:

HEALTH AND HUMAN SERVICES AGENCY # 142  
Effective: 12/18/11

Add:

Item No.	Class Title	Number of Positions	FTE	Grade	Pos No.	WC Code	Dept ID	Sup ID	Org#
083420	Program Aide II	1	1.0	144	***	8810	142445	021156	1424052
NEW	TulareWORKs Statistical Research Analyst	1	1.0	728	***	8810	142104	011213	1424030
071020	Administrative Specialist II	1	1.0	709	***	8810	142104	011359	1424030
000300	Administrative Aide	1	1.0	180	***	8810	142104	011213	1424030
NEW	Clinic Coordinator	1	1.0	662	***	8810	142106	017695	1423001
NEW	Medical Billing Manager	1	1.0	775	***	8810	142102	017695	1421142