



COUNTY OF TULARE

BOARD OF RETIREMENT

Leanne Malison
Retirement Administrator

136 N AKERS STREET
VISALIA, CALIFORNIA 93291

TELEPHONE (559) 713-2900
FAX (559) 730-2631
www.tcera.org

AGENDA OF THE BOARD OF RETIREMENT REGULAR RETIREMENT BOARD MEETING **Wednesday, January 25, 2023 at 8:30 a.m.** TCERA Board Room, 136 N. Akers Street, Visalia, CA 93291

NOTICE TO THE PUBLIC

Documents related to the items on this agenda are available for public inspection at the Retirement Office, 136 N Akers Street, Visalia, CA, during normal business hours. Such documents are also available on TCERA's website, www.tcera.org, subject to staff's ability to post the documents before the meeting.

PUBLIC COMMENTS:

Any person addressing the Board will be limited to a maximum of five (5) minutes. A total of 15 minutes will be allotted for the Public Comment period unless otherwise extended by the Board Chair. If you are part of a large group that would like to comment on an agenda item, please consider commenting in writing or sending one spokesperson to speak on behalf of the group. Public comments are limited to any item of interest to the public that is within the subject matter jurisdiction of the Board of Retirement. (Gov't Code Section 54954.3(a).)

In Person: Persons who wish to address the Board of Retirement during public comment or regarding an item that is on the agenda may address the Board of Retirement in person at the meeting.

Zoom: Persons wishing listen to the meeting or participate in public comment remotely may call the TCERA Office during regular business hours (Monday through Friday, 8:00 a.m. to 5:00 p.m.) within 48 hours of the meeting at 559-713-2900 for access information. In an effort to assist the Board Secretary in identifying the agenda item relating to your public comment, please indicate the agenda item number in the chat feature.

Email: Members of the public may also submit public comment via U.S. mail or via email to BORPublicComment@tularecounty.ca.gov before the meeting. The comments received via U.S. mail or email before the meeting will be read to the Board of Retirement in open session during the meeting as long as the comments meet the requirements for Public Comments as posted in the agenda.

As a courtesy to those in attendance, all individuals are requested to place cell phones and other electronic devices in the non-audible alert mode.

I. CALL TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. OATH OF OFFICE/SWEARING IN CEREMONY

1. Oath of office/swearing in ceremony for Roland P. Hill, for the office of Trustee of the Tulare County Employees' Retirement Association Board of Retirement.

V. COMMITTEE APPOINTMENT

1. Appointment of chair and members of the TCERA Administrative Committee.

VI. PUBLIC COMMENT

At this time, members of the public may comment on any item not appearing on the agenda. Under state law, matters presented under this item cannot be discussed or acted upon by the Board at this time. For items appearing on the agenda, the public is invited to make comments at the time the item comes up for Board consideration. Any person addressing the Board will be limited to a maximum of five (5) minutes. Please state your name for the record.

VII. X-AGENDA ITEMS

VIII. CONSENT CALENDAR

1. Approve Minutes of the following meetings:
 - a. Retirement Board Minutes of January 11, 2023.
2. Approve payments to:
 - a. Verus – invoice for investment consulting services-general in the amount of \$22,500 for the month ended December 2022.
 - b. Verus-invoice for investment consulting services-private markets in the amount of \$75,000 for the month ended December 2022.
3. Approve TCERA and TCERA Property, Inc. financial statements for the month ended November 30, 2022.
4. Approve return to work status for TCERA retiree Valeri Lynn Holbrook.

IX. DISABILITIES

1. The Board will meet in closed session regarding the disability application of Sheryl Milton.

X. UPCOMING MEETINGS

1. Board of Retirement Meeting February 8, 2023, 8:30 a.m.
2. Board of Retirement Meeting, February 22, 2023, 8:30 a.m.
3. Administrative Committee Meeting February 22, 2023, 10:00 a.m.

XI. TRUSTEE/STAFF COMMENTS

Under state law, matters presented under this item cannot be discussed or acted upon by the Board at this time.

XII. ADJOURNMENT

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Secretary of the Board of Retirement at (559) 713-2900. Notification 48 hours prior to the meeting will help enable staff to make reasonable arrangements to ensure meaningful access. Documents related to the items on this Agenda submitted after distribution of the Agenda packet are available for public inspection at TCERA, 136 N. Akers Street, Visalia, CA. during normal business hours.



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BOARD OF RETIREMENT

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TCERA ADMINISTRATIVE COMMITTEE – 2023

Members:

Jim Young, Chair
Ty Inman
Laura Hernandez Rangel
Roland Hill
George Finney (Alternate)

2023 Meetings (10:00 a.m. following Board meeting:

February 22, 2023
May 24, 2023
August 23, 2023
November 15, 2023



COUNTY OF TULARE

BOARD OF RETIREMENT

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MINUTES OF THE BOARD OF RETIREMENT REGULAR RETIREMENT BOARD MEETING Wednesday, January 11, 2023, at 8:30 a.m. TCERA Board Room, 136 N. Akers Street, Visalia, CA 93291

I. CALL TO ORDER

The meeting was called to order at 8:30 a.m. by Pete Vander Poel, Vice Chair

II. ROLL CALL

Voting Trustees Present:	Cass Cook, Gary Reed, Jim Young, Laura Hernandez, Pete Vander Poel, Ty Inman, Nathan Polk
Trustees Absent:	Roland Hill
Voting Alternate	
Trustees Present:	George Finney (voting in the absence of Roland Hill)
Alternate Trustees Absent:	David Vasquez
Staff Members Present:	Leanne Malison, Retirement Administrator Paul Sampietro, Assistant Retirement Administrator Ashlee Compton, Office Assistant, Melanie Tyler, Secretary II
Board Counsel Present:	Makenzie Dunkel, Deputy County Counsel

III. PLEDGE OF ALLEGIANCE

IV. BOARD ELECTIONS

1. Notice of resignation of TCERA Trustee, Wayne Ross.

Ms. Malison informed the Board that Mr. Ross submitted his resignation at year end. Mr. Ross will be invited back to a future Board meeting to provide the opportunity to thank him for his service.

2. Annual nominations and elections for the positions of Chair and Vice Chair for the TCERA Board of Retirement effective January 11, 2023.

Mr. Reed nominated Mr. Vander Poel as Chair and Mr. Young as Vice Chair. No further nominations were presented.

Motion to elect Peter Vander Poel as Chair and Jim Young as Vice Chair of the Tulare County Board of Retirement, effective January 11, 2023.

Motion: Reed

Second: Hernandez

Motion passed unanimously.

V. PUBLIC COMMENT

Ms. Malison introduced Ms. Tyler as the new Secretary.

VI. X-AGENDA ITEMS

None

VII. DISABILITIES

Closed session to be held regarding disability matters listed on this agenda.

Closed session was held from 8:37 a.m. To 8:47 a.m. regarding the disability matters on this agenda.

1. In the matter of the disability application of Tina Mahler, consider and take action regarding the application for a disability retirement.

Motion to authorize a new independent medical examination (IME) finding that the IME from Dr. Bronshvag does not provide sufficient information for a disability determination.

Motion: Hernandez

Second: Cook

Motion passed unanimously.

2. Accept as filed the Disability Status Report Overview.

VIII. CONSENT CALENDAR

1. Approve Minutes of the following meetings:
 - a. Retirement Board Minutes of December 14, 2022.
 - b. Investment Committee Minutes of December 14, 2022
2. Approve payments to:
 - a. BNY Mellon – invoice for custody services in the amount of \$71,391.08 for the period ending September 30, 2022.
 - b. Brown Armstrong – invoice for June 30, 2022, audit services in the amount of \$5,253.91.
 - c. Hanson Bridgett – invoice for legal services to the Board of Retirement in the amount of \$405.00 for the period ending November 30, 2022.
 - d. County Counsel – invoice for legal services to the Board of Retirement in the amount of \$2,476.60 for the period ending November 30, 2022.
3. Pension Board Reports and Actions
 - a. Ratify Retirement Administrator actions regarding Retirement Application approvals and Option Selections for the month of December 2022.
 - b. Approve Reports regarding Retirement Applications, Option Selections and Deceased Pensioners and 30-Year Members for the month of December 2022.

Motion to approve Consent Calendar as presented.

Motion: Young

Second: Finney

Motion passed unanimously

IX. INVESTMENT COMMITTEE REPORT

1. Update by Pete Vander Poel regarding the Investment Committee meeting of December 14, 2022. Discussion and possible action regarding the following items:

- a. Asset Allocation Status

Ms. Malison noted that the next report will reflect the \$80 million capital call for IFM.

- b. 2022 Investment Committee Goals and Objectives Timeline and 2022/2023 Education Calendar.

No action

- c. Investment Managers

- 1) Verus Flash Report – All Managers

No action

- 2) Managers of Interest

- a) DWS/RREEF – Organizational Chart Update

Ms. Malison informed the Board that Jay Miller, one of the Co-Portfolio Managers, left the firm. The other Co-Portfolio Manager, John Ehli, has assumed Lead Portfolio Manager responsibilities. The Investment Committee and TCERA's investment consultant agree that there is no concern regarding this change.

No action

X. INVESTMENTS

1. Discussion and possible action regarding TCERA's strategic investment allocation and investment managers, including performance, contracts, and fees.

No action

XI. NEW BUSINESS

1. Discussion and possible action regarding TCERA Authorized Signers/Certificate of Incumbency.

Motion to update the certificate with the newly elected Chair, Pete Vander Poel, and Vice Chair, Jim Young, as well as Paul Sampietro, Assistant Retirement Administrator, as authorized signers. Ms. Malison, Retirement Administrator remains as an authorized signer. Authority of all other previous signers is removed.

Motion: Hernandez

Second: Young

Motion passed unanimously

2. Discussion and possible action regarding Board of Retirement Policy – Hearing Officer Qualifications.

Motion to adopt the policy as presented.

Motion: Young

Second: Cook

Motion passed unanimously

3. Discussion and possible action regarding TCERA Independent Auditor's Contract.

Motion to accept the proposal as presented for a three-year contract extension with Brown Armstrong, Certified Public Accountants, for audit services to the Tulare County Employees' Retirement Association for the fiscal years ending June 30, 2023, 2024, and 2025.

Motion: Hernandez

Second: Young

Motion passed unanimously.

XII. EDUCATION ITEMS

1. Discussion and possible action regarding available educational events.

No action

XIII. UPCOMING MEETINGS

1. Board of Retirement Meeting January 25, 2023, 8:30 a.m.
2. Administrative Committee Meeting – TBA

Mr. Vander Poel indicated that the Administrative Committee Meeting schedule will be determined when the Chair and committee members are appointed.

3. Trustee Education/Presentation Calendar – Discussion and possible action

Ms. Malison noted that the Calendar will be on future agendas to keep the trustees informed of scheduled education and presentations. She confirmed with the trustees that the schedule of events as presented is acceptable and indicated that invitations for investment manager presentations will be sent this month.

XIV. TRUSTEE/STAFF COMMENTS

None

XV. ADJOURNMENT

The meeting was adjourned at 09:05 a.m.

Pete Vander Poel, Chair



800 Fifth Avenue, Suite 3900
Seattle, WA 98104
(206) 622-3700 www.verusinvestments.com

Invoice

Date	Invoice#
12/31/2022	INV033638
Due Date	Terms
1/30/2023	Net 30

Bill To

Ms. Mary Warner
Tulare County Employees' Retirement Association
136 N. Akers Street
Visalia, CA 93291

Services Provided to: Tulare County Employees' Retirement Association

Service Dates: December 2022

Services Rendered	Amount
Monthly Billing	\$22,500.00

SubTotal \$22,500.00
Past Due Balance \$0.00

Total	\$22,500.00
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We accept wire and EFT payments. Call us to learn more.

Thank you for choosing Verus Advisory, Inc. We sincerely appreciate your business.

Please let us know if you would like to receive a copy of our disclosure brochure Form ADV Part II.

Tax ID Number: 91-1320111



800 Fifth Avenue, Suite 3900
Seattle, WA 98104
(206) 622-3700 www.verusinvestments.com

Invoice

Date	Invoice#
12/31/2022	INV033729
Due Date	Terms
1/30/2023	Net 30

Bill To

Ms. Mary Warner
Tulare County Employees' Retirement Association
136 N. Akers Street
Visalia, CA 93291

Services Provided to: Tulare County Employees' Retirement Association

Service Dates: December Quarter 2022

Services Rendered	Amount
Quarterly Billing - Private Markets	\$75,000.00

SubTotal \$75,000.00
Past Due Balance \$0.00

Total	\$75,000.00
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We accept wire and EFT payments. Call us to learn more.

Thank you for choosing Verus Advisory, Inc.. We sincerely appreciate your business.

Please let us know if you would like to receive a copy of our disclosure brochure Form ADV Part II.

Tax ID Number: 91-1320111

TCERA and TCERA Property, Inc.
Combined Balance Sheet Comparison
As of November 30, 2022

		Nov 30, 22	Oct 31, 22	\$ Change	% Change	Nov 30, 21	\$ Change	% Change
ASSETS								
Current Assets								
Checking/Savings								
	1110 · Cash in County Treasury	21,959,608.87	27,649,394.88	-5,689,786.01	-20.58%	19,327,970.29	2,631,638.58	13.62%
(Note 1)	1120 · Cash in Custodial Account	36,503,409.92	38,973,819.03	-2,470,409.11	-6.34%	25,730,134.35	10,773,275.57	41.87%
(Note 2)	1130 · Short Term Investments	9,821,485.42	6,965,831.51	2,855,653.91	41.00%	35,333,493.01	-25,512,007.59	-72.20%
	1140 · Securities Lending Collateral	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
	Total Checking/Savings	68,284,504.21	73,589,045.42	-5,304,541.21	-7.21%	80,391,597.65	-12,107,093.44	-15.06%
Other Current Assets								
(Note 3)	1310 · Fixed Income - Market	349,403,280.59	345,557,866.65	3,845,413.94	1.11%	521,432,213.61	-172,028,933.02	-32.99%
	1340 · Equities - Market	850,787,216.70	797,888,737.80	52,898,478.90	6.63%	966,100,453.09	-115,313,236.39	-11.94%
(Note 4)	1375 · Real Assets	373,730,474.66	372,886,583.10	843,891.56	0.23%	251,834,337.96	121,896,136.70	48.40%
	1386 · Private Equity	126,053,728.99	124,839,385.42	1,214,343.57	0.97%	116,729,487.25	9,324,241.74	7.99%
	1388 · Private Credit	113,754,818.00	110,953,695.00	2,801,123.00	2.53%	108,603,510.00	5,151,308.00	4.74%
	Total Other Current Assets	1,813,729,518.94	1,752,126,267.97	61,603,250.97	3.52%	1,964,700,001.91	-150,970,482.97	-7.68%
	Total Current Assets	1,882,014,023.15	1,825,715,313.39	56,298,709.76	3.08%	2,045,091,599.56	-163,077,576.41	-7.97%
Fixed Assets								
	1501 · Building and Improvements	1,278,288.95	1,278,288.95	0.00	0.00%	1,178,366.03	99,922.92	8.48%
	1505 · Office Equipment & Computer System	175,264.64	175,264.64	0.00	0.00%	178,552.49	-3,287.85	-1.84%
	1506 · Project in Process CPAS	2,755,095.55	2,755,095.55	0.00	0.00%	2,755,095.55	0.00	0.00%
	1511 · Accumulated Depreciation	-3,462,787.44	-3,462,787.44	0.00	0.00%	-3,109,385.42	-353,402.02	-11.37%
	1512 · Land	370,345.69	370,345.69	0.00	0.00%	370,345.69	0.00	0.00%
	Total Fixed Assets	1,116,207.39	1,116,207.39	0.00	0.00%	1,372,974.34	-256,766.95	-18.70%
Other Assets								
(Note 5)	1710 · Open Trades Sales	18,366,045.79	16,454,793.07	1,911,252.72	11.62%	15,227,495.84	3,138,549.95	20.61%
(Note 6)	1730 · Investment Income Receivable	1,265,967.88	1,000,524.70	265,443.18	26.53%	1,078,070.93	187,896.95	17.43%
	1735 · Real Assets Income Receivable	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
	1750 · Members Contribution Receivable	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
	1770 · Employer Contribution Receivable	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
	1780 · Advances Rec- Holding Corp	329,230.00	338,230.00	-9,000.00	-2.66%	437,230.00	-108,000.00	-24.70%
	1785 · Pension Deaths Receivables	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
	1790 · Other Receivables	0.00	0.00	0.00	0.00%	5,556.01	-5,556.01	-100.00%
	Total Other Assets	19,961,243.67	17,793,547.77	2,167,695.90	12.18%	16,748,352.78	3,212,890.89	19.18%
TOTAL ASSETS		1,903,091,474.21	1,844,625,068.55	58,466,405.66	3.17%	2,063,212,926.68	-160,121,452.47	-7.76%

TCERA and TCERA Property, Inc.
Combined Balance Sheet Comparison
As of November 30, 2022

	Nov 30, 22	Oct 31, 22	\$ Change	% Change	Nov 30, 21	\$ Change	% Change
LIABILITIES & EQUITY							
Liabilities							
Current Liabilities							
	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
(Note 7) 2010 · Sec Lending Collateral Payable							
	21,049,211.76	27,935,410.80	-6,886,199.04	-24.65%	49,419,032.47	-28,369,820.71	-57.41%
2020 · Open Trades - Purchases							
2030 · Accounts Payable - Inv	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
2040 · Refunds Payable	4,102,418.01	4,102,418.01	0.00	0.00%	4,098,875.89	3,542.12	0.09%
2050 · Other Payables	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
2100 · Payroll Liabilities	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
Total Other Current Liabilities	25,151,629.77	32,037,828.81	-6,886,199.04	-21.49%	53,517,908.36	-28,366,278.59	-53.00%
Total Current Liabilities	25,151,629.77	32,037,828.81	-6,886,199.04	-21.49%	53,517,908.36	-28,366,278.59	-53.00%
Long Term Liabilities							
2060 · Accrual-Benefits at Termination	106,256.43	106,256.43	0.00	0.00%	115,302.68	-9,046.25	-7.85%
2070 · Advances Payable - TCERA	329,230.00	338,230.00	-9,000.00	-2.66%	437,230.00	-108,000.00	-24.70%
Total Long Term Liabilities	435,486.43	444,486.43	-9,000.00	-2.03%	552,532.68	-117,046.25	-21.18%
Total Liabilities	25,587,116.20	32,482,315.24	-6,895,199.04	-21.23%	54,070,441.04	-28,483,324.84	-52.68%
Equity							
3110 · Member Deposit Reserve	350,847,920.44	353,070,265.95	-2,222,345.51	-0.63%	331,389,984.54	19,457,935.90	5.87%
(Note 8) 3120 · Other Reserves - Unapportioned	-2,510,127.05	-2,510,127.05	0.00	0.00%	2,550,693.48	-5,060,820.53	-198.41%
3210 · Employer Advance Reserves	948,376,153.03	952,838,117.53	-4,461,964.50	-0.47%	893,879,609.33	54,496,543.70	6.10%
3310 · Retiree Reserves	486,800,653.99	480,116,343.98	6,684,310.01	1.39%	469,528,895.11	17,271,758.88	3.68%
3320 · Supp. Retiree Benefit Reserve	113,701,856.85	113,701,856.85	0.00	0.00%	108,446,851.09	5,255,005.76	4.85%
3410 · Contingency Reserve	55,608,454.13	55,608,454.13	0.00	0.00%	60,735,602.01	-5,127,147.88	-8.44%
3510 · Market Stabilization	-134,802,290.00	-134,802,290.00	0.00	0.00%	108,713,808.00	-243,516,098.00	-224.00%
3810 · Income Summary Account	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
3900 · Retained Earnings	987,677.06	987,677.06	0.00	0.00%	939,409.13	48,267.93	5.14%
Net Income	58,494,059.56	-6,867,545.14	65,361,604.70	951.75%	32,957,632.95	25,536,426.61	77.48%
Total Equity	1,877,504,358.01	1,812,142,753.31	65,361,604.70	3.61%	2,009,142,485.64	-131,638,127.63	-6.55%
TOTAL LIABILITIES & EQUITY	1,903,091,474.21	1,844,625,068.55	58,466,405.66	3.17%	2,063,212,926.68	-160,121,452.47	-7.76%

Notes:

- Note 1 Decrease in Cash Reserve over last mo. from Private Equity/Credit Capital Calls;increase over last yr. due to Closing Redemptions from Franklin Templeton
- Note 2 Timing of manager short term positions
- Note 3 Decrease in Fixed Income over last year due to the elimination and reallocation of Global Fixed Income assets
- Note 4 Increase in Real Assets over last year due to the additions to the Real Asset and Infrastructure portfolio
- Note 5 Increase in Open Trade Sales over last month and last year in Fixed Income
- Note 6 Increase in Investment income receivable over last month and last year
- Note 7 Decrease in Open Trade Purchases over last month and last year in Fixed Income
- Note 8 Interim interest payments/adjustments and equity adjustments prior to period close

TCERA and TCERA Property, Inc.
Combined Comparative Profit and Loss
November 30, 2022

	Nov 22	Oct 22	\$ Change	% Change	Jul - Nov 22	Jul - Nov 21	\$ Change	% Change
Ordinary Income/Expense								
Income								
(Note 1) 4110 · Interest Income	473,926.73	389,228.03	84,698.70	21.76%	2,059,858.78	1,399,720.92	660,137.86	47.16%
(Note 2) 4120 · Dividend Income	524,552.10	271,521.64	253,030.46	93.19%	1,779,512.99	1,465,378.90	314,134.09	21.44%
(Note 3) 4130 · Real Assets Income	0.00	3,306,316.10	-3,306,316.10	-100.0%	6,082,265.41	1,846,891.34	4,235,374.07	229.32%
(Note 4) 4140 · Other Investment Income	126,450.50	20,620.59	105,829.91	513.22%	614,578.62	819,609.37	-205,030.75	-25.02%
4200 · Lease Payments from TCERA	15,640.00	15,640.00	0.00	0.0%	78,200.00	78,200.00	0.00	0.0%
4310 · Commission Rebates	0.00	108.60	-108.60	-100.0%	141.83	217.82	-75.99	-34.89%
(Note 5) 4410 · Securities Lending Income	12,651.40	11,367.16	1,284.24	11.3%	65,113.37	36,756.01	28,357.36	77.15%
(Note 6) 4510 · Realized Gains/Losses	2,685,087.18	6,569,505.61	-3,884,418.43	-59.13%	18,813,333.41	66,474,385.25	-47,661,051.84	-71.7%
4530 · Gn/Ls Disposal of Fixed Asset	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
(Note 7) 4610 · Employee Contributions	3,161,765.06	2,121,913.86	1,039,851.20	49.01%	10,709,737.09	10,128,037.03	581,700.06	5.74%
(Note 7) 4620 · Employer Contributions	261,089.38	252,305.10	8,784.28	3.48%	44,644,934.72	40,348,733.87	4,296,200.85	10.65%
Total Income	7,261,162.35	12,958,526.69	-5,697,364.34	-43.97%	84,847,676.22	122,597,930.51	-37,750,254.29	-30.79%
Expense								
5110 · Benefit Payments	8,499,674.16	8,489,407.86	10,266.30	0.12%	42,300,266.06	40,079,758.04	2,220,508.02	5.54%
5120 · Refunds	306,280.16	347,856.36	-41,576.20	-11.95%	1,722,826.08	1,805,740.59	-82,914.51	-4.59%
(Note 8) 5130 · Death Retiree ROC	0.00	0.00	0.00	0.0%	348,020.68	13,508.23	334,512.45	2,476.36%
5140 · SDA Payments	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
(Note 9) 5210 · Investment Management Fees	803,221.65	175,843.81	627,377.84	356.78%	1,447,796.74	1,721,776.58	-273,979.84	-15.91%
(Note 9) 5250 · Inv. Consultant/Custodial Fees	22,508.29	98,687.24	-76,178.95	-77.19%	166,278.96	88,320.08	77,958.88	88.27%
5270 · Securities Lending Expense	574.58	503.20	71.38	14.19%	2,242.69	3,319.56	-1,076.87	-32.44%
5275 · Real Assets Investment Expense	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
(Note 9) 5276 · Real Assets Mgr Fees	1,559.14	362,293.69	-360,734.55	-99.57%	837,226.00	489,010.19	348,215.81	71.21%
(Note 10) 5280 · Other Investment Expense	25,753.09	8,269.49	17,483.60	211.42%	27,453.66	131,960.51	-104,506.85	-79.2%
(Note 9) 5410 · Actuarial Study Fees	27,941.25	0.00	27,941.25	100.0%	27,941.25	53,189.14	-25,247.89	-47.47%
5450 · Compensated Benefit Expense	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
** 5500 · Administrative Expense	266,884.76	273,889.14	-7,004.38	-2.56%	1,038,979.32	900,878.78	138,100.54	15.33%
** 5750 · TCERA Property Admin Expense	5,000.12	2,031.61	2,968.51	146.12%	19,164.29	21,122.90	-1,958.61	-9.27%
5910 · Deprec/Amort of Fixed Assets	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total Expense	9,959,397.20	9,758,782.40	200,614.80	2.06%	47,938,195.73	45,308,584.60	2,629,611.13	5.8%
Net Ordinary Income	-2,698,234.85	3,199,744.29	-5,897,979.14	-184.33%	36,909,480.49	77,289,345.91	-40,379,865.42	-52.25%

TCERA and TCERA Property, Inc.
Combined Comparative Profit and Loss
November 30, 2022

	<u>Nov 22</u>	<u>Oct 22</u>	<u>\$ Change</u>	<u>% Change</u>	<u>Jul - Nov 22</u>	<u>Jul - Nov 21</u>	<u>\$ Change</u>	<u>% Change</u>
Other Income/Expense								
Other Income								
4520 · Unrealized Gains/Losses	68,059,839.55	22,587,487.01	45,472,352.54	201.32%	21,584,579.07	-44,331,712.96	65,916,292.03	148.69%
4525 · Unrealized Gns/Ls Building/Land	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
5000 · Other Income	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total Other Income	68,059,839.55	22,587,487.01	45,472,352.54	201.32%	21,584,579.07	-44,331,712.96	65,916,292.03	148.69%
Other Expense	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Net Other Income	68,059,839.55	22,587,487.01	45,472,352.54	201.32%	21,584,579.07	-44,331,712.96	65,916,292.03	148.69%
Net Income	<u>65,361,604.70</u>	<u>25,787,231.30</u>	<u>39,574,373.40</u>	<u>153.47%</u>	<u>58,494,059.56</u>	<u>32,957,632.95</u>	<u>25,536,426.61</u>	<u>77.48%</u>

Notes:

- Note 1** Increase in Interest Income over last mo. from Cash in the Cash Reserve; increase over last year from Fixed Income
- Note 2** Increase in Dividend Income over last mo. in Public Equity from Boston Partners and QMA
- Note 3** Real Asset Investment Income reported quarterly and one-two months in arrears
- Note 4** Increase over last mo. in Public Equity from KBI; decrease over last yr. in Private Equity
- Note 5** Increase in Securities Lending Income over last mo. and last year in Public Equity
- Note 6** Decrease over last mo. in Private Equity and Real Assets due to a distribution and redemption in October; decrease over last yr. from an Accrual in Public Equity
- Note 7** EE & ER Contributions: 3 pay periods in November
- Note 8** Timing of Retiree deaths with remaining contributions, decrease over last mo.; increase over last year
- Note 9** Timing of payments for Fees
- Note 10** Increase over last mo. in Private Credit from a Net Capital Call by Sixth Street Partners ~25k; decrease over last year in Private Equity

* See Budget report for detail of Administrative expenses (5500 and 5750)

TCERA and TCERA Property, Inc.
BUDGET VS ACTUAL
November 2022
Accounting Period 5
41.67% of the Current Fiscal Year Budget

	Nov 22	Jul - Nov 21	Jul - Nov 22	Annual Budget	Remaining Budget	% Annual Budget
5500 · Administrative Expense						
5505 · (6001) Allocated Salaries	130,802.78	325,571.93	388,791.79	1,158,174.00	769,382.21	33.57%
5510 · (6002) Overtime	0.00	0.00	0.00	1,000.00	1,000.00	0.00%
5515 · (6003) Other Pay	689.22	21,180.18	2,339.93	34,700.00	32,360.07	6.74%
5520 · (6004) Benefits	10,439.60	51,563.41	49,883.01	153,495.00	103,611.99	32.50%
5525 · (6005) Extra-Help	0.00	4,547.85	0.00	500.00	500.00	0.00%
5535 · (6011) Retirement- Co. Port.	13,832.22	44,395.59	48,265.51	153,802.00	105,536.49	31.38%
5540 · (6012) Social Security	8,491.14	24,405.20	27,559.90	86,230.00	58,670.10	31.96%
5545 · (1024) POB Cost	8,907.76	26,065.71	27,540.18	98,100.00	70,559.82	28.07%
(Note 1) 5550 · (6008) Board Fees-Per Diem Pmts	734.40	10,119.10	10,434.65	20,000.00	9,565.35	52.17%
5551 · Communications						
5552 · (7005) Communications	520.58	2,047.00	2,082.89	8,700.00	6,617.11	23.94%
5640 · (7005) Co. Telecommunication	0.00	2,832.12	1,878.58	15,250.00	13,371.42	12.32%
Total 5551 · Communications	520.58	4,879.12	3,961.47	23,950.00	19,988.53	16.54%
5553 · Data Processing						
5650 · (7044) ICT Qtrly - Data Process	13,948.37	20,620.33	30,350.62	100,830.00	70,479.38	30.10%
(Note 2) 5697 · (7044) Computer Exp Hdw/Sftwr	1,471.26	6,614.71	21,036.74	39,360.00	18,323.26	53.45%
5698 · (7044) WSI/Q2 Digital	0.00	0.00	0.00	3,000.00	3,000.00	0.00%
Total 5553 · Data Processing	15,419.63	27,235.04	51,387.36	143,190.00	91,802.64	35.89%
5555 · (7009) Household Expense	1,413.59	6,782.60	6,846.85	18,928.00	12,081.15	36.17%
(Note 3) 5560 · (7010) Insurance	0.00	58,624.00	65,971.00	67,113.00	1,142.00	98.30%
5565 · (7011) Unemployment Insurance	0.00	14.67	0.00	6,000.00	6,000.00	0.00%
5570 · (7021) Maintenance-Equipment	85.32	548.77	547.59	4,100.00	3,552.41	13.36%
(Note 4) 5575 · (7027) Memberships	0.00	4,550.00	4,580.00	8,075.00	3,495.00	56.72%
5580 · (7030) Due Diligence Expense	0.00	2,521.92	0.00	15,000.00	15,000.00	0.00%
5585 · (7036) Office Expense	20,708.85	22,978.22	27,073.69	72,276.00	45,202.31	37.46%
5586 · (7040) Courier	124.36	353.98	496.59	1,550.00	1,053.41	32.04%
5590 · Prof & Specialized Exp						
5591 · (7043) Prof & Special Gen Exp	0.00	0.00	0.00	500.00	500.00	0.00%
(Note 5) 5592 · (7043) Prof & Spec - Audit	0.00	26,249.50	24,934.53	47,600.00	22,665.47	52.38%
5593 · (7043) Prof Sr -Outside Counsel	0.00	0.00	15,132.88	75,000.00	59,867.12	20.18%
Total 5590 · Prof & Specialized Exp	0.00	26,249.50	40,067.41	123,100.00	83,032.59	32.55%
5594 · County Counsel Charges						
5661 · (7046) Co Counsel - General Exp	0.00	3,755.20	6,633.80	40,000.00	33,366.20	16.58%
5662 · (7046) Co Counsel - Disability	0.00	17,051.60	14,435.90	93,000.00	78,564.10	15.52%
Total 5594 · County Counsel Charges	0.00	20,806.80	21,069.70	133,000.00	111,930.30	15.84%
5595 · (7049) Prof Exp-Disabilities	-419.11	12,390.58	15,718.84	172,500.00	156,781.16	9.11%
5600 · (7059) Publications	0.00	4,375.36	4,712.05	25,000.00	20,287.95	18.85%
5675 · (7059) Co. Print Services	228.34	465.33	2,283.75	16,000.00	13,716.25	14.27%
Total 5600 · (7059) Publications	228.34	4,840.69	6,995.80	41,000.00	34,004.20	17.06%

TCERA and TCERA Property, Inc.
BUDGET VS ACTUAL
November 2022
Accounting Period 5
41.67% of the Current Fiscal Year Budget

	Nov 22	Jul - Nov 21	Jul - Nov 22	Annual Budget	Remaining Budget	% Annual Budget
5605 · (7062) Rent & Lease -Building	15,640.00	78,200.00	78,200.00	187,680.00	109,480.00	41.67%
5610 · (7066) Spec Dept Exp - RIS	33,264.32	44,489.13	57,087.32	321,835.00	264,747.68	17.74%
5615 · (7073) Training	0.00	1,830.00	2,680.00	32,975.00	30,295.00	8.13%
5620 · (7074) Transportation & Travel	1,433.55	2,032.29	3,624.01	35,000.00	31,375.99	10.35%
(Note 6) 5625 · (7081) Utilities	1,141.48	9,873.94	11,539.89	22,400.00	10,860.11	51.52%
5627 · (7116) Postage - Co. Mail	3,426.73	10,947.92	19,656.64	50,000.00	30,343.36	39.31%
(Note 7) 5630 · (7128) Co. Workers Comp Insurance	0.00	52,514.00	53,544.00	55,000.00	1,456.00	97.35%
5695 · Co. Admin. Services						
(Note 8) 5666 · (7719) HR/Risk Services	0.00	0.00	12,491.55	14,200.00	1,708.45	87.97%
5699 · (7719) Auditors Services	0.00	366.64	624.64	7,500.00	6,875.36	8.33%
Total 5695 · Co. Admin. Services	0.00	366.64	13,116.19	21,700.00	8,583.81	60.44%
5720 · (7421) Interest Expense	0.00	0.00	0.00	1.00	1.00	0.00%
5450 · Compensated Benefit Expense	0.00	0.00	0.00	30,688.00	30,688.00	0.00%
5911 · Depreciation - TCERA	0.00	0.00	0.00	19,200.00	19,200.00	0.00%
Total TCERA Administrative Expense	266,884.76	900,878.78	1,038,979.32	3,312,262.00	2,273,282.68	31.37%
5750 · TCERA Property Administrative Expense						
5755 · Fees and Taxes	25.00	25.00	25.00	200.00	175.00	12.50%
(Note 3) 5760 · Insurance	0.00	7,909.00	8,461.00	9,500.00	1,039.00	89.06%
5765 · Professional & Spec Services	0.00	0.00	0.00	2,000.00	2,000.00	0.00%
5780 · Courtyards Property Assn Dues	1,707.67	1,707.67	1,707.67	8,000.00	6,292.33	21.35%
(Note 9) 5785 · Landscape Service	2,430.00	1,550.00	3,685.00	8,550.00	4,865.00	43.10%
5790 · Security Monitoring	350.00	1,001.60	1,750.00	8,500.00	6,750.00	20.59%
5795 · Maintenance & Improve - Bldg	105.00	6,418.00	1,397.50	16,280.00	14,882.50	8.58%
5797 · Utilities	382.45	2,511.63	2,138.12	7,000.00	4,861.88	30.54%
5912 · Depreciation - TCERA Property	0.00	0.00	0.00	37,100.00	37,100.00	0.00%
Total TCERA Property, Inc. Administrative Expense	5,000.12	21,122.90	19,164.29	97,130.00	77,965.71	19.73%
Total TCERA & TCERA Property Administrative Expense	271,884.88	922,001.68	1,058,143.61	3,409,392.00	2,351,248.39	31.04%

Notes:

- Note 1 Quarter-3 (July-Sept.) Per Diems paid
Note 2 Computer Expense: 4-Ergonomic Keyboards
Note 3 TCERA and TCERA Property Insurance premiums paid in the beginning of the Fiscal Year
Note 4 Annual Memberships paid: SACRS and NCPERS
Note 5 Brown Armstrong 2022 Audit and Year-End preparation
Note 6 Electricity usage higher during summer months (June-Aug.)
Note 7 Annual Expense: County Counsel Workers Comp. Insurance premium paid
Note 8 Annual Expense: HR&D paid in the beginning of the Fiscal Year
Note 9 Landscape project for fiscal year 2022/2023 complete and paid

Accrued Actuarial Liability	2,047,350,000
June 30, 2022	
.21% of AAL	4,299,435.00
41.67%	1,791,431.25
Expenses to date	(1,058,143.61)
(Over)/Under	733,287.64



RECEIVED

JAN -6 2023

TCERA RETIREE REINSTATEMENT APPLICATIONTULARE COUNTY EMPLOYEES'
RETIREMENT ASSOCIATION

Purpose of the Form: Use this form to suspend your retirement and reinstate as an active TCERA member under Gov. Code Section 31680.4.

Instructions:

- Retiree – Complete Section 1, sign and give to your new employer with a physician's certification.
- Employer – Complete Section 2, and send all documents to the Retirement office.

To be Eligible:

- You must be receiving a service retirement benefit from TCERA, and
- Your retirement benefit cannot be a disability benefit, and
- You must have an offer of a job from one of TCERA's participating employers, and
- Your new job must qualify for membership in TCERA.

Section 1 – To be completed by the Retiree

I hereby apply for reinstatement as an active member of the Tulare County Employees' Retirement Association. I certify I am not incapacitated for the duties of the new job. I have attached a certification from a physician licensed by the Medical Board of California or the Osteopathic Medical Board of California confirming that I am not incapacitated for the duties of the new job as described in the employer's job description. I understand that upon approval of this application by the Board of Retirement:

1. My monthly retirement benefit will stop effective on the date of my re-employment, and I will return to TCERA any benefits I received to which I am not entitled, and
2. I will begin to make contributions into the system and my contributions will be based on my present age and current tier, effective with the first pay period of my reemployment.

Full Name Valeri Lynn Holbrook	Last four of SS # 1075	Employee # 020768
Member Signature <i>Valeri Lynn Holbrook</i>		Date - mm/dd/year 01/03/2023

Section 2 – To be completed by the Department or Special District

I request the above-named applicant be reinstated to active membership in TCERA. I certify that a job has been offered to the applicant as indicated below.

Job Title Staff Services Analyst III		Re-Hire Date mm/dd/year 02/12/2023	
Employer Tulare County	Department RMA		
Appointing Authority Name Reed Schenke		Appointing Authority Title Director	
Appointing Authority Signature <i>[Signature]</i>		Date - mm/dd/year 01/03/2023	

Section 3 – To be completed by the Retirement Office

Retirement Board Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date: _____	Retirement Administrator Signature		Date - mm/dd/year	
	Date of Membership – mm/dd/year		Tier	New Age at Entry

NOTE: TCERA reserves the right to require a court order if all or part of the retiree's present benefit is being paid to another person under a child support order or court order, including domestic relations order.

TCERA RETIREE REINSTATEMENT – FREQUENTLY ASKED QUESTIONS

Eligibility

Q What is reinstatement?

A Reinstatement allows a TCERA retiree to return to work, earn additional service credit and re-retire later.

Q Who is Eligible?

A Anyone who is a retired member and not retired due to disability, *provided* they are medically able to perform the job.

The Process

Q How do I return to work?

A First, you apply for a job with either Tulare County or one of the Special Districts that participate in the system. For this law to affect you, the job must be one that is normally covered by the system (i.e., permanent and not less than 20 hours per week).

If you are offered the job, you will fill out a Retiree Reinstatement Application. On the form, you will certify you are medically capable of performing the duties of the job, provide a physician's certification to that effect, and certify that you understand your retirement benefit will be stopped while you are employed. You will give the documents to your prospective employer. The required documents must be returned to the Retirement office for Board of Retirement approval.

Q Where do I get one of these application forms?

A The form is available on TCERA's website www.tcera.org or you can request one by calling TCERA.

Q What happens after the Board of Retirement approves this application?

A TCERA will stop your retirement benefit. You will start making contributions in to the pension system again, and you will earn additional service credit.

Q What if I forgot to file the application and I am already on the job?

A If the application is filed late, but it is approved, you will need to repay the Retirement system for any pension checks you received and should not have. We'll also collect any contributions which should have been paid but were not.

Once You Are Reemployed

Q How will my contributions be computed?

A We will use your present age as your "Age at Entry".

Q What retirement category (Tier) will I be placed in?

A You will be placed in the current retirement tier as if you were a new member.

Q Once I'm back on payroll, may I purchase any prior service or redeposit any amounts I may have withdrawn before my original retirement?

A You can only purchase service time that occurred after your original retirement date. This could be an unpaid personal medical leave of absence taken after your return to work. You may not purchase time prior to your original retirement date.

When You Re-Retire

Q What happens when I decide to retire again?

A You'll get two benefits added together.

- 1) The first benefit will be the one you were receiving from your first retirement, plus any cost of living increases (COLA) that may have been granted to other retirees in the same tier while you were re-employed.
- 2) The second benefit will be computed using your current age and the service and salary you earned after you came back to work.

Q I retired originally under an early retirement incentive program (the "Golden Handshake", Government Code §31641.04). Does that affect how much I get when I re-retire?

A Yes. If you retired under an early retirement arrangement, you will forfeit the part of your pension that was due to this arrangement. For example, if you received two extra years of service credit by taking a "Golden Handshake," offer, those two extra years would be forfeited in figuring your pension when you retire again.

Q Can I change the Option I selected when I retired the first time?

A Your original retirement benefit cannot be changed as to Option selected.

Q What about the second benefit I receive because of my extra service?

A You can choose any Option for your second retirement benefit.

Q Can I take a refund of my account?

A No.

Disability Benefits

Q What if I become disabled while I'm re-employed?

A Eligibility will be based on the service you earned since your return to work. We cannot use your previous service to qualify you for a disability benefit. If your disability benefit is approved, it will be computed based on your salary and service since return to work, and paid along with your original retirement benefit, the same as described above.

Death Benefits

Q What happens if I should die while I'm re-employed?

A We'll pay any death benefit due based on your added service just the same as any other member who dies in active service. Any eligible continuance for the earlier retirement will be paid based on the retirement option you selected at the time of that prior retirement.

Health Insurance

Q What happens to my health insurance and/or Medicare coverage or premiums if I return to work?

A You will need to contact the agency administering your insurance coverage for health insurance and Medicare coverage questions. TCERA does not administer any health benefits.

Special Cases

Q I'm a widow/widower receiving two pensions. One is a continuation of my spouse's pension and the other is because of my own service record. How will returning to work affect my two pensions?

A Only the pension paid because of your own employment is stopped when you return to work. The pension you are receiving from your spouse's record will continue to you even while you are back to work.

Q Part of my monthly pension check is being sent to someone other than me. How will my return to work affect this part of my pension?

A The law provides that your pension stops when you again become a contributing member of the pension system. This means that even the part of your pension paid to someone else will stop. Because this may result in an action contrary to what a divorce order or family support order intended, you will need to seek guidance from the court regarding your return to work. We may require an acceptable court order providing direction regarding your pension before approval of your return to work application is granted. In no event can TCERA pay out more in benefits than would be required if the pension split had not occurred. (Note: Ex-spouse pension accounts that were the result of a community property split prior to retirement are not affected by a return to work.)

Tulare County Employees' Retirement Association
136 N. Akers Street
Visalia, CA 93291
559-713-2900
www.tcera.org



RESOURCE MANAGEMENT AGENCY

5961 SOUTH MOONEY BLVD

VISALIA, CA 93277

PHONE (559) 624-7000

FAX (559) 730-2653

Michael Washam

Reed Schenke

Sherman Dix

Economic Development and Planning

Public Works

Fiscal Services

REED SCHENKE, DIRECTOR

MICHAEL WASHAM, ASSOCIATE DIRECTOR

January 3, 2023

Valeri Holbrook
23282 Ave 182
Porterville CA 93257

Dear Valeri:

I would like to confirm with you our employment offer and your acceptance of employment with the County of Tulare, Resource Management Agency (RMA), Fiscal Branch, for the position of Staff Services Analyst III. The agreed salary for this position is at Step 3, \$34.9933 per hour.

We are pleased to have someone with your level of qualifications and experience in our agency. Thank you for accepting our offer of employment. If you have any questions, please feel free to contact me at (559) 624-7023.

Sincerely,

A handwritten signature in cursive script that reads "Kim Machado".

Kim Machado
Dept. HR Analyst III

cc: Personnel File



Visalia Medical Clinic
5400 W. Hillsdale Ave
Visalia, CA, 93291
PH: (559) 738-7500

MRN: 2285799

Visit Date: 01/06/2023

Patient Information

Valeri Holbrook
23282 Avenue 182
Porterville, CA 93257
DOB: 09/05/1949

To whom it may concern -

Valeri Holbrook was seen in the office today. Her medical history and job description was reviewed. She is felt fully qualified for this employment without special accommodations.

Thank you very much.

Bruce Hall MD FACP

Electronically signed by: Bruce Hall M.D. Jan 6 2023 10:03AM PST Author



**HUMAN RESOURCES
& DEVELOPMENT**
TULARE COUNTY

Staff Services Analyst III

Class Code:
001830

COUNTY OF TULARE
Revision Date: Jul 29, 2000

SALARY RANGE

\$31.70 - \$38.63 Hourly
\$2,535.85 - \$3,090.50 Biweekly
\$5,494.33 - \$6,696.08 Monthly
\$65,932.00 - \$80,353.00 Annually

DEFINITION:

To assist in the administration, budgetary, and management activities in a County department; to perform analytical studies and develop recommendations for change; to perform the more complex staff analyst work with responsibilities in program, contract, grant, and/or budget administration; and to provide highly responsible and technical staff assistance.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey, specialist class in the Staff Services Analyst series. Incumbents of positions allocated to this class have a much wider range of independence of action than the Staff Services Analyst II level and performs the more complex work with responsibility for program, grant, contract, and/or budget administration.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by upper level management of the department. Responsibilities may include supervision of support staff, and lead supervision of I/II level Staff Services Analyst.

TYPICAL DUTIES:

Assist management in planning and implementing new services or changes to existing services.

Identify alternative methods of providing services through discussions with other organizations or by utilizing other available resources.

Analyze alternative methods available.

Compile information gathered in reportable format including summary of alternatives, advantages and disadvantages, and costs.

Prepare and present recommendations for management to consider.

Respond to questions and conduct further research as needed.

Assist staff in implementing changes.

Analyze work flow and recommend work improvement/efficiency methods.

B

Coordinate with various divisions and units involved to ensure smooth transition between systems assist in solving problems identified in providing departmental services.

Gather information from management and staff.

Obtain information from other organizations to identify alternative solutions.

Analyze alternatives and make recommendations to management.

Monitor specific programs budgeted or line items.

Inform management of problems and proposed solutions.

Assist in the procurement of fixed assets.

Prepare bid specifications or waivers.

Negotiate with vendors.

Review final bid document to ensure all specifications will be met.

Coordinate with other departments to resolve problems.

Review proposed or new legislation related to departmental services.

Analyze impact on department and report to management.

Prepare grants or identify funding sources needed for specific departmental services.

Identify and write goals and objectives.

Identify resources needed to meet goals and objectives including staffing, supplies and equipment.

Prepare project description and method for evaluation.

Prepare cost analysis and budget.

Review goals and objectives of grants on a regular basis to ensure continued funding.

Prepare quarterly reports on grants for funding source.

Respond to requests for information from State or other agencies regarding departmental services or programs.

Research availability of grant funding for special projects.

Analyze funding source requirements and department needs.

Prepare recommendation for management.

Supervise, train and evaluate staff.

Prepare agenda items for the Board of Supervisors to obtain approval for grants and contracts.

Write policies and procedures as requested to implement changes or new programs/services.

May assist with the administration of the department's personnel program.

Use personal computer applications to assist in completing work such as spread sheets and word processing.

Attend various seminars and workshops to maintain and update job knowledge.

Maintain various records as needed regarding studies or projects for future reference.

Essential job duties may be assigned that are not listed above but are relative to this job classification. (Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.)

EMPLOYMENT STANDARDS:

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the education, training, experience, special skills and/or license which are required and equivalent to the following.

Knowledge of:

- Principles and practices in administration including organizational patterns and analysis, fiscal and personnel management;
- General automated and manual procedures and systems utilized in work places to resolve problems in delivering services;
- Managerial accounting principles sufficient to develop budgets, examine and analyze expenses and fiscal documents, and to review and develop audit trails;
- Available resources and methodology for gathering data;
- Descriptive statistics sufficient to reflect results of research;
- Current industry standard automated systems, including software programs, peripherals, and hardware.

Skill/Ability to:

- Read, interpret and apply complex, technical regulations, contracts, and legislative bills.
- Prepare clear, concise reports and correspondence using correct grammar, punctuation and spelling. Convey complex concepts and procedures to lay persons and negotiate solutions to problems with others.
- Supervise, train and evaluate employees.
- Compile results of research to extrapolate costs such as expenditures, caseloads and allocations, and to prepare budgets.
- Research, compile, and analyze information and prepare appropriate alternatives and recommendations.
- Implement new systems or changes in current programs by obtaining input and cooperation from others.
- Maintain cooperative working relationships with co-workers, various agencies and departments.
- Organize work and set priorities to complete assignments by established time frames.
- Retain and recall a wide variety of information for long periods of time.
- Follow complex written and verbal instructions.
- Maintain various records.

Education:

- Graduation from an accredited college or university with a Bachelor's degree in business or public administration, or a closely related field.

Experience:

- Two (2) years of progressively responsible analyst level fiscal, managerial, personnel, or government administrative experience.

License or Certificate:

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

DESIRABLE EMPLOYMENT STANDARDS

Knowledge of:

- Applicable state and federal statutes and regulations, and local ordinances, policies, and rules related to the County;
- Governmental budget process sufficient to prepare and monitor departmental budget;
- Management information systems including automated systems to assess needs, capabilities, and cost effectiveness;
- Personal computers to utilize word processing and spreadsheet software;
- Current departmental policies and programs;
- Tulare County Personnel Rules;
- Effective techniques for negotiating contracts for services;
- Other County departments to obtain services needed by the department.

Skill/Ability to:

- Prepare grant applications, monitor grants after obtained, and prepare related reports;
- Give presentations including planning and preparing materials.

SUPPLEMENTAL INFORMATION:

[Staff Services Analyst III] Job Code: 001830, Res: XX-XXXX; Updated: XX/XX/XXXX

Supplemental Information

Overtime Status: Exempt

Probation: Six (6) months

BU: 19