



Lassen County

Legislation Details

File #: ID# 268-19 **Version:** 1 **Name:**

Type: Action Item **Status:** Passed

File created: 4/9/2019 **In control:** County Counsel

On agenda: 4/16/2019 **Final action:** 4/16/2019

Title: POLICY ON FEDERALLY PROTECTED TAX INFORMATION
 SUBJECT: Authorize implementation of draft policy # 19-01 regarding employees who have access to federally protected tax information (FTI).
 FISCAL IMPACT: Unknown.
 ACTION REQUESTED: 1. Receive staff report; and 2. Approve draft policy 19-01; and 3. Approve changes to identified job descriptions; and 4. Approve creation of 2 new job descriptions (Housing Program Coordinator and Housing Grants Specialist); and/or 5. Provide direction to staff.

Sponsors:

Indexes:

Code sections:

Attachments: 1. CoCo Master LetterHead 4.16.19 BOS Staff Report, 2. Lassen IRS Background Investigation Requirements - Access to Federal Tax Information 2.1.19, 3. Background Investigation Questionnaire Lassen, 4. FAQs Re IRS Pub 1075 Policy-Final 1.1.19, 5. 5. Revised Deputy Public Conservator Guardian Administrator 02.19, 6. 6. Revised Director of Child Support Services 02.19, 7. 7. Revised Director of Community Social Services 02.19, 8. 8. Revised Director of Health and Social Services 02.19, 9. 9. Revised Program Manager 02.19, 10. 10. Revised Public Administrator Public Guardian 02.19, 11. 11. Revised Senior Account Clerk 02.19, 12. 12. Revised Senior Administrative Clerk 02.19, 13. 13. Revised Account Clerk 02.19, 14. 14. Revised Administrative Assistant 02.19, 15. 15. Revised Administrative Clerk 02.19, 16. 16. Revised Analyst 02.19, 17. 17. Revised Housing Program Coordinator 02.19, 18. 18. Revised Housing Grants Specialist 02.19

| Date | Ver. | Action By | Action | Result |
|-----------|------|----------------------|----------|--------|
| 4/16/2019 | 1 | Board of Supervisors | approved | Pass |