

# EL DORADO LAFCO

LOCAL AGENCY FORMATION COMMISSION

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## *AGENDA OF JANUARY 26, 2021*

### *REGULAR MEETING*

**TO:** John Hidahl, Chair, and  
Members of the El Dorado County Local Agency Formation  
Commission

**FROM:** Erica Sanchez, Interim Executive Officer

**AGENDA ITEM #13: CONSIDERATION TO ADVANCE THE HIRING OF THE  
ASSISTANT POLICY ANALYST POSITION FROM APRIL 1,  
2022, EFFECTIVE UPON COMMISSION APPROVAL**

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#### **RECOMMENDATION**

Staff recommends that the Commission consider advancing the hiring of the Assistant Policy Analyst position earlier than the anticipated April 1, 2022 date, effective upon Commission approval.

#### **REASON FOR RECOMMENDED ACTION AND BACKGROUND**

Staff is recommending the Commission advance the hiring of the Assistant Policy Analyst (APA) position by approximately one month, in order to provide assistance in accomplishing certain goals outlined by the Strategic Planning Committee.

The Committee has identified multiple priorities for the coming year, including reconsidering and re-prioritizing the unfinished MSRs from the 2013-2021 MSR project plan, moving forward with a different MSR methodology and project plan for the next MSR cycle, and updating the Commission's MSR policies to be consistent with these proposed changes. Given LAFCO's current staffing level and the anticipated timeline for the Executive Officer recruitment, the agency's ability to move forward with these assignments will be dependent on successfully hiring additional qualified staff.

The ideal candidate for the APA position would be a skilled and motivated individual who could offer meaningful assistance to existing staff and the Commission with minimal supervision and training. In order to recruit experienced candidates with the desired skill set, the Strategic Planning Committee has recommended the Interim EO amend the APA job description to include higher level duties, such as policy writing, MSR contract administration, and budget analysis.

Upon Commission approval, staff is prepared to immediately begin recruiting for the APA position, which will remain open until filled. An approximate 30-day recruitment, followed by a review of applications and interviews of potential candidates during the last week of February, would allow the APA position to potentially be filled by March 1.

*Budget Impact*

The current FY21-22 budget plans for hiring an APA in the last quarter of the fiscal year (April 1, 2022). Hiring an APA one month earlier by March 1 would not amount to a significant increase in employee expenses, nor would it require an amendment of the FY21-22 budget. The expected impact to the budget would be approximately \$7,300 - \$8,200 (the salary range for the APA is \$4,306 - \$5,233/month, depending on qualifications, additional employer taxes and contributions would be approximately \$3,000/month).

Due to the former Executive Officer's departure at the very beginning of FY21-22, LAFCO has only expended 30.4% of the its total Salaries and Benefits budget as of mid-January. There is currently \$235,942 available for Salaries and Benefits through June 30, 2022, which is more than sufficient to cover current employee costs as well as bring an APA on board earlier than April 1.