

EL DORADO LAFCO

LOCAL AGENCY FORMATION COMMISSION

AGENDA OF SEPTEMBER 27, 2017

REGULAR MEETING

TO: Shiva Frentzen, Chair, and
Members of the El Dorado County Local Agency Formation
Commission

FROM: José C. Henríquez, Executive Officer

AGENDA ITEM #8: **CONSIDER AND APPROVE THE POSITION DESCRIPTIONS
FOR TWO NEW LAFCO POSITIONS AND ADOPT A NEW
SALARY RESOLUTION**

RECOMMENDATION

Staff recommends that the Commission approve:

1. The position descriptions for two new LAFCO staff, Assistant Executive Officer and Assistant Policy Analyst; and
2. Staff salary Resolution L-2017-12 setting the compensation levels for these two positions

REASON FOR RECOMMENDED ACTION

The action would ensure that the Commission has reviewed and approved the descriptions for all LAFCO positions. These descriptions are new and had not been approved.

BACKGROUND

This item is in response to two developments that have been part of the discussions on the agency's staffing levels. The Commission has been made aware that the current Policy Analyst has been methodically trained to be the Assistant Executive Officer for the past three years. In addition, during the budget discussion, the Executive Officer explained that the current Administrative Assistant is set to retire in 2019-2020 and the need to find someone not simply to succeed in those functions but also assist with the analytical duties of the agency. This memo will cover the proposed staff descriptions for these two roles.

Assistant Executive Officer

The Assistant Executive Officer position is related to Deputy Executive Officer, a previously authorized position with no adopted description. LAFCO's last DEO was Gaby Box, who worked for the agency from the late 1970s to the mid-1980s. Her role as DEO, which started in the early 1980s, is different than the role envisioned in the enclosed description. At the time, LAFCO was a dependent agency; it was embedded within the County of El Dorado's government structure and whomever was the Director of the Planning Department was the titular Executive Officer. The DEO was the person who ran the day-to-day operations of the agency.

Because those DEO functions are very different from the functions encapsulated in the attached job description, it is recommended that the title for the latter be different. The Assistant EO position is structured to be between the roles of Policy analyst and Executive Officer. The biggest differentiating factors that make the AEO role different than those of a Policy analyst is that the AEO performs higher level policy work, limited supervisory functions and personnel evaluations and limited political assignments.

Assistant Policy Analyst

This position is intended to be more analytical than that of the Commission Clerk. The APA will be expected to perform some clerical functions similar to those of the Clerk. The Clerk role is better defined towards it being filled by someone with a background in finance and accounting. The APA position is intended to be more analytical, with the intention of assisting with the MSR Project Plan and petitions that are more basic. As a result, rather than redefining the Clerk position, it is better to create a new one with a more obvious path of advancement if it is ever necessary.

A Word About the Number of LAFCO Positions

Attachment C contains the new salary resolution for these two new positions, as well as those positions already authorized by the Commission (EO, Clerk and Administrative Assistant). The reason for including those already approved positions is to demonstrate transparency in case a member of the public wants to know how much a LAFCO position would pay if filled. It is not an invitation to fill them nor is it ever contemplated that it will have all positions filled at the same time, however. Unless the legislative mandate is changed to be much more expansive, at best, LAFCO's maximum capacity will always be 3.5 employees.

Attachments

Attachment A: Assistant Executive Officer Position Description

Attachment B: Assistant Policy Analyst Position Description

Attachment C: Salary Resolution L-2017-12