

EL DORADO LAFCO

LOCAL AGENCY FORMATION COMMISSION

AGENDA OF DECEMBER 17, 2008

REGULAR MEETING

TO: Francesca Loftis, Chair, and
Members of the El Dorado County Local Agency Formation
Commission

FROM: José C. Henríquez, Executive Officer

AGENDA ITEM #2D: APPROVAL OF LAFCO POSITION DESCRIPTIONS

RECOMMENDATION

Staff recommends that the Commission approve the position descriptions for LAFCO staff.

REASON FOR RECOMMENDED ACTION

The action would ensure that the Commission has reviewed and approved the descriptions for all LAFCO positions.

BACKGROUND

In the past, the Commission has occasionally revised the position of the Clerk and adopted a description for the Analyst, but has not adopted descriptions for the Executive Officer or for the Administrative Assistant. With last year's adoption of the Personnel Salary Schedule and the adoption of the Personnel Policies and Guidelines earlier this year, adopting the position descriptions essentially completes the Commission's personnel-related work. In addition, this also ensures that all positions are current and accurately described. Please note that the descriptions for Clerk and Analyst are amendments since the Commission already has adopted descriptions for those positions.

Attachments

Attachment A: Administrative Assistant Position Description
Attachment B: Commission Clerk Position Description
Attachment C: Policy Analyst Position Description
Attachment D: Executive Officer Position Description