

# EL DORADO LAFCO

LOCAL AGENCY FORMATION COMMISSION

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## *AGENDA OF AUGUST 22, 2018*

### *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 #4E: APPROVAL OF AMENDED DESCRIPTION FOR THE  
ASSISTANT POLICY ANALYST POSITION**

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#### **RECOMMENDATION**

Staff recommends that the Commission approve the attached amended description for the Assistant Policy Analyst position.

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

The Commission adopted the current description of the Assistant Policy analyst position in September 2017 (refer to Attachment A). When the first round of recruitment was unsuccessful in finding the right candidate for the position, Commissioner Veerkamp suggested staff contact Tameka Usher, Director of Human Resources for the County of El Dorado. Your Executive Officer's conversation with Director Usher resulted in a revised position description, enclosed here as Attachment B. While the newly revised description contains almost all of the description from September 2017, enough new material was either added or enhanced that moved the description from a small revision to an amendment. Please note that portions of the original description were moved around into new sections. As a result, staff was unable to submit a red-line document comparison for your review. Since by policy on the Commission may adopt position descriptions, your EO and Counsel agreed to return this item for your Commission's approval.

Staff is grateful for Director Usher's time and helpful advice with crafting the amended policy description. It is much stronger as a result of her input and revisions.

#### **Attachments**

Attachment A: September 2017 Position Description for Assistant Policy Analyst

Attachment B: Amended Position Description for Assistant Policy Analyst