

EL DORADO LAFCO

LOCAL AGENCY FORMATION COMMISSION

AGENDA OF AUGUST 24, 2022

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 #12: DISCUSSION ON THE TIMING FOR HIRING OF THE CLERK
POSITION**

RECOMMENDATION

Staff recommends the Commission receive the following information in relation to the timing for hiring of the Clerk position.

REASON FOR RECOMMENDED ACTION AND BACKGROUND

Chair Hidahl has requested a discussion on the timing for hiring of the Clerk position and an update to the Commission on the status of the Administrative Assistant (AA) position.

LAFCO's part-time AA is actually a limited-term contract employee, appointed as an extra-help retired annuitant to perform administrative tasks. The initial six-month appointment in September 2021 was followed by a six-month extension in March 2022. The AA's final appointment will come to an end on September 14, 2022.

The Clerk role is more encompassing than the AA position, and generally more focused on agency finance and accounting. In addition to administrative duties, the Clerk is responsible for budget and fiscal support (budget projections and reports, audit document compilation, bookkeeping and account management), as well as analytical and special projects, as assigned. The Clerk job description is included as Attachment A.

Staff recommendation would be to bring the new Executive Officer on board first, so they can strategize for the Clerk recruitment and hiring, as well as any changes to the Clerk job description, depending on their vision for the staff position. When the AA contract ends in mid-September, staff is confident that the administrative duties can be absorbed by other staff in the short-term until a Clerk is brought on board under the new EO.

Attachments:

Attachment A: Commission Clerk Job Description