



Lou Ann Texeira
 Executive Officer

MEMBERS

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|---|--|
| Candace Andersen
<i>County Member</i> | Federal Glover
<i>County Member</i> |
| Donald A. Blubaugh
<i>Public Member</i> | Michael R. McGill
<i>Special District Member</i> |
| Tom Butt
<i>City Member</i> | Rob Schroder
<i>City Member</i> |
| Patricia Bristow
<i>Special District Member</i> | |

ALTERNATE MEMBERS

- | |
|---|
| Diane Burgis
<i>County Member</i> |
| Stanley Caldwell
<i>Special District Member</i> |
| Charles R. Lewis, IV
<i>Public Member</i> |
| Edi Birsan
<i>City Member</i> |

November 9, 2022
Agenda Item 12

November 9, 2022 (Agenda)

Contra Costa Local Agency Formation Commission
 40 Muir Road, First Floor
 Martinez, CA 94553

LAFCO Staffing Plan and Personnel System Update

Dear Members of the Commission:

BACKGROUND

LAFCO is an independent entity created by the State Legislature. Pursuant to the Government Code (§56000 et seq.), LAFCO hires (or contracts) for its own staff and provides employee benefits, including health, dental, retirement and other benefits for its employees. Contra Costa LAFCO purchases most of its employee benefits from Contra Costa County and its retirement benefits from the Contra Costa County Employees’ Retirement Association (CCCERA).

In 2007, LAFCO adopted its own personnel system including an employee benefit plan, job descriptions, and employee salary ranges. Since then, the employee benefit plan has been updated several times in accordance with County benefit changes, most of which were administrative.

Contra Costa LAFCO currently employs two employees – a half-time Executive Assistant/ LAFCO Clerk (“Clerk”) and a full-time Executive Officer (“EO”). In April 2019, LAFCO added a full-time Analyst I/II position which has remained unfilled due primarily to the pandemic. LAFCO also contracts with various County departments and with private sector consultants.

Recently, the LAFCO Executive Assistant/LAFCO Clerk provided notice of her retirement (January 2023). In reviewing the duties and responsibilities of this position, and the need for additional staff, we have developed a new job classification: “*Clerk/Analyst*”. This will be a full-time position. A number of other LAFCOs also use this job classification.

DISCUSSION

In 2019, LAFCO amended its classification to include an *Analyst I/II* position. The Commission determined it was timely and beneficial to grow Contra Costa LAFCO for several reasons, including the following:

- compliance with new statutory duties and requirements (i.e., JPAs, website expansion, dissolution of inactive districts, disadvantaged communities tracking, etc.)
- keep pace with increased application activity
- maintain the MSR/sphere of influence (SOI) update schedule
- resume policy/procedure work

- continue involvement with CALAFCO and other state activities
- enhance outreach and education efforts
- embark on new projects/activities

Due to several major events, including relocation of the LAFCO office in 2019, retirement of Kate Sibley in 2019, hiring a new half-time LAFCO Executive Assistant (Sherrie Weis), and the ongoing pandemic, LAFCO deferred hiring a full-time Analyst.

Recently, Sherrie Weis announced her retirement in early 2023. Consequently, LAFCO will need to recruit for this position. LAFCO staff assessed the LAFCO staffing needs and concluded that two full-time positions are needed to support Contra Costa LAFCO at this time - including one full-time Executive Officer and one full time *Clerk/Analyst*.

As proposed, the newly created full-time *Clerk/Analyst* position will focus primarily on supporting the Commission and providing administrative support as described in the draft job description (Attachment 1). In addition, there are several "Analyst" level duties included the job description including research and report writing. The *Clerk-Analyst* position will provide more flexibility in LAFCO staffing.

In conjunction with adding the *Clerk/Analyst* classification, there is a resolution with a proposed amendment to the "LAFCO Salary Plan" adding the *Clerk/Analyst* position (Attachment 2). The salary is based on similar LAFCO *Clerk/Analyst* positions throughout the State.

Following the Commission's approval of the proposed staffing plan and updated Salary Plan adding the *Clerk/Analyst* position, LAFCO staff will initiate recruitment for this position. Job announcements will be posted on the CALAFCO, Contra Costa LAFCO, Contra Costa County, and community college websites. In addition, we will post the job announcement on online employment websites (e.g., Indeed).

FINANCING

Costs associated with the creation of the full-time *Clerk/Analyst* position and a staffing overlap to provide training of the new employee will necessitate an increase in the FY 2022-23 LAFCO budget. The estimated increase is approximately \$28,000 and will depend on the new employee's salary and benefits.

RECOMMENDATIONS

It is recommended that the Commission approve LAFCO Resolution 2022-08 authorizing creation of the *Clerk/Analyst* job description and amending the LAFCO Salary Plan to include a salary range for the new *Clerk/Analyst* position.

Sincerely,

LOU ANN TEXEIRA
EXECUTIVE OFFICER

Attachments

1. Draft Position Description – *Clerk/Analyst* Position
2. Draft Resolution Amending Salary Plan

**CONTRA COSTA LAFCO
CLERK ANALYST**

DEFINITION:

Under general direction of the LAFCO Executive Officer, provides a full range of administrative and analyst duties for Contra Costa LAFCO involving a variety of complex and technical matters. The position requires the ability to plan, organize, analyze, and manage office activities; prepare bills and statements, track contract and project payments and expenditures; maintain records; prepare LAFCO meeting agenda packets; clerk LAFCO meetings and prepare meeting minutes; edit and write reports, public hearing notices, and other documents; review LAFCO applications; conduct research; and performs other duties as required. The position is expected to work well with elected officials, and exercise considerable initiative and judgement in performing duties. This is an “at will” position appointed by and serves at the pleasure of the LAFCO Executive Officer (EO). This position is exempt from FLSA overtime.

ABOUT THE POSITION:

The Clerk Analyst reports to the LAFCO EO and primarily serves as *Commission Clerk*. The Clerk Analyst will also perform office management and LAFCO analyst duties. The *Commission Clerk* component involves coordinating and clerking LAFCO meetings, handling meeting logistics, preparing agenda packets and meeting minutes; and preparing/posting/publishing/distributing public hearings notices. Other *Commission Clerk* duties include files/records management, requisitioning services and supplies; prepare and proof correspondence; track LAFCO correspondence, filings, legal deadlines and expiration dates; maintain email lists; answer/screen calls and visitors

This position performs a full range of clerical, administrative, and analytical duties as assigned, working independently, and exercising sound judgement, initiative, analysis, and confidentiality. *Office management duties* include processing bills/invoices/payments; overseeing records and office equipment/supplies management; and coordination with web manager. The position requires a high degree of judgment, tact, and discretion.

The position has regular contact with LAFCO Commissioners, local government officials, and all levels of county, city, and special district staff, representatives of business and community organizations, and the general public.

MINIMUM QUALIFICATIONS:

Any combination of education and experience that would provide the necessary knowledge and skills noted in the job description.

Education: Graduation from a four-year college with a degree in public administration, public policy, political science, business, or other field related to the position. Years of experience may be substituted for college.

Experience: Minimum of five years of full-time (or the equivalent of full-time) public agency experience performing administrative, clerical, clerking public meetings, office management, budgetary/fiscal, records/contracts/lease management, analytical analysis, and report writing.

TYPICAL ADMINISTRATIVE AND ANALYTICAL TASKS:

Commission Support

- Assembles, prepares, and distributes LAFCO meeting agenda packets
- Prepares, publishes, posts and distributes a variety of notices, along with materials related to agenda items, to the public, media, and other interested parties based on State law
- Assists with teleconference meetings
- Assists with recording the LAFCO meetings and prepares official resulting documents, including meeting minutes and resolutions
- Assists in providing responses to public records requests
- Receives, tracks and records economic interest statements, compliance with required training, and related tasks
- Maintains schedule of LAFCO meeting dates

Administrative Support

- Oversees daily administration of fiscal tasks including accounts payable, accounts receivable, and purchasing. Assist in preparing annual LAFCO budget and work program, annual audits, and related financial matters.
- Manages office equipment, including purchasing; coordinates with vendors and service providers (e.g., County staff, website maintenance and hosting provider, office/equipment maintenance)
- Oversees LAFCO website content, updates, and changes
- Records management, creating mailing lists and labels, and distribution of LAFCO reports and notices
- Administers contracts, leases, and service agreements
- Assists in research (e.g., public information requests, compiling data for LAFCO studies, etc.)
- Interacts with other LAFCOs, local, regional and state agencies; participates in LAFCO related organizations and training
- Assists with intake, review, and processing LAFCO applications
- Develops and implements office methods, procedures and forms; assists in creating operating and policy manuals
- Develops and conducts various surveys
- Updates bi-annual Local Agency Directory
- Independently creates memoranda and letters requiring application of specialized knowledge
- Initiates and maintains files including those of a confidential nature
- Tracks correspondence, filings, and materials with deadlines and expiration dates
- Organizes work, sets priorities, and meets critical deadlines
- Assists with reviewing and writing reports, memoranda, and other written materials for completeness, accuracy, format, proper English usage, and compliance with policies and procedures
- Manages purchasing activities and approves purchase orders and other basic financial transactions
- Tracks LAFCO finances and budgets; works with LAFCO auditor on annual audit
- Creates mailing lists and labels using a variety of information sources and software programs
- Assists with audiovisual equipment set up and minor troubleshooting as needed
- Works with LAFCO web manager to ensure website is up to date
- Maintains files and performs other related administrative and secretarial duties

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Modern office procedures, practices and techniques
- Proper punctuation, spelling and grammatical usage, and a broad vocabulary covering common administrative terminology
- Office management principles, methods and procedures including records management
- Various types of filing systems
- Administrative practices and principles
- Customer service principles
- Computer applications, such as word processing, spreadsheet and presentations
- Telephone procedures and etiquette
- Writing and research skills
- Follow-through and time management skills
- Strong interpersonal and public relation skills
- Excellent written and verbal communication skills
- Relevant office equipment and computer skills
- Understand the role and importance of being a public employee

Ability to:

- Comprehend and take appropriate notes at LAFCO meetings and public hearings for which the content is varied and complex
- Interpret, evaluate, select, organize and condense a variety of discussions in order to prepare the official minutes of LAFCO meetings and public hearings
- Provide administrative and secretarial assistance to management
- Compose letters, memoranda, reports, and other written materials independently
- Use initiative and independent judgment within established guidelines
- Understand and explain LAFCO policy and procedure
- Establish and maintain effective working relationships
- Deal professionally with LAFCO applicants, local agency staff, public officials, and the general public
- Handle confidential matters discreetly and effectively
- Gather and analyze data
- Interpret and apply LAFCO-specific laws and ordinances, office policies and procedures
- Plan, develop, and implement office procedures
- Operate standard office equipment, including computers; troubleshoot simple problems
- Use a keyboard with moderate speed and a high level of accuracy

RESOLUTION NO. 2022-08

**RESOLUTION OF THE CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION
UPDATING THE LAFCO SALARY SCHEDULE TO ADD “CLERK/ANALYST” POSITION**

WHEREAS, the Contra Costa Local Agency Formation Commission (LAFCO) is an independent regulatory agency created by the State Legislature; and

WHEREAS, pursuant to Government Code §56384, LAFCO appoints an Executive Officer and may appoint other staff as needed; and

WHEREAS, LAFCO currently employs an Executive Officer to carry out the functions of the Commission, and an Executive Assistant/LAFCO Clerk to provide administrative support; and

WHEREAS, in April 2019 LAFCO approved adding an Analyst position to provide analytical, project management and staff support, but this position is currently unfilled; and

WHEREAS, in 2007, the Commission adopted a salary plan which included salary ranges for the LAFCO employee positions and is adjusted annually; and

WHEREAS, it is timely to add a new job classification – *Clerk/Analyst* and add that position to the current LAFCO salary schedule; and

WHEREAS, the salary ranges are reviewed and adjusted periodically to keep pace with market conditions.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED that:

1. The Contra Costa LAFCO hereby updates the LAFCO salary schedule to add a salary range for the *Clerk/Analyst* position as shown in Exhibit A. These salary ranges are reviewed annually and may be adjusted to reflect comparable Bay Area and urban LAFCO salaries and current market conditions.

PASSED AND ADOPTED THIS 9TH day of November 2022, by the following vote:

AYES:
NOES:
ABSTENTIONS:
ABSENT:

ROB SCHRODER, CHAIR, CONTRA COSTA LAFCO

I hereby certify that this is a correct copy of a resolution passed and adopted by this Commission on the date stated above.

Dated: November 9, 2022

Lou Ann Texeira, Executive Officer

EXHIBIT A

**2022 CONTRA COSTA LAFCO
EMPLOYEE SALARY RANGES**

<u>JOB TITLE</u>	<u>BEGINNING MONTHLY</u>	<u>MAXIMUM MONTHLY</u>
*CLERK/EXECUTIVE ASSISTANT	\$4,900	\$6,215
CLERK/ANALYST	\$5,150	\$6,950
ANALYST I/II	I - \$ 5,877 II - \$ 6,202	I - \$ 7,795 II - \$ 8,219
EXECUTIVE OFFICER	\$11,473	\$15,292