

JUSTIFICATION for Re-classification:

Contrary to the assertions made that the LAFCO is slow therefore a reclassification may not be warranted, the fact is; (A) the LAFCO work load is not slow and (B) re-classifications are not based on volume or the lack thereof. Again, following the County's general procedures, reclassifications are based on work performed that meets the job descriptions approved. The County uses a term called "working out of classification" as one barometer on whether in fact the position should be re-classified.

Even though "work load" is not the basis for reclassifications it is important to dispel the erroneous insinuations that we are "slow". To consider "applications" for annexation as the barometer for the workload is totally faulty. The fact is, under the Cortese-Knox-Hertzberg Act of 2000 LAFCOs are required to perform a number of functions, and the one that consumes more time than even applications is the MSRs or SAP (Service Area Plans). By Statute we are required to prepare and to then update at least every five years a SAP for every City and Special District. The Original Plans for the Cities were generally prepared by the City and then reviewed by the LAFCO staff. The special districts were however another story, with most of them being prepared in a cooperative manner between the District staff and LAFCO staff.

The fact also remains that the Commission directed staff to minimize the cost impacts to the Cities and special districts in the five year updates. To that end we have and continue to spend a great deal of time working with the Cities to minimize their costs. More critically, attempting to get all special districts to have an updated (five year) is proving to be a monumental task as most of the Districts are simply not moving forward expeditiously and in large part are having LAFCO staff essentially direct and somewhat prepare the update.

To accomplish these updates, the fiscal reviews are largely done by the Accountant. However to effectively try to follow the Commissions directive on minimizing costs to agencies and to attempt to meet the CHK 2000 requirements the Clerk has and is performing the duties more generally assigned to a true Analyst. Given that we do not have the luxury of having an Analyst and a Clerk, I as the Executive Officer reviewed the duties of Clerk and the Analyst and determined that the work being done more nearly resembles that of the Analyst. To accomplish the work the Clerk will therefore be a Clerk and an Analyst.

Attached are the job descriptions. In an effort to stay current with LAFCO regulations and in an effort to comply with the CHK act, the Clerk has and is routinely, in addition to the clerical duties, performing many of the representative duties of the Analyst.

Specifically the Clerk has been preparing research and reports on the special districts to assist and in some cases commence preparation of the SAP updates. She has functioned as the coordinator and seeker of information between the districts and LAFCO.

Additionally she has and is continuing to prepare reports and draft SAP plans, as well as reviewing the plans submitted by the agencies for compliance with CHK.

The Clerk has also been preparing the preliminary reports on annexations, extensions of service and responding to technical information requests.

In short the Clerk has been performing more Analytical functions than Clerical.

Given that we can only fill one or the other and given that in our case this position essentially fulfills both functions simultaneously, it was my determination that the position should be at the Analyst level.

COST ANALYSIS:

The current Clerk is paid at \$17.52 per/hour which represents the base salary plus the step increases to date. When reclassified the position will be compensated at \$23.78 per/hour which is the starting salary of the Analyst as approved by the Commission.

CONCLUSION:

This LAFCO has always been cognizant of costs and in comparison to the LAFCO's in the state has generally always been at the low end of staffing and expenditures. At the same time we have processed project effectively and timely and maintained full compliance with the CHK act requirements.

LAFCO STAFF JOB DESCRIPTIONS

POSITION: LAFCO CLERK

- BASIC FUNCTION:

Under the direction of the Executive Officer, performs a variety of complex, responsible and specialized clerical duties in an assigned office or area: performs the duties of a receptionist; clerks the commission hearings; provides information to Agencies, the Commission and the Public.

The LAFCO Clerk classification is an advanced-level classification. Incumbents perform complex and responsible clerical duties involving and the operation of computer terminals, word processing and transcription equipment. Incumbents provide sole clerical support in an assigned office, serve in a lead capacity over other clerical personnel or provide complex, specialized clerical support in an assigned department. The LAFCO Clerk classification is an experienced-level classification.

- REPRESENTATIVE DUTIES:

Perform complex and responsible clerical duties such as making arithmetic computations and compiling and recording information related to specialized records.

Prepare and maintain a variety of records, logs and files; process and distribute office related documents; locate materials and information in records and files as required.

Type and duplicate a variety of items including correspondence, memoranda, reports, requisitions, forms, specifications and other documents; proofread and edit written materials as required.

Answer telephones and greet office visitors; provide information and assistance to callers, take messages, or refer calls or visitors to appropriate personnel; receive, sort and distribute incoming mail.

Provide a variety of information and services to other agencies and personnel, various outside agencies and organizations and the general public; schedule and arrange meetings for Executive Officer.

Prepare correspondence independently from rough drafts or from oral or written directions as required.

Operate a computer terminal or microcomputer and various software applicable to the assignment; enter and revise data, generate reports and develop specialized materials.

Arrange travel for the Executive Officer and the Commissioners for numerous meetings and conferences.

Operate office equipment such as a typewriter, calculator, transcription equipment, copier, word processor and computer equipment.

Order and maintain adequate stock of office supplies as assigned; maintain inventory records as assigned.

Schedule meetings and appointments; coordinate meetings as needed in assembling, typing and duplicating materials; attend meetings and take minutes as required.

Assure the timely distribution and receipt of variety of records and reports; request of provide information as necessary to assure completeness and accuracy.

Act as the Clerk to the commission; prepare agendas; commission packages; prepare minutes; prepare resolutions; and schedule meetings.

■ KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern Office practices, procedures, and equipment
Policies, procedures, activities and programs of assigned office
Interpersonal skills using tact, patience and courtesy
Operation of office machines including computer equipment
Telephone techniques and etiquette
Financial and statistical record-keeping techniques
Correct use of the English grammar, spelling and vocabulary
Oral and written Communication Skills
Principles of training and providing work direction
Technical language and terminology used in assigned area

ABILITY TO:

- Perform a variety of responsible clerical duties involving independent judgment and requiring speed and accuracy
- Operate office equipment such as a typewriter, calculator, transcription equipment, copier, word processor and computer equipment
- Learn, apply and explain policies, procedures, rules and regulations
- Maintain records and prepare reports
- Add, subtract, multiply and divide quickly and accurately
- Maintain records and files
- Communicate effectively both orally and in writing
- Prioritize and schedule at work
- Meet schedule and time lines
- Type at an acceptable rate of speed
- Establish and maintain cooperative and effective working relationships with others
- Respond to the public with courtesy and tact
- Utilize transcription equipment to type material involving technical language such as medical terminology
- Train and provide work direction to others
- Perform duties effectively with many demands on time and constant interruptions
- Work independently with little direction
- Understand and follow oral and written directions
- Utilize computer equipment and various software effectively

▪ EDUCATION:

Any combination equivalent to: two years general clerical experience.

▪ LICENSE REQUIRED:

A valid California Driver's License

▪ WORKING CONDITIONS:

Office environment

Physical abilities required include bending at the waist and reaching above the shoulder to maintain files, speaking and hearing to exchange information with visitors and callers, hearing to operate transcription equipment, and dexterity of hands and fingers to operate a typewriter, computer keyboard and other office equipment.

Incumbent may be exposed to extended periods of time viewing a computer monitor.

LAFCO STAFF JOB DESCRIPTIONS

POSITION: LAFCO ANALYST

- BASIC FUNCTION:

This position, under direction of the Executive Officer performs senior level analytical research, prepares complex technical reports, prepares and reviews comprehensive financial documents, makes public presentations as directed, and represents the LAFCO Executive Officer as needed.

- DISTINGUISHING CHARACTERISTICS:

The LAFCO ANALYST performs complex projects and reports directly to the Executive Officer.

- REPRESENTATIVE DUTIES:

Analyzes reports, regulations, requests for information and identifies alternative approaches to resolving issues or problems.

Performs special studies and makes recommendations to the Executive Officer and the LAFCO.

Prepares a variety of complex reports based on research on special districts and incorporated cities.

Assists special district boards by providing information, technical assistance where possible, and coordination between the district and the LAFCO.

Provides coordination between special districts and the County.

Reviews legislative related information on the affects on LAFCO and/or special districts.

Prepares or assists in the preparation of grant applications, or in obtaining special funding from state, federal or local agencies.

Attends meetings, conferences, and other functions as directed.

- KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Public budgeting process
Use and operation of Windows based computer programs
Oral and written communication skills
Correct use of the English grammar, spelling and vocabulary
Interpersonal skills using tact, patience and courtesy
Research and report writing

ABILITY TO:

Recognize, define and resolve operational problems faced by special districts/cities
Communicate effectively both orally and in writing
Prepare and deliver oral presentations
Establish and maintain effective working relationships with special districts and cities and County
Maintain current knowledge of LAFCO programs, rules, regulations and laws
Plan and organize work
Meet schedules and time lines
Work with CALAFCO

- EDUCATION:

Bachelor's degree, (preferred but not required)
2 years or more experience with public agency work

- LICENSE REQUIRED:

California Driver's License in good standing

- WORKING CONDITIONS:

Office environment