

**LOCAL AGENCY FORMATION COMMISSION  
FOR SAN BERNARDINO COUNTY**

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**DATE:** OCTOBER 7, 2013

**FROM:** KATHLEEN ROLLINGS-McDONALD, Executive Officer

**TO:** LOCAL AGENCY FORMATION COMMISSION

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**SUBJECT:** Agenda Item #4 – Request for Commission Authorization to Hire LAFCO Secretary at Step 8 of Range 39 as Required by Human Resources Policy 204(B)

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**RECOMMENDATION:**

Staff recommends that the Commission authorize the Executive Officer to hire the LAFCO Secretary at Step 8 of Range 39.

**BACKGROUND:**

As a part of the Fiscal Year 2013-14 Budget, the Commission authorized the recruitment of a LAFCO Secretary. Over the past month or so, staff has conducted that recruitment process, and an offer of employment has been made. During discussion of starting salary, it was requested that the starting level be at Step 8 of Range 39 (\$20.43 per hour -- \$42,490 per year). This negotiated determination was made based upon the range of skills for the applicant, which includes but is not limited to, previous participation in the implementation of the Shared Services Program for Orange LAFCO and prior experience with GIS mapping.

Pursuant to Human Resources Policy 204 subsection (B), the Executive Officer is able to offer a starting salary up to Step 5 of the appropriate range while the Commission is able to authorize a starting salary from Step 6 to the final Step 11. The difference between the budgeted salary step (Step 3) of \$18.07 per hour to the requested step (Step 8) of \$20.43 per hour would be \$7,771 per year (including benefits which are sensitive to salary rate). Since the hiring of this position has been delayed for more than one quarter, there would be no need to adjust the 1000 series of accounts to accommodate the change.

It is requested that the Commission provide its approval of the starting Step 8 for this position so that the employee can begin by the first of November. Should the Commission have any questions, staff will be happy to answer them prior to or at the hearing.