

Draft Resolution No. 3210 to Revise and Amend its Policy and Procedure Manual

Attachment 4

LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

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RESOLUTION NO. 3210

A RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY, STATE OF CALIFORNIA, REVISING AND AMENDING SECTION III (HUMAN RESOURCES) OF ITS POLICY AND PROCEDURE MANUAL

On Wednesday, January 27, 2016, on motion of Commissioner _____, duly seconded by Commissioner _____, and carried, the Local Agency Formation Commission adopts the following resolution:

SECTION 1. The Local Agency Formation Commission for San Bernardino County, State of California (hereafter shown as "LAFCO"), hereby finds and determines that it wishes to revise and amend its Policy and Procedure Manual approved by the Commission at its August 15, 2015 hearing. Revision is to add a 15-year longevity pay effective December 2016. Amendments include across-the-board-salary increases for the three year term of the County Exempt Compensation Plan, an increase in Medical Premium Subsidy effective July 2018, modifies the authority of the Executive Officer to hire an employee through Step 7.

SECTION 2. The Local Agency Formation Commission for San Bernardino County therefore resolves and orders that the following changes to the Policy and Procedure Manual are approved:

1. Chapter 2 (Employment), Policy 2 (Compensation) is amended to read as follows:

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- B. The following shall be the salary ranges for LAFCO positions (*Added June 16, 2011; Amended May 16, 2012; Amended October 22, 2014; Amended April 15, 2015; Amended January 27, 2016*):

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Effective January 9, 2016, the following shall be the salary ranges for LAFCO positions (1.0% increase):

Position	Hourly Range	Annual Range
Executive Officer	As determined by the Commission	
Assistant Executive Officer	\$37.09 to \$51.07	\$77,147 to \$106,226
Project Manager	\$29.00 to \$39.94	\$60,320 to \$83,075
LAFCO Analyst – GIS/Database Manager	\$25.07 to \$34.45	\$52,146 to \$71,656
Clerk to the Commission/Office Manager	\$21.63 to \$29.74	\$44,990 to \$61,859
Administrative Assistant	\$17.81 to \$24.47	\$37,045 to \$50,898

Effective July 23, 2016, the following shall be the salary ranges for LAFCO positions (1.0% increase):

Position	Hourly Range	Annual Range
Executive Officer	As determined by the Commission	
Assistant Executive Officer	\$37.46 to \$51.58	\$77,917 to \$107,286
Project Manager	\$29.29 to \$40.34	\$60,923 to \$83,907
LAFCO Analyst – GIS/Database Manager	\$25.32 to \$34.79	\$52,666 to \$72,363
Clerk to the Commission/Office Manager	\$21.85 to \$30.04	\$45,448 to \$62,483
Administrative Assistant	\$17.99 to \$24.71	\$37,419 to \$51,396

Effective July 22, 2017, the following shall be the salary ranges for LAFCO positions (2.0% increase):

Position	Hourly Range	Annual Range
Executive Officer	As determined by the Commission	
Assistant Executive Officer	\$38.21 to \$52.61	\$79,476 to \$109,428
Project Manager	\$29.88 to \$41.45	\$62,150 to \$85,592
LAFCO Analyst – GIS/Database Manager	\$25.83 to \$35.49	\$53,726 to \$73,819
Clerk to the Commission/Office Manager	\$22.29 to \$30.64	\$46,363 to \$63,731
Administrative Assistant	\$18.35 to \$25.20	\$38,168 to \$52,416

Effective July 21, 2018, the following shall be the salary ranges for LAFCO positions (3.0% increase):

Position	Hourly Range	Annual Range
Executive Officer	As determined by the Commission	
Assistant Executive Officer	\$39.36 to \$54.19	\$81,868 to \$112,715
Project Manager	\$30.78 to \$42.38	\$64,022 to \$88,150
LAFCO Analyst – GIS/Database Manager	\$26.60 to \$36.55	\$55,328 to \$76,024
Clerk to the Commission/Office Manager	\$22.96 to \$31.56	\$47,756 to \$65,644
Administrative Assistant	\$18.90 to \$25.96	\$39,312 to \$53,996

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2. Chapter 2 (Employment), Policy 2 (Compensation) is revised to read as follows:

F. 15-YEAR LONGEVITY PAY

Effective December 10, 2016, LAFCO employees shall be eligible for longevity pay above the base rate of pay, as indicated below, based on total hours of completed continuous service with

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LAFCO. Longevity pay shall be excluded when determining the appropriate rate of pay for a promotion or demotion. For purposes of longevity pay only, a year of completed LAFCO service is defined as 2,080 service hours with LAFCO.

Total Completed Service	Compensation
31,200 Continuous Service Hours (15 years)	2.0%

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3. Chapter 2 (Employment), Policy 4 (Performance Management) is amended to read as follows:

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B. ELIGIBILITY FOR STEP ADVANCEMENT

New employees shall be hired at step 1 of the established base salary range, except as otherwise provided in this section. Variable entrance steps may be established if justified by recruitment needs through Step 7 with the approval of the Executive Officer and through the top step with the approval of the Commission or designee.

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4. Chapter 5 (Benefits Plan), Policy 2 (Medical and Dental Subsidies) is amended to read as follows:

A. SB LAFCO has established a Medical Premium Subsidy (MPS) to offset the cost of medical and dental plan premiums charged to eligible employees. The MPS shall be applied first to medical plan premiums and then to dental plan premiums. The applicable MPS amount shall be paid directly to the providers of the County-sponsored medical and dental plan in which the eligible employee has enrolled. In no case, shall the MPS exceed the total cost of the medical and dental insurance premium for the coverage selected.

The following are the MPS amounts:

	Scheduled for 40 to 60 hours	Scheduled for 61 to 80 hours
Employee Only	\$115.00	\$230.00
Employee +1	\$176.12	\$352.23
Employee +2	\$241.32	\$482.64

