


LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

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DATE: JANUARY 9, 2017
FROM: KATHLEEN ROLLINGS-McDONALD, Executive Officer
TO: LOCAL AGENCY FORMATION COMMISSION



SUBJECT: AGENDA ITEM #5 – Approval for Hiring Clerk to the
Commission/Office Manager at Step 8 of Established Salary Range

RECOMMENDATION:

Staff recommends that the Commission approve the hiring of Ms. La Trici Jones at Step 8 of the established salary range (\$25.95 per hour/\$53,976 per year).

BACKGROUND:

Beginning in October 2016, staff has conducted an extensive recruitment process to fill the position of Clerk to the Commission/Officer Manager. The successful candidate, Ms. La Trici Jones, is proposed to enter LAFCO employment at Step 8 of the current salary range for the position. Pursuant to the Commission's Policy and Procedure Manual, Section III, Human Resources Policies and Procedures, Chapter 2 – Employment, Section 2 Compensation, the Executive Officer is authorized a variable entry level step up to Step 7. Staff believes that entrance into LAFCO employment at Step 8 is appropriate given Ms. Jones' years of experience within the County's Clerk of the Board office and skills acquired through her administrative support for the Assessment Appeals Board.

Staff is recommending that the Commission approve the variable entry level at the Step 8 of the 14 Range Salary Schedule allowing for Ms. Jones to join the LAFCO staff on February 6, 2017. Staff will be happy to answer any questions of the Commission prior to or at the hearing.

KRM