

LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

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DATE: SEPTEMBER 9, 2020
FROM: SAMUEL MARTINEZ, Executive Officer
MICHAEL TUERPE, Senior Analyst
TO: LOCAL AGENCY FORMATION COMMISSION

SUBJECT: Agenda Item #10: Reorganization of Staff Composition to include:

- Recruitment for an Analyst-GIS/Database Management
- Review and Adoption of Amendments to LAFCO Policy and Procedure Manual Section III – Human Resources
- Reclassify the Administrative Assistant

Staff recommends that the Commission take the following actions.

1. For the unfilled Analyst-GIS/Database Management position:
 - a. Authorize recruitment to fill the position.
 - b. Authorize the Executive Officer to sign a contract with an employment/recruitment firm for an amount not to exceed \$5,000, following review by LAFCO Legal Counsel.
2. Modify the Policy and Procedure Manual Section III – Human Resources, Chapter 5 – Benefits Plan:
 - a. Policy 1B – Benefit Plan Groups (new category for new employees).
 - b. Policy 8A – 401K Savings Plan (reduction for new employees).
3. For Angie Schell's position of Administrative Assistant (Range 42):
 - a. Reclassify to Clerk (Range 50) in order for compensation to be commensurate with duties performed.

- b. Enter the Clerk position with a two-step increase at Step 8 of Range 50 pursuant to Policy and Procedure Manual Section III – Human Resources, Chapter 2 – Employment, Policy 4E – Promotions.
 - c. Retroactively enter Range 50 effective September 14, 2020, the start of a pay period.
4. Approve LAFCO Draft Resolution No. 3316.

BACKGROUND:

Within a two-week span, the Clerk to the Commission and the Analyst-GIS/Database Management have left San Bernardino LAFCO for other opportunities, which leaves the staffing composition with three full-time employees (Executive Officer, Senior Analyst, and Administrative Assistant). Concurrently, we are experiencing health and economic emergencies, and it is unknown as to when these emergencies will cease. Given the uncertainties, an opportunity exists to reorganize the staffing for this agency while continuing to meet its mission and goals as well as proposal processing and service reviews.

STAFFING:

Analyst/GIS/Database position

Instead of filling the two vacant positions, staff's position is to fill one position and contract for the other. It would be wiser to fill the technical position, Analyst-GIS/Database Management, for two reasons. First, contracting for GIS is more expensive than contracting administrative functions. Second, GIS/Database duties are more challenging and time consuming for the remaining three staff to absorb in comparison with the Administrative Assistant duties. This staff report recommends that the Commission authorize the recruitment of the Analyst-GIS/Database Management position. The job description is included as Attachment #1.

Benefits for New Employees

Additionally, staff reviewed the salaries and benefits that the Policy and Procedure Manual affords to the Analyst-GIS/Database Management position. Salaries are comparable to other LAFCO GIS positions, with San Bernardino LAFCO being on a 14-step scale to allow for a variable beginning salary as well as annual growth. As for benefits, cost savings can be realized by reducing the deferred compensation package. Staff recommends that the Commission modify the benefits package offered to new employees, except for the Executive Officer, by reducing the 401(k)-employer match from 8% to 4% of earned compensation (Group C). The revised LAFCO grouping would be as follows:

- Group A Executive Officer
- Group B All SB LAFCO employees not in Groups A or C
- Group C Employees hired after September 16, 2020,
except for the Executive Officer

The recommended changes to the Policy and Procedure Manual are included as Attachment #2.

Clerk and Administrative Assistant

With two fewer full-time people currently in the office, the Administrative Assistant, Angie Schell, has assumed additional duties. In reviewing the job descriptions available, the duties assumed are in line with the Clerk position. Therefore, this report recommends that Angie Schell’s position of Administrative Assistant (Range 42) reclassify to Clerk (Range 50) in order for compensation to be commensurate with duties performed. The Clerk job description is included as Attachment #3. Ms. Schell would receive a two-step increase (pursuant to Policy) and enter at Step 8 of 14.

At this time, Ms. Schell plans to retire in March 2023. The gap to be filled by her departure will be met either by hiring of an Administrative Assistant or Deputy Clerk_(to be groomed as a potential candidate for the Clerk position) or by hiring a Clerk (a dual appointment, allowed by Commission policy, of at least six months for training). The Commission’s future financial resources and staffing needs will determine the course of action.

Supplemental Staffing

As for the duties and functions of the Administrative Assistant position, these would be met via a temporary employment firm (as needed) and absorption by the other four staff members. Additionally, Robert Aldrich, who has provided supplemental staffing to this LAFCO for roughly four years, will provide his services for the cemetery district and park and recreation service reviews. However, Mr. Aldrich will be moving from Southern California and his future availability to support this LAFCO may lessen.

Staffing Model for FY 2020-21

The table below shows the authorized positions for this agency, status of each position, and a summary of the recommended actions.

Position	Current Status		Recommended Action
Executive Officer	Filled		
Assistant Executive Officer		Unfilled	
Senior Analyst (Analyst III)	Filled		
Project Manager (Analyst II)		Unfilled	
Analyst/GIS/Database (Analyst I)		Unfilled, recently separated	Authorize recruitment
Clerk to the Commission/ Office Manager		Unfilled, recently separated	Reclassify Angie Schell from Admin Assistant to Clerk
Administrative Assistant	Filled		Remain unfilled

Staff recommends that the Commission take the actions identified on pages 1 and 2 of this staff report.

SM/MT

Attachments:

1. Analyst-GIS/Database Management Job Description
2. Exhibit A to Draft Resolution No. 3316
3. Draft Resolution No. 3316