

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

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DATE: JANUARY 12, 2004
FROM: KATHLEEN ROLLINGS-McDONALD, Executive Officer
TO: LOCAL AGENCY FORMATION COMMISSION

**SUBJECT: AGENDA ITEM #10 – CONSIDERATION OF PROPOSALS FOR
PERSONNEL STUDY**

RECOMMENDATION:

1. Authorize the Executive Officer to contract with the firm of Alcock and McFadden for Human Resources support for review and recommendation regarding the Job Descriptions and Terms of Employment documents.
2. Authorize initial payment of \$750 to proceed from Account No. 2445 (Other Professional Services).

BACKGROUND INFORMATION:

At the November hearing the Commission considered staff's presentation of job descriptions and reclassifications of positions for the LAFCO office. At that time, the Commission requested that the staff gather proposals for an outside review of the proposed job descriptions. In addition, it was requested that the Commission's Terms of Employment with its staff be reviewed in light of the concerns expressed during the spring of 2003 regarding personnel policies and procedures.

Staff has solicited proposals from both the County Human Resources Department and an outside firm familiar with LAFCO. Copies of both proposals are attached for Commission review. The outside firm, Alcock and McFadden, has provided the same type of service to the Orange County LAFCO.

Each proposal provides for the review and verification of the job descriptions presented by the Executive Officer, as well as the review and evaluation of the Terms of Employment to provide for an employment contract and personnel policies and procedures as separate documents. The proposals, as presented, differ in the following manner:

	ALCOCK & McFADDEN	COUNTY HR
Cost for providing review	Billed on a time and materials basis, not to exceed \$2,000	Estimated cost \$3,162
Timeframe	Authorized in January, completed for presentation at March 2004 Hearing	Depending upon completion of supplementary documentation, final hearing anticipated for April 2004

Both proposals provide for the review, evaluation, and delivery of documents requested by the Commission. Both proposals present highly competent staff to review the information provided by the LAFCO staff. Thus, the key factor in this consideration, the staff view, is the lower cost and quicker response time provided by the firm of Alcock and McFadden. Therefore, staff is recommending that the Commission contract with the firm of Alcock and McFadden to provide the desired human resource services.

KRM

Attachments:

- 1 – Proposal for Human Resources Support from Alcock and McFadden
- 2 – San Bernardino County Proposal for LAFCO Classification Study