

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

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**DATE:** MARCH 9, 2004  
**FROM:** KATHLEEN ROLLINGS-McDONALD, Executive Officer  
**TO:** LOCAL AGENCY FORMATION COMMISSION

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**SUBJECT:** **Agenda Item #13** – Consideration of Staff Reorganization and Related Terms of Employment Amendments

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**RECOMMENDATION:**

Adopt recommended actions for changes to the Commission's "Terms of Employment" and Job Descriptions as presented by Mary Alcock, Human Resources Consultant.

**BACKGROUND:**

At the January 2004 hearing, the Commission approved a contract with Alcock and McFadden to address a review of the proposed Job Descriptions for the LAFCO positions and the existing personnel document identified as "Terms of Employment for LAFCO Employees". Ms. Mary Alcock has completed this review and presented recommendations related to the changes to the Terms of Employment (Attachment #2) and proposed modifications to the developed Job Descriptions (Attachments #3, #4, #5, and #6). In addition, Ms. Alcock has provided examples of supplemental job descriptions for additional positions for review by the Commission. These positions would provide for growth opportunities within the LAFCO personnel structure. Copies of these have been provided for Commission review in Attachment #7.

Once a determination on the descriptions of the positions for the Clerk and Deputy Clerk are approved, staff will return with an analysis of the appropriate salary level.

Ms. Alcock will be present at the hearing to respond to questions of the Commission.

/krm

**Attachments:**

- 1 -- Summary of Project and General Recommendations
- 2 -- Modifications to Terms of Employment and February 2002 Terms of Employment

- 3 -- Proposed Job Description – Executive Officer
- 4 -- Proposed Job Description – LAFCO Analyst
- 5 -- Proposed Job Description – Clerk to the Commission/Office Manager
- 6 -- Proposed Job Description – Deputy Clerk to the Commission
- 7 -- Supplemental Job Descriptions