

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

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DATE: MARCH 7, 2005
FROM: KATHLEEN ROLLINGS-McDONALD, Executive Officer
TO: LOCAL AGENCY FORMATION COMMISSION

**SUBJECT: AGENDA ITEM #9 – AUTHORIZATION FOR RECRUITMENT OF
LAFCO ANALYST POSITION**

RECOMMENDATION:

1. Authorize the addition of a LAFCO Analyst position, Salary Range 56;
2. Authorize the Executive Officer and Human Resources Consultant to recruit to fill the position at a cost not to exceed \$5,000; and
3. Authorize the transfer of funding in an amount of \$14,094 from Reserves Account #6025 to Salary Account # 1010 to accommodate anticipated payment of salaries and benefits for the balance of Fiscal Year 2004-05.

BACKGROUND:

During the Executive Officer's Report at the February hearing, staff indicated a need for additional staffing to handle the ever-increasing workload of the Commission. At that time, it was identified that the County was preparing the documents necessary to initiate a reorganization of the County operated fire services – a reorganization involving 27 different entities – which may be the most monumental undertaking the San Bernardino LAFCO has seen. While this is in the works, the Commission must address the 43 service reviews/sphere updates for the North County agencies, as well as process the other proposals submitted for consideration.

Therefore, staff is requesting authorization to recruit for an additional LAFCO Analyst position. This will involve a recruitment effort to be coordinated with

the Commission's Human Resources Consultant as outlined in the attached memorandum.

At the January hearing the Commission authorized the establishment of an Intern position and a contract extension not to exceed \$5,000 for definition of a job description, recruitment efforts at local colleges, etc. We are proposing to defer this recruitment activity until the budget cycle set to begin in April for the new fiscal year and instead redirect the Human Resources Consultant activities for recruitment of the LAFCO Analyst utilizing the contract extension identified above. Recommendation No. 2 will accommodate this authorization.

In order to accommodate this additional position, it will require that the Commission transfer revenues from 2004-05 Reserves into the General Salary and Benefit Categories. Staff has estimated the costs for the additional LAFCO Analyst for the balance of Fiscal Year 2004-05 to be \$14,094 and the recommendation proposes to transfer these funds. This amount was developed utilizing the top salary step for this position and its benefits. Actual costs once the position is filled could be lower but will not be more than the amount identified. Recommendation No. 3 will provide for the required transfer of funding.

The annual cost for this position is estimated at \$89,087 for salary and benefits at 2004 pay rates. The budget to be prepared for Fiscal Year 2005-06 will be developed to accommodate full-year funding for this new staff position.

KRM/

Attachments