

DATE : JANUARY 12, 2010

FROM: KATHLEEN ROLLINGS-McDONALD, Executive Officer

TO: LOCAL AGENCY FORMATION COMMISSION

SUBJECT: AGENDA ITEM #10C – STATUS REPORT FROM TRANSITION SUBCOMMITTEE

RECOMMENDATION:

Staff recommends that the Commission note and file report and request that the Transition Subcommittee continue its work on the evaluation and recruitment process for the Executive Officer. Follow-up will be provided as a part of the Preliminary Budget Review for Fiscal Year 2010-11 at the April 21, 2010 Hearing.

BACKGROUND:

At the December 16, 2009 hearing, the Commission created a Transition Subcommittee to work with the Executive Officer related to providing a more comprehensive definition of the evaluation process for the Executive Officer position, to review the job description for the Executive Officer position, and review the potential cost for changes to the scope of work defined for the evaluation and recruitment process for the Executive Officer. This report is to provide an update of that process.

A conference call meeting was scheduled for review of information with the Transition Subcommittee made up of Chairman Nuaimi and Commissioners Biane and Curatalo on Thursday, January 7th. Chairman Nuaimi and Commissioner Biane participated in the meeting to review materials provided, which were:

1. Existing Job Description for Executive Officer adopted by the Commission in April 2004;
2. The Job Profile and Performance Appraisal and Interview Guide developed by Alcock & McFadden for the City of Barstow; and,
3. An amended Scope of Work presented by Alcock and McFadden to address the preparation of the information.

Copies of this material are attached to this report for the Commission's information. During the conference call it was identified that Alcock & McFadden suggested that the recruitment process and the existing job description need to include a listing of specific competencies and skills and knowledge required for the position, which the Committee agreed needs to be addressed. In addition, the Committee felt that the City of Barstow Job Profile could be used as a template to develop the materials for the Commission.

No specific action is requested from the Commission other than to provide its input on the continuing process. Staff will be happy to answer any questions prior to or at the hearing.

/krm

Attachment:

1. Executive Officer Job Description Adopted April 2004
2. Job Profile Prepared by Alcock and McFadden for City of Barstow
3. Proposed Addendum to Scope of Work for Recruitment Contract with Alcock & McFadden