



Solano Local Agency Formation Commission

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Staff Report

DATE: August 11, 2014

TO: Local Agency Formation Commission

THRU: Elliot Mulberg, Interim Executive Officer

FROM: Marc Fox, Solano County Director of Human Resources

SUBJECT: AMEND THE LAFCo EXECUTIVE OFFICER CLASS DESCRIPTION

RECOMMENDATION:

The Solano County Director of Human Resources recommends that the Commission amends the LAFCo Executive Officer classification specification and directs that the Executive Officer incorporates the revised classification specification in the Personnel and Salary Resolution.

BACKGROUND:

The LAFCo Executive Officer position became vacant in December 2012 and the Commission requested, pursuant to a cooperative agreement between the Commission and Solano County, that the County's Human Resources Department provide assistance to the Commission.

A review of the Executive Officer's classification description was undertaken. The County's Director of Human Resources met individually with members of the Commission, the current and interim LAFCo staff, and other interested parties to learn more about the position and needs of the Commission.

DISCUSSION

The Solano County Human Resources Director recommends amendments to the classification description, including:

- Revising the definition of the position
- Adding distinguishing characteristics
- Adding supervision received and supervision exercised
- Amending job duty statements, primarily by adding statements emphasizing interactions between the Executive Officer and the Commission, and the Executive Officer and other interested parties including the County, cities, special districts, and others; adding job

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duty statements related to current trends and practices, work products of preparing municipal service reviews, sphere of influence reviews, and related reports and correspondence, and maintenance of the Commission's website.

- Revising the required knowledge aspect of the position, with greater emphasis on the Cortese-Knox-Hertzberg Local Government Reorganization Act, CEQA and land use planning.
- Adding a statement related to conformance with conflict of interest standards and ADA compliance.

There is no fiscal impact in amending the classification specification.

Attachments:

1. LAFCo Executive Officer classification specification, with strikeouts and amendments
2. LAFCo Executive Officer classification specification, final revised version

LAFCo EXECUTIVE OFFICER

DEFINITION:

~~Under policy direction of the Local Agency Formation Commission of Solano County (LAFCo), organizes, coordinates, and directs all LAFCo functions and activities, provides leadership, policy guidance, strategic direction, and day to day management of LAFCo; fosters cooperative working relationships with the Commission, the County of Solano, cities and special districts, the public and other agencies; performs related work as assigned.~~

~~The LAFCo Executive Officer is an “at will” employee appointed by the LAFCo Commission. The LAFCo Executive Officer reports directly to the Commission and performs all duties necessary for the proper and efficient management of LAFCo as determined by the Commission and State Law.~~

Under general policy direction provided by the Solano County Local Agency Formation Commission (LAFCo), plans, manages, coordinates and evaluates the varied functions of the Commission including day-to-day management of LAFCo, formulating and implementing policies and procedures, developing operational objectives and standards, and providing advisory services to the Commission in fulfilling its regulatory and planning responsibilities; fosters cooperative working relationships with the County of Solano, cities and special districts; and acts as a liaison between the Commission, the general public and other units of government.

DISTINGUISHING CHARACTERISTICS

The LAFCo Executive Officer serves at the pleasure and approval of the Commission. The Commission is responsible for administering a section of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 and is charged with encouraging the orderly formation and development of local government agencies and services. The Commission is a five member commission composed of elected appointees, two from the Solano County Board of Supervisors, two from the incorporated cities of Solano County, and one from the public at-large. This class is designated as an “at will” class.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Commission. Exercises supervision over assigned staff.

EXAMPLES OF DUTIES:

The following is used as a partial description and is not restrictive to duties required.

Plans, organizes and directs the activities of LAFCo and develops goals, policies and work programs for LAFCo subject to Commission review, directs implementation of policies and procedures; evaluates programs, procedures and systems for overall effectiveness.

Confers with the Commission on major administrative procedures and problems; develops solutions by formulating strategic directions, goals and objectives. Coordinates with LAFCo

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Counsel on legal issues and other matters that may require an oral or written interpretation or opinion from legal counsel. Confers and advises the Commission on a variety of issues including legal questions pertaining to LAFCo powers, duties, functions and obligations.

Receives and analyzes applications and petitions for LAFCo action; determines legal acceptability for filings; checks and certifies petitions; conducts complex analysis and prepares written reports and recommendations; attends all LAFCo meetings. Provides technical assistance as necessary, especially with regard to preparation of applicant proposals.

Represents LAFCo in various negotiations with other governmental agencies, property owners and consultants regarding the authority and functions of LAFCo and the policies, procedures and funding of LAFCo.

Prepares and administers LAFCo annual budget; serves as the LAFCo's fiscal officer.

Works closely with and advises the Commission, staff, the County of Solano, cities, special districts, the public and other agencies to implement LAFCo programs and to ensure compliance with laws and local policies.

Reviews and authorizes personnel actions; evaluates the work of subordinate personnel; assumes responsibility for a variety of personnel actions, including selection, promotion, performance evaluation, disciplinary action, and dismissal; ~~reviews~~ prepares work plans and reviews progress reports and confers with staff to define and solve problems. Responsible for the efficient and effective performance of all contractors.

Represents LAFCo before the media, other agencies, and the public. Assures open and clear communication with local agencies, land owners and the general public in order to maximize effective collaboration and cooperation. Builds and maintains positive working relationships with Commissioners, staff, representatives of the County of Solano, cities, special districts, the public and other agencies.

Actively participates in LAFCo related organizations, as needed or requested, such as the California Association of LAFCOs, and professional associations, and attends the Solano County Planning Directors group, the Solano County-City Managers group, and the Solano City County Coordinating Committee related meetings.

Keeps abreast of current trends and practices in the field of land use planning and local agency boundary and applies them to LAFCo programs. Monitors new and proposed State and local legislation that pertains to LAFCo and prepares reports to the Commission that includes a recommendation of support or opposition to proposed legislation.

Develops and recommends a sphere of influence for each affected city and special district; negotiates and mediates between the different entities on various interests and concerns of each of the jurisdictions; prepares municipal service reviews and sphere of influence reviews.

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Prepares and presents clear and concise correspondence, reports and recommendations, including keeping the Commission informed of staff activities, status of projects and other LAFCo and Commission interests.

Maintains LAFCo's website ensuring it is current, complies with State Law, and is available as a resource for the public as well as other governmental agencies.

Performs other related duties.

QUALIFICATION GUIDELINES:

Knowledge Of:

Local Agency Formation Commission law—Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, practices and procedures; California Environmental Quality Act (CEQA), and California land use planning laws; California public records and open meetings laws; principles and practices of organization, management, governmental budgeting, administrative analysis and personnel administration; urban planning practices and techniques; federal, state and local laws guidelines relating to land use environmental protection, and laws relating to the formation and development of local services; federal, state, and local regulations pertaining to local government boundary issues.

Skills and Abilities In:

Planning, organizing, coordinating and directing LAFCo programs and activities.

Analyzing functional, organizational and financial characteristics of local governmental agencies, evaluating alternatives, and recommending effective courses of action relating to LAFCo LAFCO functions.

Analyzing complex planning issues, evaluate alternatives and reach sound recommendations or conclusions.

Interpreting, explaining and applying LAFCo law and policies and related state and federal laws.

Appointing, motivating and evaluating staff and providing for their training and professional development.

Effective communications through a variety of forums, including written and verbal reports, presentations and general communications.

Representing LAFCo effectively in contacts with the public, the County of Solano and cities and special districts in the County, and other public agencies.

Promoting cooperative relationships with LAFCo constituent agencies and their staff, other public agencies, public groups concerned with LAFCo functions and operations.

Supplemental Information:

Works primarily in an office environment but ~~regular~~ travel is required within Solano County.

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RECRUITING STANDARDS:

Education/Experience:

Graduation from an accredited college with a bachelor's degree in public administration, urban planning and/or regional planning, economics or business administration or a closely related field and five years of related experience in a professional capacity performing professional land use planning, administrative, organizational or financial analysis, managing public programs and budgets involving multiple constituencies, or any combination of training and/or experience that could likely provide the desired knowledge, skills and abilities. Course work related to land use planning, engineering, public policy, and/or environmental studies is desirable.

OTHER REQUIREMENTS:

Necessary Special Requirements: Possession of or the ability to obtain a valid unrestricted California driver license. Independent travel is required. Incumbents may be required to work outside normal business hours. Incumbents must as a condition of employment comply with Government Code Section 81000 *et seq.* relating to conflict of interest reporting.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

Environmental Factors: Requires the ability to work under conditions where exposure to environmental factors poses a limited risk of minor injury or illness.

Established Date: _____

Revised Date: _____ August 11, 2014

LAFCo EXECUTIVE OFFICER

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Skills and Abilities In:

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