



## Solano Local Agency Formation Commission

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DATE: December 10, 2018  
TO: Local Agency Formation Commission  
FROM: Personnel Committee  
SUBJECT: LAFCO Senior Analyst Position

At the July 27, 2018, Personnel Committee meeting, the Committee requested that a staff succession plan be developed. Subsequently, a draft succession plan was discussed at the September 20, 2018, Personnel Committee meeting that included evaluating two key succession planning elements: replacement and retention. The Personnel Committee recommended that a LAFCO Senior Analyst position be considered for adoption at the October 15 Commission meeting (attachment #1 LAFCO Senior Analyst job description).

On October 15, 2018, the Commission unanimously approved a Personnel Committee recommendation to approve a LAFCO Senior Analyst position (attachment #1).

As noted in the October 15 item 6E, the LAFCO Senior Analyst position is commensurate with job classifications/positions held by current staff's daily contacts, colleagues, and workload. The salary range was determined by recognizing increased job responsibilities and requirements while being sensitive to the fact that the cities and the County are Solano LAFCO's primary funding source. Therefore, a salary range was adopted that is comparable to Solano County and cities Senior Planner and Management Analyst positions.

In accordance with Section 3.1 of the Solano LAFCO Personnel Policies, and after Michelle McIntyre's annual evaluation and review, and in recognition of her work tasks, I am pleased to announce that Michelle is promoted to the LAFCO Senior Analyst position effective November 1, 2018 at \$8,353.05/month (step 4).

There are sufficient funds in the FY 2017/18 salary and benefits budget for this promotion.

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