



## **Solano Local Agency Formation Commission**

675 Texas St. Ste. 6700 • Fairfield, California 94533  
(707) 439-3897 • FAX: (707) 438-1788

### **Personnel Committee**

Members: Commissioners Price, Shopay, and Sperring

Location:

LAFCO Office

Solano County Government Center

675 Texas Street Suite 6700

Fairfield, CA 94533

March 17, 2020

1:15 PM

### **A G E N D A**

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENTS

Opportunity for the public to speak to the Committee on any subject matter within the Committee's jurisdiction but not appearing on today's agenda.

4. PERSONNEL SALARY RESOLUTION AMENDMENT

The Committee will discuss and consider amending the Personnel and Salary Resolution including the following sections: Division 9 - Position Description for LAFCO Analyst; Appendix A – Salary Schedule, and Appendix B – List of Positions Exempt from Overtime Requirements. The Committee may make recommendations to the LAFCO Commission at its April 13, 2020 meeting.

5. ADJOURNMENT

Public parking is available on the second floor of the parking garage adjacent to the Solano County Government Center. Vehicular entrance to the parking garage is on Delaware St.

Persons with disabilities may contact LAFCO staff at (707) 439-3898 to arrange for necessary accommodation so they may fully participate in the meeting.

#### Commissioners

Nancy Shopay, Chair • Ron Rowlett, Vice-Chair • Harry Price • Jim Sperring • John Vasquez

#### Alternate Commissioners

Ron Kott • Shawn Smith • Skip Thomson

#### Staff

Rich Seithel, Executive Officer • Michelle McIntyre, Sr. Analyst • P. Scott Browne, Legal Counsel



## Solano Local Agency Formation Commission

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### Staff Report

DATE: March 17, 2020

TO: LAFCO Personnel Committee

FROM: Rich Seithel

SUBJECT: **Proposed Amendment to the Personnel and Salary Resolution** – Amending Analyst Classification to Analyst I/II

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At the March 9 Mid-Year Budget Review, the Commission received a year-end estimate. The Commission was advised that the estimate included costing for an additional full-time Analyst position in June. This position is intended to replace our interim “extra help” employee, who has been instrumental in our office keeping up with daily office management, as well as, research, data collection, and statistical analysis. Staff believes this position is critical for many reasons: succession planning; workload; and, extended leave.

- Succession planning is an important element of human resources planning and is particularly crucial, and challenging, in a lean agency. Maintaining and cultivating a well-balanced team is desirable. However, an agency should work towards a succession plan and be prepared for key employee departures or unforeseen issues.
- Workload is continuing to grow. This growth includes the major fire reorganization project, Middle Green Valley project, agencies Sphere of Influence reconciliation and mapping, City of Vallejo water extension, Fairfield-Suisun Sewer District AB 530 project, MSR backloads, Conservation Districts consolidation study, Solano Irrigation District projects, BCDC policy amendments as well as internal policy updates. In addition, we have noticed a distinct trend that Solano LAFCO is becoming more integrated in project planning earlier and throughout the process.
- Extended leave can cause a workload issue in a lean office. Losing 50% of a staff is problematic and taxing. Being one more incident away from zero staff makes an office significantly vulnerable.

An Analyst I/II flexible class/description is being recommended to appeal to and increase the pool of recruits, as well as, to establish pay steps below the current Analyst description. Depth

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of relevant experience will determine whether I or II is appropriate to that recruit. This recruitment method was recently successfully implemented in Napa LAFCO. Thus, in addition to the proposed amendments to the Solano LAFCO Analyst job classification, staff has included the Napa LAFCO job description and salary for their Analyst I/II position.

Attachments:

- A) Analyst I/II Job Description and Salary as Proposed
- B) Personnel and Salary Resolution pages 61-68 Strikethrough
- C) Napa LAFCO Analyst I and Analyst II Job Description and Salary Example

## LAFCO Analyst I/II

### SALARY RANGE

#### Analyst I

\$30.88 - 37.82 Hourly  
\$5,352.88 - 6,555.49 Monthly  
\$64,234.56 - 78,665.88 Annually

#### Analyst II

\$36.02 - \$43.78 Hourly  
\$6,243.33 - \$7,588.81 Monthly  
\$74,919.96 - \$91,065.72 Annually

### DEFINITION:

The LAFCO Analyst I/II works under the direction of the Executive Officer with additional oversight provided by senior staff. The incumbent is principally tasked with performing data collection and associated analysis in assisting Solano LAFCO prepare various studies on local government as required under State law. The LAFCO Analyst I/II also serves as the Clerk to the Solano LAFCO and is responsible for carrying out day-to-day office procedures. The incumbent may provide supervision over clerical or technical support staff and is expected to collaborate and coordinate tasks with others within and outside of Solano LAFCO in meeting the position's duties.

### DISTINGUISHING CHARACTERISTICS:

The LAFCO Analyst I/II is an "at-will" employee who performs a wide range of entry-level to intermediate duties that include performing data collection and assisting in associated analysis in the preparation of studies required of Solano LAFCO under State law that culminate in making recommendations to the Commission on potential governmental reorganizations, boundary changes, and other related matters. The incumbent may also serve as a resource to the staff, committees, boards or commissions of other local agencies in Solano County as needed. Other pertinent characteristics include: providing administrative assistance to the Executive Officer, maintaining the LAFCO website, responding to public inquiries, organizing agency records, and working with Geographic Information Systems (GIS) to produce maps. Training will be provided, and as experience is gained, assignments may gradually become more complex and varied. Incumbents are expected to exercise considerable initiative and judgment in performing regular ongoing duties of the position.

The LAFCO Analyst I is the entry level class and is flexibly staffed to the Analyst II class; an employee in this classification initially works under close supervision completing less complex projects that are narrower in scope or specific portions of larger projects, progressing to general supervision as the incumbent becomes able to independently perform the full range of duties associated with this classification.

## **TYPICAL TASKS:**

- Conduct basic to intermediate research, data collection, and related analysis in evaluating local agencies and their governmental services in the preparation of municipal service reviews and related regional planning studies.
- Assist in various phases of processing application proposals for boundary changes, outside service extensions, and reorganizations of local government agencies including project initiation and completion, tracking and maintaining legal and policy deadlines, etc.
- Utilize a variety of computer software programs to prepare: charts, tables, spreadsheets, maps, diagrams, graphs, and reports.
- Respond to public inquiries while exercising independent judgement in providing information and/or referring questions to other staff.
- Consult with staff and representatives of other governmental agencies on programs, projects, or specialized assigned activities.
- Assist in the preparation of agendas and associated staff reports and organize and prepare Commission packet for distribution.
- Support for all Commission meetings including the posting of legal notices, agendas, and meeting materials; staff support during Commission meetings; preparing minutes and final meeting records; and tracking and maintaining legal or policy deadlines.
- Assist in making presentations before the Commission, other local agencies, and community groups.
- Support for Commission actions including reviewing resolutions and related documents for accuracy; and the distribution, recording, and filing of Commission actions.
- Maintain the LAFCO website.
- Administer the Fair Political Practices Commission (FPPC) regulations and disclosure documents and serve as LAFCO's filing officer.
- Maintain adequate office supplies inventories including submitting orders, providing price comparison, conducting product research, and providing recommendations when necessary.
- Provide administrative support such as processing time sheets, payroll/personnel transactions, claims and purchase order/requisitions; receiving monies; assisting in budget request preparation by researching and compiling information; establishing and documenting clerical operation and work methods procedures.
- Manage records and data files, including administrative records, project files, archive files, inventory and directories of local agencies, etc.

## **EMPLOYMENT STANDARDS:**

To qualify for this position, an individual must possess a combination of education and experience that would likely produce the required knowledge, skills, and abilities as detailed in this position description:

**Education/Experience:**

Bachelor's Degree from an accredited college or university with major course work in public or business administration, government, finance, economics, land use planning, public policy, urban studies, political science, graphic information system, or closely related field.

Analyst I - Experience: No direct experience is required, but experience in local government or land use planning is desirable.

Analyst II – Experience: One year of experience performing analysis work involving research and data collection, including the preparation of recommendations and reports, or one year of experience as a LAFCO Analyst I. Experience with geographic information systems is highly desirable, but not necessary.

**Knowledge of:**

- Advanced knowledge of Microsoft Word and Excel, and knowledge of other standard computer applications and software such as PowerPoint, Adobe, etc.
- Laws, regulations, and policies applicable to local government.
- Legislative and judicial analysis resources.
- Analytical techniques and practices to include administrative and statistical analysis, statistical report preparation, and graphic presentation of analysis.
- Basic city and county planning principles and practices.
- Budget preparation principles, practices, and techniques.
- Principles and practices of accounting, cost analysis, and fiscal management.
- Oral communication techniques to include presentations to groups of various sizes in a positive manner.
- Composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Formats and appropriate terminology for written communications such as business correspondence, policies, procedures, and narrative reports.
- Basic mathematics for developing, preparing, and completing numerical, budgetary, and/or statistical reports.
- Best practices in office management, including filing and records retention.
- Skills in organizing work, setting priorities, meeting deadlines, and following assignments with minimum direction.

**Ability to:**

- Prepare and interpret a wide variety of maps, graphic illustrations, and land use data.
- Understand program objectives in relation to LAFCO's goals and procedures.
- Collect, compile, and analyze qualitative information.

- Research laws, regulations, procedures, and/or technical reference materials; analyze, evaluate, and interpret the data gathered; draw logical conclusions; develop reasonable and deliverable options; make appropriate recommendations; and implement the resultant change effectively.
- Understand, interpret, and apply applicable laws, regulations and policies, and use good judgement in their application.
- Prepare and present concise written reports and make verbal presentations.
- Prepare and monitor contracts according to Commission directives.
- Manage a variety of simultaneous work projects and carry them through successful completion.
- Prepare a variety of written communications to include reports, policies, procedures, and comprehensive narrative and statistical reports.
- Communicate information and ideas clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Represent LAFCO in meeting with representatives from various public/non-public agencies and with the public.
- Maintain accurate records and document actions taken.
- Maintain confidentiality of records and information in compliance with laws and regulations.

**Desirable Work Style and Personal Traits:**

- Possess a high degree of integrity, works well with peers and supervisors as well as difficult and sensitive organization issues;
- Possess a commitment to very high ethical standards and quality public services;
- An active listener, supportive team member, and demonstrates an energetic work style;
- Embraces challenges, is objective, open minded, accountable, and is comfortable working in a complex political environment;
- Able to interact well and comfortably with individuals of diverse backgrounds;
- Able to approach challenges with confidence, and maintain positive, productive, and ethical interaction with peers, the public, the Commission and elected officials, and;
- Maintain a professional appearance.

**Special Requirements:**

- Possession of a valid California Driver's License prior to appointment.
- Required to work some extended hours to attend meetings or assist with presentations.

## Position Description for LAFCo Analyst

### DEFINITION:

Under general direction of the LAFCo Executive Officer, performs complex professional work in support of the Local Agency Formation Commission of Solano County (LAFCo), including data collection and analysis, report preparation, public contact; and other related duties as required.

The LAFCo Analyst is an "at-will" employee appointed by the LAFCo Executive Officer. The LAFCo Analyst acts as program coordinator and project manager to implement various components of LAFCo work program; to review and analyze proposals for local agency boundary changes and conduct complex studies related to the provision of local governmental services; to present summarized information and recommendations to the Executive Officer and the Commission based on analysis; to supervise other staff members and to administer consulting contracts as assigned by the Executive Officer; and, to provide administrative assistance to the Executive Officer as required.

### EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

- Researches, compiles, synthesizes, analyzes and interprets information and data necessary to meet State law requirements and LAFCo policies and objectives.
- Reviews and analyzes proposals filed with LAFCo, conducts field investigations, makes recommendations and prepares and presents staff reports.
- Performs analysis relating to the California Environmental Quality Act (CEQA), reviews and, as necessary, prepares CEQA documents necessary for LAFCo action.
- Conducts special studies involving inter-jurisdictional and inter-agency coordination, some of which may be complex, controversial and/or politically sensitive.
- Performs administrative functions such as developing fee schedules, surveys, and policy and procedures manuals.
- Makes presentations and manages public participation processes relating to pending LAFCo proposals, LAFCo programs and LAFCo laws, policies and procedures.
- Provides support to the Executive Officer in analyzing and preparing the LAFCo budget for action by the Commission.
- Oversees the daily administration of the fiscal affairs of LAFCo in accordance with LAFCo and County of Solano policies and Memorandums of Agreement, including accounts receivables, accounts payable, and payroll.
- Performs general administrative assistance to the Executive Officer.

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- Prepares, publishes, posts, and mail public notices, LAFCo agendas and related documents; coordinates the required filing and distribution of documents, forms and reports.
- Act as clerk at Commission meetings.
- Participates in LAFCo related organizations and professional associations.

**QUALIFICATION GUIDELINES:**

**Knowledge, Skills, and Abilities:**

Comprehensive knowledge of: Local Agency Formation Commission law, practices and procedures; principles, practices and techniques of urban and regional planning; federal, State and local laws and regulations relating to the organization, financing and functions of cities and special districts, federal, State and local laws and guidelines relating to environmental protection.

Working knowledge of: Research and statistical methods; public finance; public infrastructure; interagency relationships, map reading; Microsoft Office and geographic information system software.

Working ability to: Communicate effectively orally and in writing; collect, analyze and interpret data; formulate recommendations, solve complex problems; establish and maintain effective working relationships with elected officials, the public and staff of other agencies; meet deadlines; and, work independently.

**Supplemental Information:**

Works primarily in an office environment but regular site inspections and meetings at various locations throughout Solano County are required.

**RECRUITING STANDARDS**

**Education/Experience:**

Extensive experience as a project manager for a California city or special district and/or extensive experience in land use planning, which has led to the acquisition of the required knowledge, skills and abilities. The required knowledge, skills and abilities can be obtained by completion of a Bachelor's degree in public administration, urban planning or a closely related field and four or more years of progressively responsible LAFCo, land use planning or related experience.

**Substitution:**

Additional experience or non related degrees may be substituted for the required education and experience.

**OTHER REQUIREMENTS:**

**Necessary Special Requirements: Possession of or the ability to obtain a valid unrestricted California driver license.**

## **Position Description for LAFCo Analyst I/II**

### **DEFINITION:**

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- Utilize a variety of computer software programs to prepare: charts, tables, spreadsheets, maps, diagrams, graphs, and reports.
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- Consult with staff and representatives of other governmental agencies on programs, projects, or specialized assigned activities.
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- Maintain the LAFCO website.
- Administer the Fair Political Practices Commission (FPPC) regulations and disclosure documents and serve as LAFCO's filing officer.
- Maintain adequate office supplies inventories including submitting orders, providing price comparison, conducting product research, and providing recommendations when necessary.
- Provide administrative support such as processing time sheets, payroll/personnel transactions, claims and purchase order/requisitions; receiving monies; assisting in budget request preparation by researching and compiling information; establishing and documenting clerical operation and work methods procedures.
- Manage records and data files, including administrative records, project files, archive files, inventory and directories of local agencies, etc.

**EMPLOYMENT STANDARDS:**

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**Knowledge of:**

- Advanced knowledge of Microsoft Word and Excel, and knowledge of other standard computer applications and software such as PowerPoint, Adobe, etc.
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- Formats and appropriate terminology for written communications such as business correspondence, policies, procedures, and narrative reports.
- Basic mathematics for developing, preparing, and completing numerical, budgetary, and/or statistical reports.
- Best practices in office management, including filing and records retention.
- Skills in organizing work, setting priorities, meeting deadlines, and following assignments with minimum direction.

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**Ability to:**

- Prepare and interpret a wide variety of maps, graphic illustrations, and land use data.
- Understand program objectives in relation to LAFCO's goals and procedures.
- Collect, compile, and analyze qualitative information.
- Research laws, regulations, procedures, and/or technical reference materials; analyze, evaluate, and interpret the data gathered; draw logical conclusions; develop reasonable and deliverable options; make appropriate recommendations; and implement the resultant change effectively.
- Understand, interpret, and apply applicable laws, regulations and policies, and use good judgement in their application.
- Prepare and present concise written reports and make verbal presentations.
- Prepare and monitor contracts according to Commission directives.
- Manage a variety of simultaneous work projects and carry them through successful completion.
- Prepare a variety of written communications to include reports, policies, procedures, and comprehensive narrative and statistical reports.
- Communicate information and ideas clearly and concisely, both orally and in writing.

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- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Represent LAFCO in meeting with representatives from various public/non-public agencies and with the public.
- Maintain accurate records and document actions taken.
- Maintain confidentiality of records and information in compliance with laws and regulations.

**Desirable Work Style and Personal Traits:**

- Possess a high degree of integrity, works well with peers and supervisors as well as difficult and sensitive organization issues;
- Possess a commitment to very high ethical standards and quality public services;
- An active listener, supportive team member, and demonstrates an energetic work style;
- Embraces challenges, is objective, open minded, accountable, and is comfortable working in a complex political environment;
- Able to interact well and comfortably with individuals of diverse backgrounds;
- Able to approach challenges with confidence, and maintain positive, productive, and ethical interaction with peers, the public, the Commission and elected officials, and;
- Maintain a professional appearance.

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**Special Requirements:**

- Possession of a valid California Driver's License prior to appointment.
- Required to work some extended hours to attend meetings or assist with presentations.

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**Appendix A – Salary Schedule**

Classifications represented under this Personnel and Salary Resolution are:

- 1. LAFCo Executive Officer
- 2. LAFCO Senior Analyst
- 3. LAFCo Analyst I/II

1. The present monthly pay rate for represented classification is:

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
LAFCO Analyst <u>I</u>	\$5,352.88	\$5,634.61	\$5,931.16	\$6,243.33	\$6,555.49
LAFCo Analyst <u>II</u>	\$6,243.33	\$6,555.49	\$6,883.27	\$7,227.43	\$7,588.81
LAFCo Sr. Analyst	\$7,215.67	\$7,576.45	\$7,955.28	\$8,353.04	\$8,770.70
LAFCo Executive Officer					\$12,083.33

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**Appendix B – List of Positions Exempt from Overtime Requirements**

- ◆ 1. Executive Officer
- ◆ 2. LAFCO Senior Analyst
- ◆ 3. LAFCo Analyst I/II

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A Tradition of Stewardship  
A Commitment to Service

COUNTY OF NAPA  
Established Date: Oct 1, 2001  
Revision Date: Aug 1, 2018

# LAFCO STAFF ANALYST I

Class Code:  
68301

Bargaining Unit: Public Service Employees

## SALARY RANGE

\$32.73 - \$39.15 Hourly  
\$2,618.40 - \$3,132.00 Biweekly  
\$5,673.20 - \$6,786.00 Monthly  
\$68,078.40 - \$81,432.00 Annually

### DESCRIPTION:

This flexibly staffed job series performs analysis on a variety of special projects involving research, data collection and other administrative tasks related to the operation of the Local Agency Formation Commission (LAFCO) of Napa County; prepares and maintains reports on assigned projects; performs a variety of responsible and specialized technical services involving administrative, financial, legislative, personnel, data and systems analysis; and serves as support staff to panels and committees.

### DISTINGUISHING CHARACTERISTICS

The LAFCO Staff Analyst I/II is a flexibly staffed job series in which incumbents work under the direction of the LAFCO Executive Officer and perform a full range of analytical, technical and administrative staff support services for the Local Agency Formation Commission. The Commission, operating under state laws, is responsible for facilitating the orderly formation and development of local government agencies. The incumbents perform analytical tasks relating to matters under LAFCO's jurisdiction, such as the provision of services by local governments and the consideration of proposals for governmental reorganizations. The LAFCO Staff Analyst I/II conducts a variety of special projects and assignments involving research, data collection and analysis, making appropriate recommendations; preparing detailed and concise reports and performing needed administrative support tasks. These positions may also serve as a resource to the staffs, committees, boards or commissions of local agencies in Napa County.

The LAFCO Staff Analyst I is the entry level of this flexibly staffed job series. Incumbents perform analytical duties of a more routine, repetitive nature. As experience, knowledge, skills and abilities are acquired and utilized, the degree and complexity of assignments may correspondingly increase to the LAFCO Staff Analyst II level. However, positions limited to analytical duties of a more routine, repetitive nature will permanently remain at the LAFCO Staff Analyst I level.

The LAFCO Staff Analyst II is the journey level of this flexibly staffed job series in which the incumbents work under general supervision. Incumbents at this level perform the more difficult, responsible, varied and complex analyst functions in a variety of assignments. This class is distinguished from the LAFCO Staff Analyst I level by the complexity of assignments

involving a higher level of decision-making responsibility and the independence of action in the day-to-day assignments. Incumbents in this class conduct complex studies and/or analyses which typically involve extensive advance planning and scheduling. Assignments are usually received with general guidelines requiring incumbents to act with independence and discretion in completing assigned projects.

#### SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by the LAFCO Executive Officer.

No supervision is exercised over others; however, assignments may include functional or lead direction.

#### **EXAMPLE OF DUTIES:**

Duties may include, but are not limited to, the following:

Conduct analysis work on a variety of special projects involving research, data collection and other tasks related to the operation of the Local Agency Formation Commission (LAFCO) of Napa County; perform a variety of responsible and specialized technical services involving administrative, financial, legislative, personnel, data and systems analysis.

Review and analyze proposals; prepare detailed and concise reports and present recommendations for appropriate actions, either in written or oral form.

Contribute to the preparation of special studies involving inter-jurisdictional and inter-departmental coordination.

Research and analyze proposed legislation and administrative regulations for their impact on the agency; keep the Executive Officer informed of changes and administrative regulations affecting overall operations of the agency.

Assist with administrative functions, including the development of the agency budget, fee schedules and surveys.

Consult with staff and representatives of other government offices on programs, projects or specialized assigned activities.

Assist in the review and formulation of policies and procedures; prepare reports and make recommendations on policies, procedures and programs.

Research, analyze and prepare agenda items for presentation to the Commission.

Plan, organize and facilitate meetings with multiple parties.

Develop computerized spreadsheets and databases; manage content for agency website; operate a computer terminal to input, access and print data, reports and projects.

Participate in and attend meetings of various committees and organizations as required; make presentations before governing bodies; serve as support staff to panels and committees.

May provide lead direction to other assigned staff, which may include assigning, scheduling, coordinating and prioritizing work, and providing training.

Prepare and maintain clear, concise and comprehensive records, reports and correspondence.

Develop and maintain agency's records management systems.

Provide associated administrative support as needed to fully execute the duties of the position.

Perform related duties as assigned.

## **TYPICAL QUALIFICATIONS:**

### KNOWLEDGE OF:

Principles and practices of governmental administration, including budget preparation and control, organizational planning and analysis, research techniques, and report preparation and writing.

Operations and functions of local government (county, city, special district).

Principles and practices of public administration.

Principles and practices relating to budget programs and general systems management.

Principles and practices of effective supervision and training.

Agency organization, programs, policies and procedures; program evaluation and management.

Computer equipment, data processing programs such as word processing and spreadsheet applications, and sophisticated office machines.

Systems analysis.

### SKILL TO:

Perform data collection, interpretation and evaluation pertaining to administrative, fiscal and organizational matters.

Understand, research, and interpret complex policies, procedures and regulations; make recommendations for modification or change.

Understand, interpret and apply ordinances and federal, state and local legislation.

Collect, analyze, interpret and apply data to assigned projects.

Oversee programs, projects, or assignments.

Develop procedures and operational guidelines.

Make presentations before boards, commissions and groups.

Make accurate statistical and/or mathematical computations.

Analyze situations accurately and take effective action.

Prepare and maintain clear, concise and complete records, reports, surveys and recommendations.

Communicate effectively both verbally and in writing.

### ABILITY TO:

Establish and maintain cooperative working relationships with staff, other departments and

agencies, the private sector and the public.

Schedule and organize workload.

Adjust to schedule changes and meet specific deadlines.

Accept increasing responsibility.

Experience and Education

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills and abilities. A desirable combination is:

LAFCO Staff I

Experience:

No related experience is required. Experience in local government or land use planning is desirable.

Education:

Equivalent to graduation from a four-year college with major course work in business administration, public administration, land use planning, political science or related field.

**License or Certificate:\***

Possession of a valid California Driver's License.

\*Any license, certification, or registration required for this position shall be maintained (i.e. active and in good standing) at all times during employment with Napa County. For continued employment with Napa County, you must maintain such license, certification, or registration to meet the minimum qualifications of this position.

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*



A Tradition of Stewardship  
A Commitment to Service

COUNTY OF NAPA  
Established Date: Dec 14, 2008  
Revision Date: Aug 1, 2018

# LAFCO STAFF ANALYST II

Class Code:  
70601

Bargaining Unit: Public Service Employees

## SALARY RANGE

\$36.01 - \$43.03 Hourly

### DESCRIPTION:

This flexibly staffed job series performs analysis on a variety of special projects involving research, data collection and other administrative tasks related to the operation of the Local Agency Formation Commission (LAFCO) of Napa County; prepares and maintains reports on assigned projects; performs a variety of responsible and specialized technical services involving administrative, financial, legislative, personnel, data and systems analysis; and serves as support staff to panels and committees.

### DISTINGUISHING CHARACTERISTICS

The LAFCO Staff Analyst I/II is a flexibly staffed job series in which incumbents work under the direction of the LAFCO Executive Officer and perform a full range of analytical, technical and administrative staff support services for the Local Agency Formation Commission. The Commission, operating under state laws, is responsible for facilitating the orderly formation and development of local government agencies. The incumbents perform analytical tasks relating to matters under LAFCO's jurisdiction, such as the provision of services by local governments and the consideration of proposals for governmental reorganizations. The LAFCO Staff Analyst I/II conducts a variety of special projects and assignments involving research, data collection and analysis, making appropriate recommendations; preparing detailed and concise reports and performing needed administrative support tasks. These positions may also serve as a resource to the staffs, committees, boards or commissions of local agencies in Napa County.

The LAFCO Staff Analyst I is the entry level of this flexibly staffed job series. Incumbents perform analytical duties of a more routine, repetitive nature. As experience, knowledge, skills and abilities are acquired and utilized, the degree and complexity of assignments may correspondingly increase to the LAFCO Staff Analyst II level. However, positions limited to analytical duties of a more routine, repetitive nature will permanently remain at the LAFCO Staff Analyst I level.

The LAFCO Staff Analyst II is the journey level of this flexibly staffed job series in which the incumbents work under general supervision. Incumbents at this level perform the more difficult, responsible, varied and complex analyst functions in a variety of assignments. This class is distinguished from the LAFCO Staff Analyst I level by the complexity of assignments involving a higher level of decision-making responsibility and the independence of action in the day-to-day assignments. Incumbents in this class conduct complex studies and/or analyses which typically involve extensive advance planning and scheduling. Assignments

are usually received with general guidelines requiring incumbents to act with independence and discretion in completing assigned projects.

#### SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by the LAFCO Executive Officer.

No supervision is exercised over others; however, assignments may include functional or lead direction.

#### **EXAMPLE OF DUTIES:**

Duties may include, but are not limited to, the following:

Conduct analysis work on a variety of special projects involving research, data collection and other tasks related to the operation of the Local Agency Formation Commission (LAFCO) of Napa County; perform a variety of responsible and specialized technical services involving administrative, financial, legislative, personnel, data and systems analysis.

Review and analyze proposals; prepare detailed and concise reports and present recommendations for appropriate actions, either in written or oral form.

Contribute to the preparation of special studies involving inter-jurisdictional and inter-departmental coordination.

Research and analyze proposed legislation and administrative regulations for their impact on the agency; keep the Executive Officer informed of changes and administrative regulations affecting overall operations of the agency.

Assist with administrative functions, including the development of the agency budget, fee schedules and surveys.

Consult with staff and representatives of other government offices on programs, projects or specialized assigned activities.

Assist in the review and formulation of policies and procedures; prepare reports and make recommendations on policies, procedures and programs.

Research, analyze and prepare agenda items for presentation to the Commission.

Plan, organize and facilitate meetings with multiple parties.

Develop computerized spreadsheets and databases; manage content for agency website; operate a computer terminal to input, access and print data, reports and projects.

Participate in and attend meetings of various committees and organizations as required; make presentations before governing bodies; serve as support staff to panels and committees.

May provide lead direction to other assigned staff, which may include assigning, scheduling, coordinating and prioritizing work, and providing training.

Prepare and maintain clear, concise and comprehensive records, reports and correspondence.

Develop and maintain agency's records management systems.

Provide associated administrative support as needed to fully execute the duties of the position.

Perform related duties as assigned.

## **TYPICAL QUALIFICATIONS:**

### KNOWLEDGE OF:

Principles and practices of governmental administration, including budget preparation and control, organizational planning and analysis, research techniques, and report preparation and writing.

Operations and functions of local government (county, city, special district).

Principles and practices of public administration.

Principles and practices relating to budget programs and general systems management.

Principles and practices of effective supervision and training.

Agency organization, programs, policies and procedures; program evaluation and management.

Computer equipment, data processing programs such as word processing and spreadsheet applications, and sophisticated office machines.

Systems analysis.

### SKILL TO:

Perform data collection, interpretation and evaluation pertaining to administrative, fiscal and organizational matters.

Understand, research, and interpret complex policies, procedures and regulations; make recommendations for modification or change.

Understand, interpret and apply ordinances and federal, state and local legislation.

Collect, analyze, interpret and apply data to assigned projects.

Oversee programs, projects, or assignments.

Develop procedures and operational guidelines.

Make presentations before boards, commissions and groups.

Make accurate statistical and/or mathematical computations.

Analyze situations accurately and take effective action.

Prepare and maintain clear, concise and complete records, reports, surveys and recommendations.

Communicate effectively both verbally and in writing.

### ABILITY TO:

Establish and maintain cooperative working relationships with staff, other departments and agencies, the private sector and the public.

Schedule and organize workload.

Adjust to schedule changes and meet specific deadlines.

Accept increasing responsibility.

#### Experience and Education

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills and abilities. A desirable combination is:

#### LAFCO Staff II

##### Experience:

One year of experience performing analysis work involving research and data collection, including the preparation of recommendations and reports, or one year of experience as a LAFCO Staff Analyst I.

##### Education:

Equivalent to graduation from a four-year college with major course work in business administration, public administration, land use planning, political science or related field.

##### **License or Certificate: \***

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