



San Diego County
Local Agency Formation Commission
 Regional Service Planning | Subdivision of the State of California

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AGENDA REPORT
 Consent | Action

June 5, 2023

TO: Commissioners

FROM: Keene Simonds, Executive Officer
 Susanne St. Clair, Contract Human Resources Advisor

**SUBJECT: Revisions to Adopted Rule VI |
 Proposed Job Classification Changes to Assistant Executive Officer Position**

SUMMARY

The San Diego County Local Agency Formation Commission (LAFCO) will consider revisions to its adopted Rule No. VI to accommodate proposed job classification changes for the Assistant Executive Officer position. The proposed changes have been prepared in consultation with the Commission’s contract human resources advisor – Regional Government Services – and premised on modernizing the job specifications ahead of the budgeted filling of the position beginning in July 2024. Key changes are marked by broadening relatable job qualifications to capture non-government service, expanding previous material experience from four to five years, and diversifying core abilities in support of LAFCO’s decision-making. There are no fiscal impacts associated with the proposed changes.

BACKGROUND

Assistant Executer Officer Position

San Diego LAFCO’s existing job classification for the Assistant Executive Officer position is provided under Rule No. VI and last revised in 2011. The position has been vacant since the last position holder – Shirley Anderson – retired in November 2013. The Commission has re-budgeted the position for 2023-2024. The established salary range is \$105,102 to \$171,745.

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DISCUSSION

This item is for San Diego LAFCO to consider proposed changes to the Assistant Executive Officer job description aimed at readying the filling of the position in 2023-2024 after a 10-year vacancy. The proposed revisions have been drafted with the assistance of contract advisor Susanne St. Clair with Regional Government Services (RGS) to better sync with the overall expanded activities of LAFCO and expected role therein of the Assistant Executive Officer. A summary of key revisions to the job description are listed below with copies of the current and proposed versions provided as Attachments One and Two.

- Position Reporting
Revisions make explicit in the definition of the Assistant Executive Officer serves as the second ranking staff member under the general direction of the Executive Officer. Similarly, a “Supervision Received and Exercised Section” has been added to make clear the Assistant Executive Officer serves as front-line supervisor of other staff.
- Qualifying Skills (Knowledge and Abilities)
Revisions establish position qualifications in best-practice format with respect to specific skills expected of the Assistant Executive Officer that are distinguished between knowledge and abilities. New qualifying knowledge not currently referenced in the job description includes understanding the composition and characteristics of local government in San Diego County as well as best principles in community development and public finance. New qualifying abilities not currently referenced in the job description include political acumen and strategic planning.
- Qualifying Background (Education and Experience)
Revisions to qualifying experience involve broadening the relatable job experience to no longer require background in state or local government as a precondition to employment. Revisions separately expand the minimum number of relatable job experience from four to five years with at least one year involving supervisory duties.

ANALYSIS

The proposed changes to the Assistant Executive Officer position before San Diego LAFCO represents a continued process to modernize job descriptions to reflect evolving tasks and needs in the organization in step with anticipated hirings. As detailed above, the proposed revisions have been drafted with the assistance of RGS and draws on their extensive experience in matching agency needs with best practices in placing and retaining good employees. Should the Commission approve the proposed changes, and via budgeted resources, the Executive Officer anticipates filling the Assistant Executive Officer position by the start of the new fiscal year through an internal promotion.

RECOMMENDATION

It is recommended San Diego LAFCO approve changes to Rule No. VI to accommodate the proposed revisions to the Assistant Executive Officer as described. This recommendation is consistent with taking the actions identified in the proceeding section as Alternate One.

ALTERNATIVES FOR ACTION

The following alternatives are available to San Diego LAFCO through a single motion:

Alternative One (recommended):

Amend Rule No. VI to revise the job description for the Assistant Executive Officer position as shown in Attachment Two.

Alternative Two:

Continue the item to the next regular meeting and provide direction to staff for additional information as needed.

Alternative Three:

Take no action.

PROCEDURES

This item has been placed on San Diego LAFCO's agenda as part of the consent calendar. A successful motion to approve the consent calendar will include taking affirmative action on the staff recommendation unless otherwise specified by the Commission.

Respectfully



Keene Simonds
Executive Officer

Attachments:

- 1) Current job description
- 2) Proposed revised job description

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**LOCAL AGENCY FORMATION COMMISSION
SAN DIEGO COUNTY**

POSITION SPECIFICATION

ASSISTANT EXECUTIVE OFFICER

Definition

Assists the Executive Officer in carrying out the policies and directives of the Local Agency Formation Commission, administering and supervising day-to-day activities, duties, and responsibilities of the Commission.

Typical Tasks

Serves as assistant to the Executive Officer and acts in place of the Executive Officer in his or her absence. Has primary responsibility, under the direction of the Executive Officer, to establish and coordinate the development, implementation and update of LAFCO functions. Directly supervises other LAFCO staff on projects identified by the Executive Officer.

Assists Executive Officer in arranging and conducting pre-meeting conferences with proponents and other interested persons and groups. Responsible for major proposal analysis, gathers and analyzes information related to LAFCO applications; prepares background reports and preliminary recommendations; and reports orally and in writing to the Commission on proposals.

To ensure compliance with the California Environmental Quality Act (CEQA), reviews proposals for adequacy of environmental review documents; reviews and prepares comments on initial studies, negative declarations, and EIRs prepared by other agencies; and conducts initial studies, prepares negative declarations and other environmental documents when LAFCO is the lead agency.

Prepares LAFCO budget materials; reviews and researches legislative topics, problems in local government, and performs other special assignments; provides information and assistance to other governmental agencies, citizens' groups, and individuals; directs studies (e.g., fiscal and governmental reorganization) related to local agencies; attends Commission and Advisory Committees meetings and staffs them when necessary; has a thorough knowledge of Commission policies and state statutes; and represents LAFCO at various governmental, educational, and citizen group meetings.

Distinguishing Characteristics

The Assistant Executive Officer position requires independent judgment, a well developed sense of direction and must be able to exercise discretion concerning sensitive matters. The individual must possess excellent communication skills and have the ability to carry out a project from the conceptual state through implementation. The Assistant Executive Officer should possess the knowledge, skills and experience to act in place of the Executive Officer when necessary.

Qualifications

Education: Graduation from an accredited four-year college or university with a bachelor's degree in public administration, political science, urban studies, economics or a related field. A Master's Degree in one of these fields is highly encouraged and desirable.

Experience: At least four years of paid, responsible experience with a state or local governmental agency, of which at least two years are with LAFCO. Previous experience should provide familiarity with issues of local government organization such as the planning process, public finance, and community development.

**LOCAL AGENCY FORMATION COMMISSION
SAN DIEGO COUNTY**

POSITION SPECIFICATION

ASSISTANT EXECUTIVE OFFICER

Definition

The Assistant Executive Officer is a single-class position. The position serves as the second highest ranking staff member under the general direction of the Executive Officer. The position performs a variety of complex duties including providing administrative, analytical, technical, and public relations support to the Executive Officer.

Typical Tasks

The Assistant Executive Officer supports the Executive Officer and acts in place of the Executive Officer in their absence. The position provides quality assurance in the implementation of the Commission's adopted workplan consistent with the practices and standards set by the Executive Officer. This includes helping to oversee staff deliverables as well as serving as project manager for significant and otherwise complex proposals and studies. The position prepares and reviews agenda reports, aids in the development and implementation of the annual budget, and makes verbal and written reports to the Commission. The Executive Officer is not precluded from assigning other related functions if such functions are a logical assignment for the position.

Supervision Received and Exercised

The Assistant Executive Officer receives direct supervision from the Executive Officer. The position exercises front-line supervision of other staff.

Qualifications

The examples of knowledge and abilities listed in this class specification are representative but not necessarily exhaustive. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform functions on a case-by-case basis.

The position requires knowledge of all of the following:

- LAFCO statutes and related procedures at a comprehensive level
- Legislative and related rule-making processes in California
- Composition and characteristics of local government in San Diego County
- Best principles and practices of public administration, community development and planning, public finance, and human resources
- California Environmental Quality Act and how to effectively interpret and administer

- Organization and management practices as applied to the analysis and evaluation of programs, policies, and operations
- Business English
- Telephone, office, and online etiquette

The position requires of all the following abilities:

- Anticipate political implications of project alternatives and recommendations
- Simplify – writing and verbally – otherwise complex public policy topics
- Strategically develop, time, and implement and/or oversee projects
- Prioritize projects to maximize budgeted and/or available resources
- Perform high-level qualitative and quantitative analysis
- Write intricate reports with conclusions and recommendations
- Compose clear and concise written memos, e-mails, and letters
- Skillfully proof and edit others written reports, letters, etc.
- Verbally present materials clearly, concisely, and effectively
- Exercise independent judgement and initiative

Distinguishing Characteristics

The Assistant Executive Officer position requires a comprehensive understanding of LAFCO statute. The position requires independent judgment, a well-developed sense of direction, and must be able to exercise discretion concerning sensitive matters. The individual must possess excellent communication skills and have the ability to carry out a project from the conceptual state through implementation. The Assistant Executive Officer should possess the knowledge, abilities, and experience to act in place of the Executive Officer when necessary. Distinguishing characteristics include managing complex and/or controversial proposals and studies along with regularly representing LAFCO to the general public and other local governmental agencies. The position relatedly requires ongoing self-direction and astute judgement in accomplishing assigned projects and ability to independently assess political implications of findings, recommendations, and decisions. An adaptive ability to practice and cultivate effective teamwork and collaboration as a first-line supervisor for other staff also distinguishes this position.

Education and Experience

Graduation from an accredited four-year college or university with a bachelor's degree in public administration, political science, urban studies, economics, or a related field. A master's degree in one of these fields is highly encouraged and desirable.

At least five years of responsible experience that would provide the knowledge and skills to perform the typical tasks of the position with no less than one year involving supervisory duties – whether over personnel, programs, or projects. Experience with a state or local governmental agency is considered beneficial but not required. Previous experience should provide familiarity with issues of local government organization such as the planning process, public finance, and community development.

Physical Working Conditions

Work primarily takes place in an office environment, although the position may be assigned to other work locations – including the accommodation of telework up to 50% of standard hours if authorized by the Executive Officer. Work involves exposure to computer screens and use of basic office equipment.

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions, on a case-by-case basis. Typical and expected work duties include all of the following: continuous upward and downward flexion of the neck; frequent sitting and standing; bending and twisting of the waist; repetitive use of hands to operate computers, printers, and copiers; and lifting of objects weighing up to 20 pounds.

Established: x

Last Amended: x

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