

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**ITEM: 3.55  
(ID # 11532)**

**MEETING DATE:**

Tuesday, January 28, 2020

**FROM :** HUMAN RESOURCES AND LAFCO :

**SUBJECT:** HUMAN RESOURCES: Classification and Compensation recommendation to establish the classification Assistant Executive Officer - LAFCO; and amend Ordinance No. 440 pursuant to Resolution No. 440-9136 submitted herewith, All Districts. [Total Cost - \$0]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve the recommendation to establish the Assistant Executive Officer - LAFCO classification;
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9136.

**ACTION:Policy**

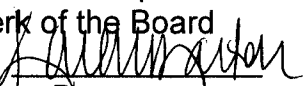
  
Brenda Diederichs, Assistant CEO / Human Resources Director 1/16/2020

---

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Perez, seconded by Supervisor Spiegel and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended and Resolution No. 440-9136 is adopted as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt  
Nays: None  
Absent: None  
Date: January 28, 2020  
xc: HR

Kecia R. Harper  
Clerk of the Board  
By:   
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA**

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS: N/A</b>			<b>Budget Adjustment:</b>	<b>No</b>
			<b>For Fiscal Year:</b>	<b>19/20</b>

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

The County of Riverside Local Agency Formation Commission (LAFCO) was established in 1963 to facilitate orderly growth and development of local public agency boundaries to meet current and future community needs. LAFCO carries out this mission through its state mandated authority to act as both a regulatory and planning agency. LAFCO is governed by a seven-member Commission made up of two Riverside County Board of Supervisors, two city council members, two special district board members, and one member of the public selected by the other six members. LAFCO is staffed by one Executive Officer, two Local Government Analysts, one Commission Clerk, one Secretary, and one County Counsel.

The Human Resources Classification and Compensation Division received a request from LAFCO to establish an Assistant Executive Officer - LAFCO classification. With growth projected through much of Riverside County for the next twenty years, the addition of an Assistant Executive Officer creates a more resilient organizational structure that is better able to address the growing County and increasing LAFCO workload. The Commission is looking to position itself in front of any changes to the community and is committed to a strategic approach to planning and decision making. The requested Assistant Executive Officer - LAFCO will be responsible for managing the day-to-day operations of the LAFCO office and for carrying out policies and directives set by the Commission. Furthermore, the Assistant Executive Officer - LAFCO will provide a bridge class between the Executive Officer and line staff that will enable more effective succession planning and retention of staff.

A review of surrounding LAFCO offices confirms the use of an Assistant Executive Officer job classification is common place, and also supports the recommended salary range.

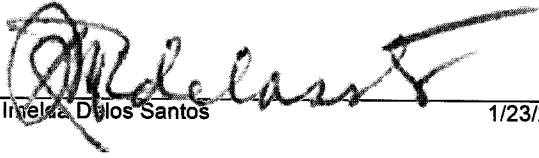
**CLASSIFICATION ADDITION**

**Assistant Executive Officer - LAFCO:** It is recommended to add this classification to the Class and Salary Listing at salary plan/grade MCO 714 (\$96,715 - \$144,286). This request is only to add the classification and there is no immediate financial impact associated with this request.

**ATTACHMENTS:**

- Attachment A: Resolution No. 440-9136
- Attachment B: Assistant Executive Officer - LAFCO Class Specification
- Attachment C: Assistant Executive Officer - LAFCO Market Survey

SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA

  
Inezela Dyllos Santos 1/23/2020

1 RESOLUTION NO. 440-9136

2  
3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in  
4 regular session assembled on January 28, 2020, that pursuant to Section 3(a)(iv) of Ordinance No. 440,  
5 the Assistant County Executive Officer/Human Resources Director is authorized to amend the Class and  
6 Salary Listing of Ordinance No. 440, operative the beginning of the pay period following approval, as  
7 follows:

8

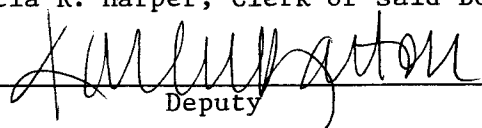
9 <u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
10 74149	+	Assistant Executive Officer - LAFCO	MCO 714

11  
12

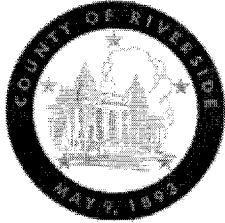
13 ROLL CALL:

14 Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt  
15 Nays: None  
16 Absent: None

17 The foregoing is certified to be a true copy of a resolution duly  
adopted by said Board of Supervisors on the date therein set forth.

18 Kecia R. Harper, Clerk of said Board  
19 By   
20 Deputy

21  
22  
23  
24  
25  
26  
27 /kc  
01/14/2020  
28 440 Resolutions\KC



## ASSISTANT EXECUTIVE OFFICER OF LAFCO

Class Code:74149

COUNTY OF RIVERSIDE  
Established Date: Oct 1, 2019  
Revision Date:

### **SALARY RANGE**

\$46.50 - \$69.37 Hourly  
\$8,059.58 - \$12,023.83 Monthly  
\$96,715.22 - \$144,285.87 Annually

### **CLASS CONCEPT:**

Under general direction of the Executive Officer of the Local Agency Formation Commission (LAFCO), to assist in carrying out the policies and directives of LAFCO in administrating and supervising the day-to-day operations, duties and responsibilities of the Commission; and to do other work as required.

The Assistant Executive Officer of LAFCO is a single position assistant executive officer level classification and reports to the Executive Officer of LAFCO. This classification is characterized by the responsibility of assisting in the overall supervision and coordination of daily operations of the department. The incumbent is also responsible for carrying out policies and directives set by the Executive Officer and the Commission of LAFCO. The Assistant Executive Officer of LAFCO may assume the responsibility of the Executive Officer in their absence and is responsible for relieving the Executive Officer of many administrative responsibilities.

This class has been designated At-Will by the Board of Supervisors, in accordance with the provisions provided under Article 6, Section 601E (2) of the County Management Resolution and serves at the pleasure of the Executive Officer of LAFCO.

**REPRESENTATION UNIT:** Management Resolution – Management

### **EXAMPLES OF ESSENTIAL DUTIES:**

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Provides overall project planning, analysis, proposal recommendations and management of State mandated programs of LAFCO including application processing affecting growth and development patterns, delivery of urban services, and establishment of local governance options; and reports orally and in writing to the Commission on proposals and projects.
- Provides support and assistance to the Executive Officer in the strategic planning process and makes presentations to the Commission at monthly meetings.
- Coordinates the preparation of LAFCO budget materials for various projects; prepares LAFCO's annual budget in conjunction with the Executive Officer of LAFCO and monitors budgetary expenditures throughout the year; authorizes directly or through staff, budget transfers, expenditures,

and purchases; coordinates responses to questions posed by auditors.

- Establishes relationships with LAFCO stakeholders; attends local, regional, and state boards, conferences, and related events; advises representatives of cities, special districts, and the County as well as members of the public concerning proposed applications to LAFCO.
- Provides supervision to administrative staff and oversight of day-to-day Commission operations; oversees the selection, training, professional development, and performance evaluation of LAFCO staff; provides policy guidance and interpretation to staff.
- Reviews proposals for adequacy of environmental review documents to ensure compliance with the California Environmental Quality Act (CEQA); reviews and prepares comments on initial studies, negative declarations, and Environmental Impact Reports (EIR) prepared by other agencies; conducts initial studies, prepares negative declarations and other environmental documents where LAFCO is the lead agency.
- Directs the preparation of and prepares a variety of correspondences, reports, policies, procedures, and other written materials.
- Monitors changes in laws, regulations, and technologies that may affect LAFCO operations; implements policy and procedural changes as required; confers with legal counsel concerning the preparation of staff reports and agenda items, and to ensure compliance with all relevant Federal, State, and local laws.
- Prepares analyses and presents project reports with related recommendations to the Executive Officer, Local Agency Formation Commission, city councils, and community and homeowner organizations on proposed jurisdictional changes.
- Provides information and assistance to other governmental agencies, citizens' groups, and individuals; directs studies related to local agencies; attends commission and Advisory Committee meetings and staffs them when necessary.
- Manages the preparation and update of Municipal Service Reviews (MSR) and Spheres of Influence (SOI) for each city and special district in Riverside County.

**RECRUITING GUIDELINES:**

Education: Graduation from an accredited college or university with a bachelor's degree in public or business administration, economics, planning, political science, or a closely related field.

Experience: Four years of professional experience with a LAFCO, or City, County, or other public agency either directly or as a consultant. (A Master's degree from an accredited college or university in Public or Business Administration, Economics, Planning, Political Science or a closely related field may be substituted for one year of the required experience).

Knowledge of: Theories, principles, and practices of public administration, management, and finance including goal setting, program development, implementation, and budget development and administration; Urban planning theory and techniques, public finance, public infrastructure planning, environmental laws and local government; The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, California Environmental Quality Act (CEQA), understanding of tax laws; The organizational structure, functions and problems characteristic of local governmental units; current trends in sociological and economic factors relating to planning and development; the principles and practices of local government finance; California Government Code regarding LAFCO.

Ability to: Represent LAFCO in contacts with governmental agencies, community groups, and various

business, regulatory, and legislative organizations; Direct the preparation of and prepare clear and concise reports, correspondence, policies, procedures and other written materials; Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;; establish and maintain cooperative working relationships.

**OTHER REQUIREMENTS:**

License/Certificate: Possession of a valid California Driver's License.

**PRE-EMPLOYMENT:**

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment.)

**PROBATIONARY PERIOD:**

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.

# External Market Survey Data

## Assistant Executive Officer of LAFCO

Riv Co Class Code: 0

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread
Los Angeles County	Assistant Executive Officer - LAFCO		\$105,000	\$130,000	23.81%
Orange County	Assistant Executive Officer - LAFCO		\$132,020	\$164,874	24.89%
San Bernardino County	Assistant Executive Officer - LAFCO		\$88,504	\$120,286	35.91%
San Diego County	Assistant Executive Officer - LAFCO		\$96,200	\$157,227	63.44%
Ventura County	LAFCO Deputy Executive Officer	1564	\$95,993	\$137,134	42.86%
County Mean: \$103,543 \$141,904 37.05%					
County Median: \$96,200 \$137,134 42.55%					
<b>Riverside County</b>	Assistant Executive Officer of LAFCO		\$96,715	\$144,286	49.19%
	Dollar difference from Mean:		<b>-\$6,828</b>	<b>\$2,382</b>	
	Percentage difference from mean:		<b>-6.59%</b>	<b>1.68%</b>	
	Dollar difference from median:		<b>\$515</b>	<b>\$7,152</b>	
	Percentage difference from median:		<b>0.54%</b>	<b>5.22%</b>	

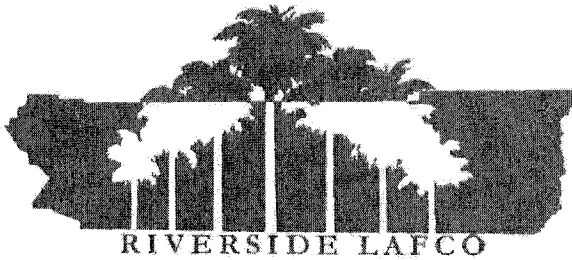
Notes: Salary information for LA County was collected verbally over the phone. Currently, San Diego and San Bernardino County are not using the Assistant Executive Officer - LAFCO classification.

Run Date:

Date Prepared/Revised: 10/1/2019

By: DP





**MEETING DATE:** January 23, 2020

**AGENDA ITEM:** 6.b.

**TITLE:** Assistant Executive Officer Position Authorization

**RECOMMENDED ACTION:** That the Riverside Local Agency Formation Commission:

1. Authorize the establishment of the Assistant Executive Officer Position.

**Minute Order of the Riverside Local Agency Formation Commission**

Moved by Commissioner Vargas and seconded by Commissioner Wright and duly carried, the above matter was approved as recommended. The staff report presented to the Commission is attached.

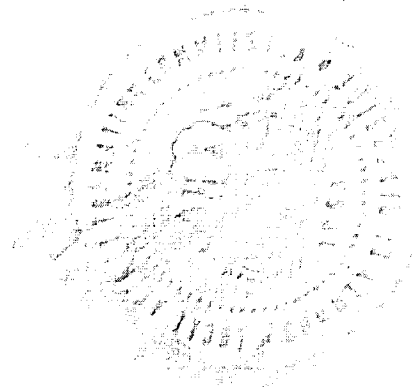
**Ayes:** Hewitt, Hoffman, Jeffries, Tomanelli, Vargas, and Wright.

**Noes:** None.

**Absent:** Williams.

**Abstained:** None.

Elizabeth R. Valdez  
Commission Clerk  
January 23, 2020





6.b.  
1/23/2020

TO: Local Agency Formation Commission

FROM: Gary Thompson, Executive Officer

---

**SUBJECT: ASSISTANT EXECUTIVE OFFICER POSITION AUTHORIZATION**

---

One of the most important operational necessities of any successful organization is staffing with highly trained and qualified personnel, and retention of that staff. Equally important is succession planning for loss of key personnel due to retirements or employees moving to another position or organization. Riverside LAFCO staff is very qualified and highly trained for the duties each perform in their respective positions. However, one area that needs attention is career development and succession planning. It is important that with any employee, good retention is generally predicated on the opportunity to advance to higher levels of authority and responsibility within the organization.

In addressing career development, retention and succession planning, and in keeping with staffing positions within other LAFCOs that address these issues, it is proposed that an Assistant Executive Officer Position be established within Riverside LAFCO.

At the September 26, 2019 Administrative Review Committee meeting, the Committee authorized staff to move forward with development of a position description and salary scale for the proposed position. Working with the County Human Resources Department, a position description and salary scale were developed based on comparative positions at other LAFCOs and agencies.

The position is considered an "at will" position, appointed by and reporting to the Executive Officer. The position will continue to perform the same duties as the current Local Government Analyst III positions, with additional duties related to budget development and oversight, staff supervision, and special projects. Additionally, the position includes specific duties and authority related to acting as the Executive Officer when the Executive Officer is on leave or unavailable.

Attached to this staff report is the position description and salary scale information that has been developed. The salary scale for this position has been established at \$96,715.22 - \$144,285.87

annually. Retirement and benefits remain as is currently provided to existing employees.

If the Commissions approves the authorization of this position, the next step is for the County Board of Supervisors to take action at a future Board meeting to add the position to their Wage and Classification system since LAFCO utilizes the County Human Resources Department and their processes for personnel items. Upon approval by the Board of Supervisors, the position is available to be filled. It is intended to fill this position by a promotion from within existing staff, with no increase in staffing levels.

**STAFF RECOMMENDATION:**

It is recommended that the Commission:

1. Authorize the establishment of the Assistant Executive Officer Position.

Respectfully submitted,



Gary Thompson  
Executive Officer

Attachment-

- 1) Asst EO Position Description



**ASSISTANT EXECUTIVE OFFICER OF  
LAFCO**

Class Code:74149

COUNTY OF RIVERSIDE  
Established Date: Oct 1, 2019  
Revision Date:

**SALARY RANGE**

\$46.50 - \$69.37 Hourly  
\$8,059.58 - \$12,023.83 Monthly  
\$96,715.22 - \$144,285.87 Annually

**CLASS CONCEPT:**

Under general direction of the Executive Officer of the Local Agency Formation Commission (LAFCO), to assist in carrying out the policies and directives of LAFCO in administrating and supervising the day-to-day operations, duties and responsibilities of the Commission; and to do other work as required.

The Assistant Executive Officer of LAFCO is a single position assistant executive officer level classification and reports to the Executive Officer of LAFCO. This classification is characterized by the responsibility of assisting in the overall supervision and coordination of daily operations of the department. The incumbent is also responsible for carrying out policies and directives set by the Executive Officer and the Commission of LAFCO. The Assistant Executive Officer of LAFCO may assume the responsibility of the Executive Officer in their absence and is responsible for relieving the Executive Officer of many administrative responsibilities.

This class has been designated At-Will by the Board of Supervisors, in accordance with the provisions provided under Article 6, Section 601E (2) of the County Management Resolution and serves at the pleasure of the Executive Officer of LAFCO.

**REPRESENTATION UNIT:** Management Resolution – Management

**EXAMPLES OF ESSENTIAL DUTIES:**

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Provides overall project planning, analysis, proposal recommendations and management of State mandated programs of LAFCO including application processing affecting growth and development patterns, delivery of urban services, and establishment of local governance options; and reports orally and in writing to the Commission on proposals and projects.
- Provides support and assistance to the Executive Officer in the strategic planning process and makes presentations to the Commission at monthly meetings.
- Coordinates the preparation of LAFCO budget materials for various projects; prepares LAFCO's annual budget in conjunction with the Executive Officer of LAFCO and monitors budgetary expenditures throughout the year; authorizes directly or through staff, budget transfers, expenditures,

and purchases; coordinates responses to questions posed by auditors.

- Establishes relationships with LAFCO stakeholders; attends local, regional, and state boards, conferences, and related events; advises representatives of cities, special districts, and the County as well as members of the public concerning proposed applications to LAFCO.
- Provides supervision to administrative staff and oversight of day-to-day Commission operations; oversees the selection, training, professional development, and performance evaluation of LAFCO staff; provides policy guidance and interpretation to staff.
- Reviews proposals for adequacy of environmental review documents to ensure compliance with the California Environmental Quality Act (CEQA); reviews and prepares comments on initial studies, negative declarations, and Environmental Impact Reports (EIR) prepared by other agencies; conducts initial studies, prepares negative declarations and other environmental documents where LAFCO is the lead agency.
- Directs the preparation of and prepares a variety of correspondences, reports, policies, procedures, and other written materials.
- Monitors changes in laws, regulations, and technologies that may affect LAFCO operations; implements policy and procedural changes as required; confers with legal counsel concerning the preparation of staff reports and agenda items, and to ensure compliance with all relevant Federal, State, and local laws.
- Prepares analyses and presents project reports with related recommendations to the Executive Officer, Local Agency Formation Commission, city councils, and community and homeowner organizations on proposed jurisdictional changes.
- Provides information and assistance to other governmental agencies, citizens' groups, and individuals; directs studies related to local agencies; attends commission and Advisory Committee meetings and staffs them when necessary.
- Manages the preparation and update of Municipal Service Reviews (MSR) and Spheres of Influence (SOI) for each city and special district in Riverside County.

**RECRUITING GUIDELINES:**

**Education:** Graduation from an accredited college or university with a bachelor's degree in public or business administration, economics, planning, political science, or a closely related field.

**Experience:** Four years of professional experience with a LAFCO, or City, County, or other public agency either directly or as a consultant. (A Master's degree from an accredited college or university in Public or Business Administration, Economics, Planning, Political Science or a closely related field may be substituted for one year of the required experience).

**Knowledge of:** Theories, principles, and practices of public administration, management, and finance including goal setting, program development, implementation, and budget development and administration; Urban planning theory and techniques, public finance, public infrastructure planning, environmental laws and local government; The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, California Environmental Quality Act (CEQA), understanding of tax laws; The organizational structure, functions and problems characteristic of local governmental units; current trends in sociological and economic factors relating to planning and development; the principles and practices of local government finance; California Government Code regarding LAFCO.

**Ability to:** Represent LAFCO in contacts with governmental agencies, community groups, and various

business, regulatory, and legislative organizations; Direct the preparation of and prepare clear and concise reports, correspondence, policies, procedures and other written materials; Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;; establish and maintain cooperative working relationships.

**OTHER REQUIREMENTS:**

License/Certificate: Possession of a valid California Driver's License.

**PRE-EMPLOYMENT:**

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment.)

**PROBATIONARY PERIOD:**

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.