

AGENDA BUDGET AND FINANCE COMMITTEE SPECIAL MEETING

2015 Committee

Chair

Simón Salinas
County Member

Ralph Rubio
City Member

Graig R. Stephens
Special District Member

Monday, June 29,
2015 2:00 p.m. – 3:00

p.m.

LAFCO Office
132 W. Gabilan Street, Suite 102
Salinas, California

Staff

Kate McKenna, AICP
Executive Officer

Roll Call

Call to Order

Public Comments

Anyone may address the Committee briefly concerning items not already on the agenda.

Old Business (Continued from Meeting of May 28, 2015)

1. Consider Job Classification and Compensation Study for Administrative Secretary/Clerk to the Commission Position.
Recommended Action: Discuss study and approve recommendations.
2. Consider Report on Establishing an Assistant Analyst Job Classification and Salary Range, and a Review and Update of Other Analyst Series Classifications.
Recommended Action: Discuss report and approve recommendations.

Other Business

Adjournment

The next Regular Budget and Finance Committee Meeting – Friday, November 6, 2015 at 11:00 a.m.

This agenda is posted at least 72 hours before the meeting. Please visit the LAFCO website or call our office for more information about any of the agenda items. Alternative Formats and Facility Accommodations: If requested, the agenda will be made available in alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 USC 2132) and the federal rules and regulations adopted in implementation thereof. Also, if requested, facility accommodations will be made for persons with disabilities. Please contact (831) 754-5838 for assistance.

132 W. Gabilan Street, #102
Salinas, CA 93901

P. O. Box 1369
Salinas, CA 93902

Voice: 831-754-5838
Fax: 831-754-5831

www.monterey.lafco.ca.gov

LAFCO *of Monterey County*

LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

**2015
Committee**

Chair
Simón Salinas
County Member

Ralph Rubio
City Member

Graig R. Stephens
Special District Member

DATE: June 29, 2015

TO: Budget and Finance Committee

FROM: Kate McKenna, AICP, Executive Officer

SUBJECT: LAFCO CLERK TO THE COMMISSION STUDY

SUMMARY OF RECOMMENDATION:

Recommend that the Local Agency Formation Commission approve the enclosed consultant's report and recommendations at the next regular LAFCO meeting on August 24.

Staff

Kate McKenna, AICP
Executive Officer

EXECUTIVE OFFICER'S REPORT:

This agenda item transmits a report prepared by human resources consultant Kris Humphries, RGS Consulting. The report recommends reclassifying the Administrative Secretary/Clerk to the Commission position to a Clerk to the Commission, and establishing a salary range for the reclassified position. Supporting documentation is attached to the report.

If the recommended actions are approved, the incumbent will be placed on the new range at the step closest to giving her a 5 percent increase, retroactive to March 1, 2015.

This agenda item has been continued from Budget and Finance Committee meetings in February 2015 and May 2015. LAFCO General Counsel Leslie Girard will join Ms. Humphries and me in presenting the item on June 29.

FISCAL IMPACT:

The proposed actions will have minimal effect on current or future expenditures.

Respectfully Submitted,



Kate McKenna, AICP
Executive Officer

Enclosure: Administrative Secretary/Clerk to the Commission Job and Compensation Study, RGS Consulting, June 2015

132 W. Gabilan Street, #102
Salinas, CA 93901

P. O. Box 1369
Salinas, CA 93902

Voice: 831-754-5838
Fax: 831-754-5831

www.monterey.lafco.ca.gov

LAFCO *of Monterey County*

LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

**2015
Committee**

DATE: June 29, 2015

Chair
Simón Salinas
County Member

TO: Budget and Finance Committee

Ralph Rubio
City Member

FROM: Kate McKenna, AICP, Executive Officer

Graig R. Stephens
Special District Member

SUBJECT: LAFCO ANALYST JOB SERIES

SUMMARY OF RECOMMENDATION:

Recommend that the Local Agency Formation Commission approve the enclosed consultant's report and recommendations at the next regular LAFCO meeting on August 24.

Staff

Kate McKenna, AICP
Executive Officer

EXECUTIVE OFFICER'S REPORT:

132 W. Gabilan Street, #102
Salinas, CA 93901

This agenda item transmits a report prepared by human resources consultant Kris Humphries, RGS Consulting. The report recommends establishing an entry level, overtime eligible Assistant Analyst class and salary range for the LAFCO Analyst job series. The series currently allows for flexible staffing for two positions at Associate, Senior or Principal Analyst levels.

P. O. Box 1369
Salinas, CA 93902

Voice: 831-754-5838
Fax: 831-754-5831

The report also provides a general review and update of the job specifications and salary ranges for the Analyst series. Based on that review, the consultant recommends expanding the Associate Analyst specification to include the new Assistant Analyst specification, and changing the Associate Analyst class from overtime exempt to overtime eligible. The consultant also proposes expanding the Senior Analyst specification to articulate the duties of the Principal Analyst class, with no change in the overtime exempt status of these classes.

www.monterey.lafco.ca.gov

No changes are proposed to previously authorized salary ranges for Associate, Senior and Principal Analyst classifications.

This agenda item has been continued from Budget and Finance Committee meetings in February 2015 and May 2015. LAFCO General Counsel Leslie Girard will join Ms. Humphries and me in presenting the item on June 29.

FISCAL IMPACT:

The proposed actions will have minimal or no effect on current or future expenditures.

Respectfully Submitted,



Kate McKenna, AICP,
Executive Officer