

June 2, 2022 (Agenda)

Local Agency Formation Commission  
105 East Anapamu Street  
Santa Barbara CA 93101

## **Delegate Authority to Executive Officer to Hire Employees**

Dear Members of the Commission:

### RECOMMENDATION:

It is recommended that the Commission adopt by resolution delegating authority to the Executive Officer to hire employees, a Commission Organizational Chart, establish a job description for the position of "Commission Clerk/Analyst," and update the Employee Handbook.

### DISCUSSION:

The Cortese Knox Hertzberg Act, Government Code section 56000 et seq., provides in Section 56375(k) that a commission shall have the powers and duties that includes "to appoint and assign staff personnel". Government Code section 56384(c) provides "the commission may appoint staff as it deems appropriate ...;" Under certain policies, standards and conditions, the Commission wishes to delegate authority to the Executive Officer the authority to hire employees for the Commission. The Commission should adopt a formal organizational chart, updated employee description, and updated Employee Handbook in order to accommodate the Executive Officer's hire a person as a Commission Clerk/Analyst.

### Attachments:

Attachment A: Resolution delegating authority to Executive Officer to hire employees

Please contact the LAFCO office if you have any questions.

Sincerely,



Mike Prater  
Executive Officer

RESOLUTION OF THE SANTA BARBARA LOCAL AGENCY FORMATION  
COMMISSION DELEGATING AUTHORITY TO THE EXECUTIVE OFFICER TO  
HIRE EMPLOYEES

WHEREAS, the Cortese Knox Hertzberg Act, Government Code section 56000 et seq., provides in Section 56375(k) that a commission shall have the powers and duties that includes “to appoint and assign staff personnel;” and

WHEREAS, Government Code section 56384 provides the commission shall appoint an executive officer who shall conduct and perform the day-to-day business of the commission; and

WHEREAS, Government Code section 56384(c) provides “the commission may appoint staff as it deems appropriate . . . ;” and

WHEREAS, subject to certain policies, standards and conditions, the Commission wishes to delegate authority to the Executive Officer the authority to hire employees for the Commission.

WHEREAS, the Commission wishes to adopt a formal organizational chart, updated employee description, and updated Employee Handbook in order to accommodate the Executive Officer’s hire a person as a “Commission Clerk/Analyst.”

NOW, THEREFORE BE IT RESOLVED AND ORDERED by the Local Agency Formation Commission of Santa Barbara County, State of California, as follows

1. The Executive Officer may hire employees under the following terms and conditions and policies:
  - a. The Commission has approved the job description and organizational chart for the position to be filled;
  - b. Any employment contract signed by the Executive Officer shall meet and be consistent with the terms, conditions and policies of the Employee

Handbook as adopted by the Commission, which the Commission may amend from time to time;

- c. Any person to be hired as a LAFCO employee shall be eligible to carry out the duties of the job under the provisions of the LAFCO Conflict of Interest Code.
  - d. The employee position to be filled shall be included within the Commission's budget.
  - e. Any proposed employment contract shall be approved as to form by the Commission's legal counsel.
2. The Commission hereby adopts the job description for the "Commission Clerk/Analyst" position as set forth in Attachment A to this Resolution.
  3. The Commission hereby adopts the "LAFCO Organizational Chart" as set forth in Attachment B to this Resolution.
  4. The Commission hereby adopts amendments to the Employee Handbook as set forth in Attachment C to this Resolution.

This resolution is hereby adopted on June 2, 2022 in Santa Barbara, California, and is effective on the date signed by the Chair.

AYES:

NOES:

ABSTAIN:

Santa Barbara County Local Agency  
Formation Commission

By: \_\_\_\_\_

Steven Shane Stark, Chair

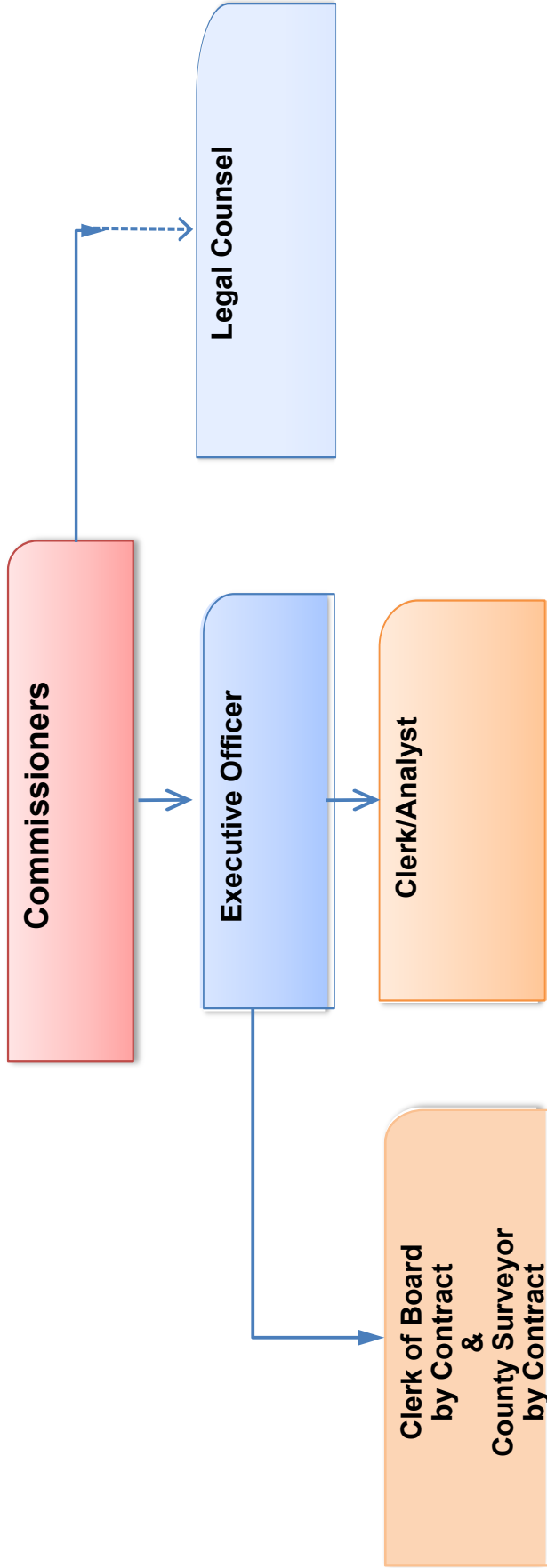
Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Natasha Carbajal, Clerk  
Santa Barbara County  
Local Agency Formation Commission

# SANTA BARBARA LAFCO

## Organizational Chart



## **LAFCO CLERK/ANALYST**

### **Job Summary:**

Under the general direction of the Executive Officer, provide overall office administration and accounting support, project support in the area of research, writing, and applicant interface for the State mandated program of the Local Agency Formation Commission (LAFCO) to maintain efficiency in everyday business. LAFCO is mandated to ensure the logical formation and determination of local agency boundaries, promoting orderly development, and discouraging urban sprawl with appropriate consideration to preserving agricultural and open space lands.

### **Duties and Responsibilities:**

Provide administrative/clerical support to the Executive Officer and the Local Agency Formation Commission. Is responsible for record maintenance, minute preparation and administrative correspondence. Assists the Executive Officer in budget preparation and contract administration.

Is responsible for preparation of public notices, timely posting of legal notices, recordation of public documents and filings with appropriate State agencies. Maintains mailing lists and prepares agendas for public meetings. Assists other staff in project report preparation.

Provide overall administrative and general clerical support in areas of purchasing, equipment maintenance and payroll.

Provide overall project planning, analysis, proposal recommendations and management on routine jurisdictional changes, complex reorganizations, LAFCO initiated consolidations of special districts, incorporation of cities, and other changes to agencies as allowed in State law.

Prepare analyses and present project reports with related recommendations on proposed jurisdictional changes.

Assist in the development of municipal service reviews and spheres of influence for all public agencies under the purview of LAFCO.

Participate in community outreach meetings with residents of unincorporated communities, cities, and/or special districts, and developers for the purpose of analyzing the fiscal, environmental, and service effects of organizational changes.

Under general supervision of the Executive Officer, performs accounting duties to include: accounts payable and receivable, revenue tracking and deposit, trust account management and payroll.

Interact with the County Auditor-Controller's Office, County Treasurer-Tax Collector, and Bank for the purpose of account management.

Maintain the Commission's Website.

### **Education, Experience and Knowledge:**

Bachelor's Degree in Public Policy, Planning, Political Science, or related field, plus at least three years' experience working in California local government. LAFCO experience is highly desirable. Must be familiar with the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 and be knowledgeable of the California Environmental Quality Act (CEQA). Must have an understanding of urban planning theory and techniques, public finance, public infrastructure planning, and local government. Should have experience in handling jurisdictional consolidations, reorganizations, and their resultant financing and tax issues.

### **Specific Skills:**

Must have the ability to exercise independent judgement within agreed upon limitations, make administrative decisions and takes action on behalf of the Executive Officer based upon knowledge of the Commission's organization, policies and personnel. Must have excellent oral and written skills. Requires strong analytical thinking and capability to solve complex, multi-layered problems. Must have excellent public speaking, oral and written skills as well as excellent political judgement. Website maintenance skills are recommended and proficiency in GIS and mapping systems is a plus.

Requires good organizational and computer skills, i.e. spreadsheets, word-processing, database, presentation, communication and Internet software.

June 2022

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## 1.2 PREAMBLE

- A. Whenever the term "LAFCO" is used in these Section, it shall mean "Santa Barbara LAFCO"

## 1.3 AT-WILL EMPLOYMENT

- A. Overview

The intent of this policy is to establish the At-Will-Employment Policy of LAFCO.

- B. Policy

The employment relationship between LAFCO and its employees is for an unspecified term and may be terminated by the employee, the LAFCO Executive Officer or the Commissioners who serve on LAFCO ("Commission") at any time, with or without cause or advanced notice. Also, LAFCO reserves the right to transfer, demote, suspend and administer discipline with or without cause or advance notice.

None of the policies, procedures or contents of this manual is intended to create any contractual obligations which in any way conflict with LAFCO's policy of At-Will-Employment. The at-will relationship can only be modified by a written agreement signed by the employee and the LAFCO Executive Officer and approved by the Commission.

- C. Delegation of Hiring Authority

Pursuant to Commission Resolution 22-09, adopted June 2, 2022, which the Commission may amend from time to time, the Commission delegated authority to the Executive Officer to hire and relieve LAFCO staff. Such Executive Officer actions shall be consistent with the conditions of delegation set forth in Resolution 22-09, as amended by the Commission from time to time.

- D. Termination for Convenience

Either party may terminate the Contract at any time by giving the other party sixth (60) days-notice of such termination. Termination shall have no effect upon the rights and obligations of the parties arising out of transactions occurring prior to the effective date of such termination.

## 1.4 EQUAL EMPLOYMENT OPPORTUNITY POLICY

- A. Overview