



Local Agency Formation Commission
LAFCO of Napa County

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May 5, 2008
Agenda Item No. 8a

April 29, 2008

TO: Local Agency Formation Commission

FROM: Keene Simonds, Executive Officer

SUBJECT: Staffing Update (Discussion)

The Commission will receive a report on the current status of filling the vacant analyst position. The report is being presented for discussion.

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 directs Local Agency Formation Commissions (LAFCOs) to plan and coordinate the orderly formation and development of local governmental agencies and services within their jurisdictions. Each LAFCO is responsible for making its own provisions for personnel and facilities. In making its own provisions, LAFCOs may choose to contract with a public or private entity.

Background

In July 2003, LAFCO of Napa County entered into its current support services agreement (SSA) with the County of Napa. The SSA establishes terms and conditions for the County to provide personnel and related services necessary for LAFCO to fulfill its responsibilities. The SSA specifies that the County shall provide one full-time analyst to assist the Executive Officer in carrying out the day-to-day operations of LAFCO. Salary and benefit costs associated with the analyst position are the responsibility of LAFCO.

At the April 7, 2008 meeting, LAFCO adopted a proposed budget for 2008-2009. The adopted proposed budget includes funding for a full-time analyst position, which is currently vacant.

Discussion

Following the April meeting, the Executive Officer submitted a requisition to the County Executive Office (CEO) to approve the recruitment of a new full-time analyst. CEO is responsible for approving all recruitment requisitions in the County. In addition, as a result of the hiring freeze enacted by the Board of Supervisors in January 2008, CEO is also responsible for assigning each approved requisition a priority score on a scale of one to six. CEO assigns priority scores based on a number of factors, including whether it believes the failure to fill the vacancy would impact the department's ability to complete its work.

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Keene Simonds
Executive Officer

CEO has approved LAFCO's requisition to recruit for its vacant analyst position but has assigned the request a priority score of four. The substantive effect of this low priority score is that Human Resources is not expected to begin recruiting for the position until October 2008. Assuming that the recruitment process will take an additional two months to complete, a reasonable estimate for filling the analyst position with a full-time employee is January 2009.

In response to the above-described circumstances, the Executive Officer has submitted and the CEO has approved a second requisition to fill the vacant analyst position with an extra-help employee. An extra-help employee receives the same pay rate as a regular employee but is not eligible for any benefits. An extra-help employee is also limited to working no more than 1,000 hours per fiscal year.

The recruitment process to hire an extra-help employee is measurably different than the process to hire a regular employee and should be initiated within the next two weeks. The Executive Officer anticipates the extra-help employee will work up to 40 hours a week for a six month period. The anticipated employment period for the extra-help employee is expected to correspond with the recruitment opening for the full-time analyst position.

Attachment: none