

# County of Santa Clara Employee Services Agency Department of Human Resources



ESA01 012709

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DATE: January 27, 2009

TO: Board of Supervisors

FROM:   
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Deputy County Executive

SUBJECT: Approve Revised Classification Specification for LAFCO Office Specialist and Adopt Related Salary Ordinance Amendment.

## **RECOMMENDED ACTION**

Consider recommendations from Employee Services Agency relating to the Local Agency Formation Commission (LAFCO).

Possible action:

- a. Approve revised job specification for classification of LAFCO Office Specialist.
- b. Introduction and preliminary adoption of Salary Ordinance No. NS-5.09.66 amending Santa Clara County Salary Ordinance No. NS-5.09 relating to the compensation of employees; amending the Salary Schedule to adjust the salary for the LAFCO Office Specialist classification. (Roll Call Vote to waive reading, Roll Call Vote to adopt)

## **FISCAL IMPLICATIONS**

The recommended actions will not result in an increase to the General Fund. The FY 2009 cost to implement this action is approximately \$2,172 and will be absorbed in the current approved budget for LAFCO, Budget Unit 113. The annualized cost is approximately \$6,275 and will be included in the recommended base (current level) budget for FY 2010.

## **CONTRACT HISTORY**

Not applicable.

## **REASONS FOR RECOMMENDATION**

Revising the specification for LAFCO Office Specialist classification is necessary to reflect the incumbent's current responsibilities and typical tasks and required employment standards. The recommended salary is commensurate with the level of responsibility and consistent with the County's compensation structure.

## **BACKGROUND**

Employee Services Agency – Human Resources (ESA-HR) received notification from the management of Local Agency Formation Commission (LAFCO), that the LAFCO Office Specialist had assumed the responsibility of managing the LAFCO web site, and new tasks associated with the use of the Geographic Information Systems (GIS). Based on these new responsibilities, ESA-HR determined that the LAFCO Office Specialist job specification requires updating.

LAFCO is a state-mandated local agency that exists to oversee the boundaries of cities and special districts. Encouraging orderly boundaries, discouraging urban sprawl, and preserving agricultural and open space lands are the key goals of LAFCO.

When the LAFCO Office Specialist (OS) classification was initially established, the primary duties of the classification focused on providing clerical and administrative support for the program. Prior to 2008, management of the LAFCO web site was performed exclusively by the Information Services Department (ISD). In January 2008, LAFCO management presented a proposal to ISD requesting that LAFCO assume responsibility for managing the LAFCO web site. Assumption of these responsibilities by LAFCO staff would allow LAFCO to make design modifications, updates and other changes to the web site thus,streamlining and expediting the process.

ISD accepted the proposal and the LAFCO OS classification was given this responsibility. With the addition of managing the LAFCO web site, the LAFCO OS is now required to understand basic web hosting concepts and perform duties consistent with managing, maintaining and updating a commercial web site. This results in the addition of the following Typical Task:

- **Manages the LAFCO web site, including regular updates, adding pages and materials and making structural changes.**

The addition of tasks associated with managing the LAFCO web site necessitates the following required knowledge to be added to the Employment Standards:

- Web protocols, programming, languages, web server concepts;
- Common graphics software (image editing) programs.

In addition to assuming the web site management tasks, the LAFCO Office Specialist's use of GIS has expanded from the simple task of printing maps, to utilizing GIS for research and analytical purposes. Examples of current tasks that the LAFCO OS uses GIS to complete include; determining the location of various boundaries for public and private agencies, verifying changes in GIS made by ISD, conducting research and generating maps upon request. This results in the addition of the following Typical Tasks:

- Determines the location of city and special district boundaries and urban service areas and sphere of influence boundaries, in response to inquiries by public/private agencies;
- Reviews and verifies changes made to cities and special district layers in Geographic Information Systems (GIS);
- Conducts research and generates vicinity maps of boundaries for cities and special districts upon request.

Because the LAFCO OS has assumed additional duties related to web site management and GIS, it is appropriate to increase the compensation of the classification by 10%.

SEIU Local 521 concurs with these recommendations.

### **CONSEQUENCES OF NEGATIVE ACTION**

The LAFCO Office Specialist classification specification would not accurately describe the required job duties, nor would the incumbent be appropriately compensated.

### **STEPS FOLLOWING APPROVAL**

Upon approval, the Clerk of the Board's Office is requested to send Keyboard notification of completed processing to Mary Ann Baroques of the Employee Services Agency, Human Resources.

### **ATTACHMENTS**

- LAFCO Office Specialist Job Specification
- Salary Ordinance Amendment NS-5.09.66