

SACRAMENTO LOCAL AGENCY FORMATION COMMISSION

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November 3, 2004

TO: Sacramento Local Agency Formation Commission
FROM: Peter Brundage, Executive Officer
RE: Salary Compensation Survey for Executive Officer and Commission Clerk

RECOMMENDATION

Authorize your Executive Officer to contract with Cooperative Personnel Services Agency to conduct a salary compensation survey of the Executive Officer position and a desk audit of the Commission Clerk position. Contract amount not to exceed \$3,600.

DISCUSSION

The salary level for the Sacramento LAFCo Executive Officer position has not been evaluated since Sacramento LAFCo became an independent entity in 2001. I also believe the Commission Clerk position should have a desk audit completed at this time. I have chosen to exclude the position of the Assistant Executive Officer from a salary survey at this time due to the incumbent's relatively brief period of time in the office.

LAFCo's, statewide, have performed a number of salary and benefits surveys over the last twenty years, however, it is difficult to compare salaries and benefits between rural, suburban and urban LAFCo's. A more logical comparison is looking at similar positions within urban LAFCo's, cities, counties and other similar regional and county agencies.

Cooperative Personnel Services Agency is a non-profit agency that provides human resource services to public agencies. The proposed surveys should not exceed a cost of \$3,600; they will take four to six weeks to complete. Cooperative Personnel Services Agency will charge time and materials.

A salary survey will provide information pertaining to current salary ranges for a particular class. A desk audit will examine whether or not the Commission Clerk's current duties fall into the existing and/or a new class. For example, if Sacramento LAFCo's Commission Clerk is performing more extensive duties, a reclassification may result in a salary adjustment.

This procedure is common practice among governmental agencies; the Sacramento County Employees Retirement System is currently undergoing a similar study for several employees. The Civil Service Commission may have to approve any changes that may be approved by your Commission.

When the results of the surveys are completed, I will forward them to your Commission along with any recommendation I may make. Your Commission is under no obligation to implement any change from the proposed salary review study. A scope of work and cost estimate is attached for your information.

PB:Maf
Attachment

(Salary Audit)