

Date: September 12, 2008

Item No. 3

LOCAL AGENCY FORMATION COMMISSION
AGENDA PACKET CONTENTS LIST*

- Memo from the Interim Executive Director
- Position Descriptions: (1) LAFCo Senior Program Officer
(2) Administrative Assistant/Community Liason
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Completed by: Linda Wong

Date: 9/10/08

***This list reflects the explanatory documents provided**

San Francisco Local Agency Formation Commission

City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689
Tel. 415.554.5184
Fax. 415.554.5163

TO: LAFCO Commissioners

FROM: Nancy C. Miller, Interim Executive Officer

DATE: September 12, 2008

SUBJECT: Item 3: Staff positions for CCA Implementation, Coordination, and Outreach (Discussion and Action)

The Commission has requested an Agenda item to discuss hiring staff for CCA Monitoring and Implementation. The Clerk of the Board has prepared two job classifications for your review and discussion. These positions would include a Senior Program Officer and an Administrative Assistant/Community Liaison, as set forth in the draft position descriptions, attached hereto.

In March 2008, the Commission approved the FY 2008-09 LAFCO Budget, which included \$700,000 for CCA Advice and Monitoring Activities. The three-year CCA Budget approved in November 2007 allocates approximately \$120,000 of this \$700,000 for personnel services and approximately \$500,000 for legal services and other consultants.

The Clerk of the Board will be available at the hearing to present the job classifications and to discuss the specific duties and pay scale for each of the proposed staff members.



Department: Board of Dupervisors	Dept. #: 01	Division: LAFCo	Section/Unit:
Departmental HR Contact: Eng Eng Chan			Phone No.: 554-7707
Has a requisition been issued for this position? No If yes, DHR Req #:			
Proposed Position Information			
Job Code and Title:			
Working Title (if applicable): Administrative Assistant/Community Liason			
Reports to (Job Code and Title): Senior LAFCo Program Officer			
Supervises (Job Codes and Titles): none			
Position Description			
<p>Position Summary (Provide a concise statement of the focus and level of the position; you may extract and amend language from the Class Specification): Administers the office to the LAFCo Commission. Coordinates all citizen participation and public information activities related to Community Choice Aggregation (CCA).</p>			
<p>Duties and Responsibilities (You may extract and amend language from the Class Specification): Under general direction, administers the office of the LAFCo Commission; administers public information, education and outreach program to the general public for monitoring of the Community Choice Aggregation activities; may supervise the design and production of publicity for LAFCo activities; and performs related duties as required. May work in conjunction or coordinate information and material with External Affairs of the San Francisco Public Utilities Commission. Responsible for planning, developing, and implementing an effective outreach and education program with guidance from the Senior Program Officer. Coordinates and organizes outreach and education activities such as community events, public meetings, etc.. In conjunctionm with the Senior Program Officer, works with managers, researchers, policy makers, the community, other government agencies, constituents, and stakeholders to analyze needs, design, develop, and produce effective educational activities and material such as fact sheets, brochures, displays, and posters for use at outreach and educational programs.</p>			
<p>Special Requirements (Special conditions, qualifications or areas of expertise; you must explain <u>why</u> the special qualification is necessary to perform the duties or responsibilities listed above; <u>Special conditions which are new to the use of this class in the department require the submission of a Special Condition Request Form</u>): Must have administrative and organizational experience, excellent oral communications, written and graphic skills and be able to work independently.</p>			
Budget Information			
ASO Program:	ASO Subfund:	Index Code:	Non-ASO: <input type="checkbox"/> # of Position(s):
Budgeted Class and Rate:		Proposed/Recommended Class and Rate:	
Department Certification (see Instructions)			
<p><i>The authorized departmental representative named below hereby certifies that the position description provided in this document accurately reflects the duties and responsibilities of the proposed position and is consistent with the classification.</i></p>			
Authorized Representative:			
Nilka Julio		Date: 9/8/08	
Deputy Director			



Department: Board of Supervisors	Dept. #: 01	Division: LAFCo	Section/Unit:
Departmental HR Contact: Eng Eng Chan			Phone No.:
Has a requisition been issued for this position? No If yes, DHR Req #:			
Proposed Position Information			
Job Code and Title:			
Working Title (if applicable): LAFCo Senior Program Officer			
Reports to (Job Code and Title): Executive Director of LAFCo			
Supervises (Job Codes and Titles): Administrative Assistant/Community Liaison			
Position Description			
<p>Position Summary (Provide a concise statement of the focus and level of the position; you may extract and amend language from the Class Specification): Position will monitor SFPUC's implementation of the Community Choice Aggregation (CCA) program and provide advice to the LAFCo Commission as to San Francisco Public Utilities Commission (SFPUC) implementation of the CCA program.</p>			
<p>Duties and Responsibilities (You may extract and amend language from the Class Specification): Monitors SFPUC operations to ensure compliance with policy directives, laws, regulations and contractual constraints on behalf of the LAFCo Commission. Working relationships are diverse and include contacts with high-level positions in regulatory agencies and utility companies as well as with City policymakers and SFPUC senior management and technical staff. The purpose of most of the working relationships are to provide technical advice and direction, solve problems, negotiate and administer contracts for LAFCo, monitor SFPUC compliance and advocate for the LAFCo. Serves as liaison between the Executive Director of LAFCo and legislative lobbyists, legislators, legislative aides and governmental staff at local, state and federal levels; reviews proposed legislation that could impact CCA; monitors pending legislation and administrative regulations that affect the implementation of CCA; initiates, researches, and prepares legislation that serves LAFCo's interests regarding CCA implementation; assists in the formulation and communication of LAFCo's position on CCA implementation; confers with the City Attorney and the Mayor's Office as needed. May direct the planning, development, and implementation of an aggressive and proactive community relations/public information program, including community outreach and consultation as required by AB 117.</p>			
<p>Special Requirements (Special conditions, qualifications or areas of expertise; you must explain <u>why</u> the special qualification is necessary to perform the duties or responsibilities listed above; <u>Special conditions which are new to the use of this class in the department require the submission of a Special Condition Request Form</u>): Must have demonstrated the ability to synthesize complex information and recommend a range of creative options. Must have experience in local municipal government and utility regulators, and a keen understanding of policy & procedure. Must be able to understand financial and technical reports and translate these reports for policy makers and the public.</p>			
Budget Information			
ASO Program: .	ASO Subfund:	Index Code:	Non-ASO: <input type="checkbox"/> # of Position(s):
Budgeted Class and Rate:		Proposed/Recommended Class and Rate:	
Department Certification (see Instructions)			
<p><i>The authorized departmental representative named below hereby certifies that the position description provided in this document accurately reflects the duties and responsibilities of the proposed position and is consistent with the classification.</i></p>			
Authorized Representative:			
Nilka Julio			
Deputy Director			
Date: 9/8/08			