

**LOCAL AGENCY FORMATION COMMISSION
COUNTY OF SAN BERNARDINO**

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DATE : FEBRUARY 5, 2010

FROM: KATHLEEN ROLLINGS-McDONALD, Executive Officer

TO: LOCAL AGENCY FORMATION COMMISSION

SUBJECT: AGENDA ITEM #6 – REVIEW AND ADOPTION OF AMENDED CONTRACT WITH ALCOCK AND MCFADDEN CHANGING SCOPE OF WORK

RECOMMENDATION:

Staff recommends that the Commission authorize the Executive Officer to sign the contract amendment with the Commission's Human Resources Consultant, Alcock and McFadden, as presented.

BACKGROUND:

During the review of the budget for Fiscal Year 2009-10, my retirement date was defined as August 2010. It was also indicated that due to my impending retirement, the recruitment process would need to take place during the Winter/Spring of 2010. At the December 16, 2009 Commission hearing, the existing evaluation process for the Executive Officer position was reviewed and determined to need additional modification. In addition, a Transition Subcommittee was formed to participate in the overall recruitment and evaluation amendment process. An update of the process was reviewed at the January 17, 2010 hearing which identified the proposed amended scope of work with the Commission's Human Resource Consultant, Alcock & McFadden. Attached to this report is the contract amendment proposing an amended scope of work. The contract amendment presented does the following:

1. Amends the Scope of Work for the recruitment process to review and define competencies for the position and adjusts the job description accordingly; and,
2. Adds the scope of work for the preparation of a performance evaluation process for the Executive Officer position.

Staff is recommending that the Commission authorize the Executive Officer to sign the contract amendment. This will allow the modified process to begin with the members of the Transition Subcommittee (Chairman Nuaimi, Commissioners Biane and Curatalo), Alcock & McFadden and the Executive Officer.

/krm