



Lou Ann Teixeira
Executive Officer

MEMBERS

Candace Andersen
County Member

Charles R. Lewis, IV
Public Member

Gabriel Quinto
City Member

Patricia Bristow
Special District Member

Diane Burgis
County Member

Michael R. McGill
Special District Member

Laura Nakamura
City Member

ALTERNATE MEMBERS

Shanelle Preston-Scales
County Member

Dawn Morrow
Special District Member

Rob Schroder
Public Member

Marisol Rubio
City Member

September 9, 2026
Agenda Item 9

September 9, 2026 (Agenda)

Contra Costa Local Agency Formation Commission
40 Muir Road, First Floor
Martinez, CA 94553

LAFCO Staffing Plan and Personnel System Update
Deputy Executive Officer Position

Dear Members of the Commission:

BACKGROUND

LAFCO is an independent entity created by the State Legislature. Pursuant to the Government Code (§56000 et seq.), LAFCO hires (or contracts) for its own staff and provides employee benefits, including health, dental, retirement and other benefits for its employees. Contra Costa LAFCO purchases most of its employee benefits from Contra Costa County and its retirement benefits from the Contra Costa County Employees' Retirement Association (CCCERA).

In 2007, LAFCO adopted its own personnel system including an employee benefit plan, job descriptions, and employee salary ranges. Since then, the employee benefit plan has been updated several times in accordance with County benefit changes, most of which were administrative.

Contra Costa LAFCO currently employs two employees – a full-time Clerk/Analyst (“Clerk”) and a full-time Executive Officer (“EO”). In April 2019, LAFCO added a full-time Analyst I/II position which has remained unfilled. LAFCO also contracts with various County departments and with private sector consultants.

Recently, the LAFCO Commission expressed interest in creating a Deputy Executive Officer position. In reviewing the duties and responsibilities of this position and the need for additional staff, we have developed a new job classification: “Deputy Executive Officer”. This will be a full-time position. A number of other LAFCOs also use this job classification.

DISCUSSION

In 2019, LAFCO amended its classification to include an *Analyst I/II* position. The Commission determined it was timely and beneficial to grow Contra Costa LAFCO for several reasons, including the following:

- compliance with new statutory duties and requirements (i.e., JPAs, website expansion, dissolution of inactive districts, disadvantaged communities tracking, etc.)
- keep pace with increased application activity
- maintain the MSR/sphere of influence (SOI) and update schedule
- assist with new/updates including policies and procedures

- continued involvement with CALAFCO and other state activities
- enhance outreach and education efforts
- embark on new projects/activities

As proposed, the newly created full-time *Deputy Executive Officer* position will focus primarily on supporting the Commission and providing support to the Executive Officer as described in the draft job description (Attachment 1).

In conjunction with adding the *Deputy Executive Officer* classification, there is a resolution with a proposed amendment to the “LAFCO Salary Plan” adding the *Deputy Executive Officer* position (Attachment 2). The salary is based on similar LAFCO positions throughout the State as well as the approved LAFCO 2026-27 budget.

Following the Commission’s approval of the proposed staffing plan and updated Salary Plan adding the *Deputy Executive Officer* position, LAFCO staff will initiate recruitment for this position. Job announcements will be posted on the CALAFCO, Jobs.Gov, and Contra Costa County websites. In addition, we will post the job announcement on online employment websites (e.g., Indeed).

FINANCING

Costs associated with the creation of the full-time *Deputy Executive Officer* position and a staffing overlap to provide training of the new employee and may necessitate an increase in the FY 2026-27 LAFCO budget if the current contingency is insufficient. The salary range for the Deputy Executive Officer position will range between \$13,946 and \$16,955 per month. The 2026 LAFCO employee salary ranges are shown in Exhibit A to Resolution 2026-03. Exhibit A also eliminates the beginning monthly Executive Officer salary at this time and shows that the maximum monthly salary for the Executive Officer is \$18,010, which is the Executive Officer’s current salary.

RECOMMENDATIONS

It is recommended that the Commission approve LAFCO Resolution 2026-03 authorizing creation of the *Deputy Executive Officer* job description and amending the LAFCO Salary Plan to include a salary range for the new *Deputy Executive Officer* position.

Sincerely,

LOU ANN TEXEIRA
EXECUTIVE OFFICER

Attachments

1. Draft Position Description – *Deputy Executive Officer* Position
2. Draft Resolution Amending Salary Plan

DEPUTY EXECUTIVE OFFICER OPPORTUNITY
LOCAL AGENCY FORMATION COMMISSION (LAFCO)

DRAFT

Salary Range / TENTATIVE
Monthly: \$13,946 - \$16,955
Annually: \$167,352 - \$203,460

Position Definition

Under general direction of the Contra Costa LAFCO Executive Officer, performs complex professional, technical, and administrative work to assist in administering, supervising, and managing the day-to-day operations, programs, and statutory responsibilities of CC LAFCO. This single-position, management-level assistant executive classification is designated as an "at-will" role. The incumbent acts in place of the Executive Officer in their absence, relieves them of complex administrative duties, and oversees staff, budgets, and state-mandated programs.

Distinguishing Characteristics

The Deputy Executive Officer operates with a high degree of independence, initiative, and discretion within established guidelines. The position requires specialized, advanced knowledge in urban and regional planning, land development, budget administration, public infrastructure planning, and environmental regulations. It differs from the Executive Officer role, which retains overall policy and operational responsibility for the CC LAFCO program under Commission direction.

Core Responsibilities & Typical Tasks

Executive Support & Administration

- **Act for the Executive Officer** during absences, serving as a primary agency spokesperson, when necessary.
- **Assist the Executive Officer** in implementing Commission directives, policies, procedures, and developing, tracking, and managing the annual work program.
- **Coordinate, prepare, and monitor** the annual CC LAFCO budget; authorize transfers, expenditures, and purchases.
- **Manage day-to-day office operations**, procedures, fee schedules, surveys, and updates to policy/procedure manuals.
- **Maintain, revise, and work** with policy and procedures committee on interpreting agency policies, procedures, and official mapping data, when necessary.

Boundary, Service Analysis & Project Management.

- Manage application processing for jurisdictional boundary updates and changes of organization.
- **Oversees coordination with consultants** regarding Municipal Service Reviews (MSR) and Spheres of Influence (SOI) for all county cities and special districts
- **Monitor and evaluate** local agencies, their service capabilities, and proposals for changes of organization or jurisdictional boundaries, when necessary.
- **Review and analyze** proposals filed with CC LAFCO, conduct field investigations, make recommendations, and assist with or directly prepare and present written or oral staff reports.
- **Conduct complex, controversial, and politically sensitive research** projects involving inter-jurisdictional or inter-agency coordination, when necessary.
- **Manage contracts and third-party consultants** hired for specialized regional studies. Environmental Compliance, when appropriate.
- **Oversees coordination** with consultants ensuring strict compliance with the California Environmental Quality Act (CEQA) and review proposals for adequacy of environmental review documents, when necessary.
- **Conduct initial studies and prepare** Negative Declarations, Mitigated Negative Declarations, or other environmental documents where CC LAFCO is the Lead Agency, when necessary.
- **Review and prepare comments** on initial studies, negative declarations, and Environmental Impact Reports (EIRs) prepared by other jurisdictions.

Public Relations, Outreach & Legislative Monitoring

- Act as primary liaison between the Commission, the public, and outside government agencies or organizations, when necessary.
 - **Manage public participation and outreach** processes relating to pending CC LAFCO proposals, studies, policies, and procedures, when necessary.
 - **May need to make oral presentations and explain complex** government regulations, land-use policies and procedures to the Commission, city councils, community groups, and consultants.
 - **Track, interpret, and advise management** on new or proposed state and local legislation affecting CC LAFCO operations; confer with legal counsel to ensure compliance.
 - **Participate in CC LAFCO related organizations and professional associations**; represent the agency on various committees.
-

Employment Standards & Recruiting Guidelines - Education & Experience:

Option A: Bachelor's degree from an accredited college or university in Public Administration, City/Regional Planning, Business Administration, Economics, Political Science, or a closely related field AND four (4) years of progressively responsible professional experience performing public sector planning, policy analysis, or program management within a LAFCO, city, county, or public agency setting; or,

Option B (Substitution): A Master's degree in Public Administration or City/Regional Planning may substitute for up to two (2) years of the required experience. A Master's degree in Business Administration or another closely related field may substitute for one (1) year of the required experience.

Knowledge Requirements - Understand the following:

- ***Statutory Regulations:*** The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, related California Government Codes, and statutory purposes, practices, policies, and boundary procedures of LAFCO.
- ***Environmental Protection:*** California Environmental Quality Act (CEQA) regulations, guidelines, application procedures, and state/local environmental protection laws.
- ***Public Administration & Finance:*** Understand and employ the principles and practices of public administration, local government finance, public infrastructure planning, tax laws, budget preparation, control, and effective supervision and training.
- ***Local Government Structures:*** Federal, State, and local laws and regulations relating to the organizational structures, functions, financing, and service capabilities of cities and special districts.
- ***Research & Analysis:*** Advanced research methods, statistical analysis, project management techniques, and communication techniques required for gathering, evaluating, and informing.
- ***Technology & Tools:*** Map reading and computer applications utilized in local government planning, including Geographic Information Systems (GIS) software.

Required Abilities

- ***Analytical Thinking:*** Reason logically and creatively to resolve highly complex, controversial, or specialized problems; define problem areas, develop alternative solutions, project consequences of proposed actions, and implement recommendations.
- ***Communication:*** Communicate clearly and write/present concise, logical oral and written staff reports to commissions, public boards, and outside groups.
- ***Relationship Building:*** Gain and maintain the confidence and cooperation of elected officials,

agency staff, stakeholders, and the public, especially in sensitive relationships.

- ***Legal & Technical Application:*** Understand, interpret, map, and apply highly technical federal, state, and local laws, regulations, policies, and procedures; be comfortable or familiar with the technology and tools

Desirable Work Style & Personal Traits

- ***Integrity:*** Possesses a high degree of integrity and commitment to strict ethical, professional, and quality public service standards.
- ***Collaborative Approach:*** Facilitative rather than confrontational in nature; works productively and supportively with peers, supervisors, and teams to solve difficult organizational issues.
- ***Communication Skills:*** An active listener with strong interpersonal skills, who demonstrates an energetic work style and approaches challenges with knowledge, confidence and poise.
- ***Adaptability:*** Objective, open-minded, accountable, and comfortable working in a complex political environment and interacting with individuals of diverse backgrounds.
- ***Professionalism:*** Always maintains a professional appearance and positive demeanor.

Other Requirements

- *Pre-Employment: Offers are contingent upon successful completion of a criminal background investigation involving fingerprinting.*
- *Status: This class is designated At-Will and serves at the pleasure of the CC LAFCO Commission.*

Thank you for your interest

RESOLUTION NO. 2026-03

**RESOLUTION OF THE CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION
ESTABLISHING THE “DEPUTY EXECUTIVE OFFICER”
POSITION AND UPDATING THE LAFCO SALARY SCHEDULE**

WHEREAS, the Contra Costa Local Agency Formation Commission (LAFCO) is an independent regulatory agency created by the State Legislature; and

WHEREAS, pursuant to Government Code §56384, LAFCO appoints an Executive Officer and may appoint other staff as needed; and

WHEREAS, LAFCO currently employs an Executive Officer to carry out the functions of the Commission, and a Clerk/Analyst to provide administrative support; and

WHEREAS, in April 2019 LAFCO approved adding an Analyst position to provide analytical, project management and staff support, but this position is currently unfilled; and

WHEREAS, in 2007, the Commission adopted a salary plan which included salary ranges for the LAFCO employee positions and is adjusted annually; and

WHEREAS, it is timely to add a new job classification – *Deputy Executive Officer* and add that position to the current LAFCO salary schedule; and

WHEREAS, the salary ranges are reviewed and adjusted periodically to keep pace with market conditions.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED that:

1. The classification of Deputy Executive Officer is hereby established and added to the Contra Costa Local Agency Formation Commission. The Deputy Executive Officer is appointed by the Commission.
2. The Contra Costa LAFCO salary schedule is hereby amended to establish a salary range for the *Deputy Executive Officer* position as shown in Exhibit A. These salary ranges are reviewed annually and may be adjusted to reflect comparable Bay Area and urban LAFCO salaries and current market conditions.

PASSED AND ADOPTED THIS 9TH day of September 2026 by the following vote: AYES:

NOES:

ABSTENTIONS:

ABSENT:

GABRIEL QUINTO, CHAIR, CONTRA COSTA LAFCO

I hereby certify that this is a correct copy of a resolution passed and adopted by this Commission on the date stated above.

Dated: September 9, 2026

Lou Ann Texeira, Executive Officer

EXHIBIT A

2026 CONTRA COSTA LAFCO EMPLOYEE SALARY RANGES

<u>JOB TITLE</u>	<u>BEGINNING MONTHLY</u>	<u>MAXIMUM MONTHLY</u>
*CLERK/EXECUTIVE ASSISTANT	\$5,771	\$7,320
CLERK/ANALYST	\$5,822	\$7,932
ANALYST I/II	I - \$6,922	\$9,179
	II - \$7, 304	\$9,679
DEPUTY EXECUTIVE OFFICER	\$13,946	\$16,955
EXECUTIVE OFFICER		\$18,010