



DRAFT Clerk Certification Level One

EDUCATION (80 Points Total Required)

All courses noted as required must be completed in order to receive full credit.

GENERAL LAFCO COURSES (65 points total)

Completion of all required technical courses = 60 Points:

- LAFCo 101
 - ✓ History of LAFCo
 - ✓ Overview of C-K-H
 - ✓ LAFCo Mandates
 - ✓ A legal view of how the laws dictate what we do
 - ✓ LAFCo and the mechanics of CA local government – how do LAFCOs fit in with city, county, special district, state, etc. and how are policies made and how do they affect LAFCo.
 - ✓ LAFCo financing (where does the funding to support LAFCo come from)
- How to Effectively Clerk a meeting
- Records Management
 - ✓ Types of records LAFCo manages
 - ✓ Public records act
- Agendas and minutes
- Brown Act and open meetings
- Parliamentary procedures overview
- LAFCo Processes:
 - ✓ Incorporations
 - ✓ Annexations
 - ✓ Sphere of Influence
 - ✓ Municipal Service Reviews
 - ✓ Notices
- Ordinances and Resolutions
- Political Reform Act and the FPPC
 - ✓ Ethics in the workplace today

Completion of all required personal development courses = 5 points:

- Communication skills
 - ✓ Effective writing
 - ✓ Effective listening
 - ✓ Effective speaking
- How to work with elected officials



DRAFT Clerk Certification Level One

Elective courses (max of 15 points possible):

May be taken and have credit apply in the Education category at 3 points per course for a possible total of 15 points)

- LAFCo budgeting
- Effective Time Management
- Stress Management
- Conflict Resolution
- Effective Presentation Skills

OTHER EDUCATION (15 points total)

- Bachelor degree or higher in Public Administration or related field = 15 points
- Bachelor degree or higher in unrelated field = 10 points
- Associate of Arts degree = 5 points
- College-level courses taken related to government, business or management = 1 point per credit unit, maximum of 10 points
- Other relevant coursework* (ie: Notary, any CALAFCO U session offered, etc.)

*Will be considered and points applied on an individual, case-by-case basis

EXPERIENCE (20 Points Total Required)

Any non-duplicative combination of the three sub-categories may be applied to reach the full 20 points.

TENURE ON THE JOB (15 Points Total)

- Full-time LAFCo Clerk - 3 points for every 1 year
- Part-time LAFCo Clerk - 1.5 points for every 1 year

PREVIOUS RELATED WORK EXPERIENCE (15 Points Total)

Earning 1 point per year for the following:

- ✓ Prior LAFCo experience
- ✓ Prior clerking in a public agency
- ✓ Prior public agency experience

All other related experience is earned at .5 point per year

"Related" experience includes technical or administrative positions either in public, non-profit, or private sector businesses.



DRAFT Clerk Certification Level One

SERVICE TO LAFCO, CALAFCO, AND/OR OTHER APPROPRIATE AGENCY (10 Points Total)

Any non-duplicative combination of the three categories below may be applied to reach the full 10 points.

Service to LAFCo

2 Points for each activity as follows:

- ✓ Participate in special projects outside the normal scope of work (requires letter from Executive Officer verifying scope of project and extent of applicants involvement)
- ✓ Provide specialized training to staff as Subject Matter Expert

Service to CALAFCO

2 Points for each activity as follows:

- ✓ Participation in the Program planning committee (conference or workshop)
- ✓ Participation in the host committee (conference or workshop)
- ✓ Attendance at a Staff Workshop or Annual Conference

Service to CALAFCO

1 Point for each activity as follows:

- ✓ Teaching or Moderating a session (at the workshop, conference or CALAFCO U)
- ✓ Attending a CALAFCO U

Service to Other Appropriate Agencies

1 Point for each activity approved on a case-by-case basis. Applicants must use discretion when applying for these credits.