



Legislation Text

File #: 19-613, Version: 1

MEMORANDUM

TO: Board of Supervisors

FROM: Michalyn DelValle, Community Development Director

DATE: June 25, 2019

SUBJECT: Approve Request to Appoint Jack Smalley as Interim Chief Building Official at Step One, retroactive to June 12, 2019

EXECUTIVE SUMMARY:

The County's Chief Building Official, MaryJane Montana took the Deputy Chief Building Official position on June 12, 2019.

Jack Smalley, Plans Examiner who has immediately taken over the duties as Chief Building Official and is qualified to fill the position on an interim basis while we recruit for the position. He has at least five (5) years of progressively responsible professional experience in construction-related inspection and/or design review and at least two (2) years supervisory or management experience.

This request is based on Personnel Rule 905 which states, in part, that "the Board of Supervisors may appoint a current permanent employee to an Interim Appointment in a non-elective exempt service classification. Such assignment is considered a temporary assignment effective on a date, at a rate, and for a period determined by the Board."

Should the Board approve the appointment I am requesting a salary level at the first step in the Chief Building Official series.

FISCAL IMPACT: ☒ None ☐ Budgeted ☐ Non-Budgeted

Estimated Cost: N/A

Amount Budgeted: N/A

Additional Requested: N/A

Annual Cost (if planned for future years): N/A

FISCAL IMPACT (Narrative): Position will be paid through Budget Unit 2602

STAFFING IMPACT (if applicable): N/A

RECOMMENDED ACTION: Approve Request to Appoint Jack Smalley as Interim Chief Building Official at Step One, retroactive to June 12, 2019.