



Legislation Text

File #: 21-912, Version: 1

Memorandum

Date: September 21, 2021

To: The Honorable Lake County Board of Supervisors

From: Carol J. Huchingson, County Administrative Officer

Subject: Appoint Plans Examiner Jack Smalley to serve as Interim Chief Building Official effective September 1, 2021

Executive Summary:

As your Board is aware, we are presently recruiting to fill the Chief Building Official (CBO) position which has been vacant since August 26, 2021. It is anticipated the recruitment will take several months and interim coverage is needed.

While we recruit, as per Lake County Personnel Rule 1604.7, I am requesting to appoint Plans Examiner Jack Smalley as Interim CBO, effective September 1, 2021. Because the Plans Examiner class is non-exempt and CBO is exempt, as per Lake County Personnel Rule 1604.7F, Board approval is needed for this interim appointment.

1604.7 WORKING ABOVE CLASSIFICATION

- A. Department Heads may authorize their employees to work above their classification with the advanced approval of the Human Resources Director. The Human Resources Director may approve initial above class assignments for a period not to exceed 90 days. Extensions to such assignments require additional review and approval by the Human Resources Director every 30 days. The position in which the employee will be working above class must be vacant and the employee working above class must meet the minimum job requirements for the vacant position.
- B. Employees who are duly authorized, directed or assigned to work above their classification shall be compensated at the base salary rate of the position to which assigned; or 5% above their normal salary rate, whichever is higher.
- C. Pay for working above class shall commence on the 16th consecutive workday of such assignment or the 16th day accumulated in any 60 calendar day period. Employees working above class who are away on leave, paid or unpaid, for a period of seven (7) or more days in a pay period shall not receive above class pay for any of the days that they were absent in that pay period. Employees must requalify for pay for working above class if they are on leave, paid or unpaid, for 60 or more consecutive calendar days.
- D. Above class assignments shall be authorized for full work days only.

- E. The employee's anniversary date shall not change as a result of this assignment.
- F. Department Heads shall **not** authorize a non-exempt staff member to work above class in an exempt service classification. If the exempt service position allocation is vacant the Department Head may make a provisional appointment. In circumstances where the position is vacant but the exempt service allocation is not vacant, or when an immediate recruitment to fill a vacant exempt service allocation is not in the Department's best interests, the Department Head may request that the Board of Supervisors make an Interim Appointment to a non-elective exempt service classification.

If not budgeted, fill in the blanks below only:

Estimated Cost: _____ Amount Budgeted: _____ Additional Requested: _____ Future Annual Cost: _____

Consistency with Vision 2028 (check all that apply):

☐ Not applicable

- | | | |
|--|---|--|
| <input type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Public Safety | <input type="checkbox"/> Disaster Prevention, Preparedness, Recovery |
| <input checked="" type="checkbox"/> Economic Development | <input type="checkbox"/> Infrastructure | <input checked="" type="checkbox"/> County Workforce |
| <input type="checkbox"/> Community Collaboration | <input checked="" type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake |

Recommended Action:

Appoint Plans Examiner Jack Smalley to serve as Interim Chief Building Official effective September 1, 2021