RESOLUTION - ACTION REQUESTED 2017-115

MEETING: March 7, 2017

TO: The Board of Supervisors

FROM: Mike Kinslow, Building Director

RE: Authorize the Allocation of an 80% Permanent Part-Time DST

RECOMMENDATION AND JUSTIFICATION:
Authorize the allocation of one additional 80% permanent part-time Development Services Technician (DST) position in the Building Department.

The department currently has one 80% permanent part-time DST, one full-time Senior DST and an extra help DST allocated. The requested permanent part-time DST will replace the current extra help DST position. This change will help ease the heavy workload placed on current staff because of an increase in permit activity, which in turn allows for timely completion of work so the public is not negatively impacted. It will also allow Building to retain trained and experienced staff.

No additional General Fund money will be required for this position.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
The Board has been informed of the necessity for additional staff due to the increased workload within the Building Department. In the past, the Board has approved necessary changes to ensure the level of service to the public is maintained.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
Stay with the current staff structure.

1. Allow the Building Department to take longer to complete the paperwork for permits. This would reduce the current service level to the public and slow all phases of the permit process significantly.

2. Pay the Senior DST significant amounts of overtime to accomplish the work. This will decrease the productivity of the Building Department as it will result in an undue workload burden.

3. Lose Building’s investment in extra help staff training and education when a permanent job opening becomes available elsewhere in the County.

FINANCIAL IMPACT:
No additional General Fund money will be required for this position.

CAO RECOMMENDATION
Requested Action Recommended
RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER: Rosemarie Smallcombe, District I Supervisor
SECONDER: Merlin Jones, District II Supervisor
AYES: Menetrey, Smallcombe, Jones, Long, Cann