



COUNTY OF EL DORADO

Human Resources Department

Personnel Requisition

10-173

SECTION I: POSITION INFORMATION

Department: Development Services **Classification:** Sr. Civil Engineer **JCN#:** 4107

Date Needed: 5/3/2010 **Number Needed:** 1 **Location:** Placerville

Extra Help (Est. dates-From/To): 5/3/2010 to 7/23/2010 **Acting** (Est. dates-From/To): _____

Permanent (Previous Incumbent, or, if new, BOS resolution #): _____

Reason: Promotion Retirement Transfer Other: _____

Overfill/Underfill (Job Title) _____ **Estimated Dates** (From/To): _____

Funding: General Fund Special Revenue Fund Grant (County match?) No Yes %/Amount _____

Other (Explain): time & materials billing for commercial grading plan review; building permit fees; salary savings

Justification for Filling: Include impact on County, Department and public if position not filled.

This EH position is to fill in while an employee in a critical position is out [redacted]. This position is critical to the timely issuance of commercial building and grading permits. If the position were left vacant during this time, a backlog of projects awaiting review and permit issuance would develop. This delay would cause hardship to the public. No recruitment necessary. Application attached.

Larry Lohman or Beverly Savage 5325/5324 4/21/10

Department Contact Phone Number Date

Department Manager *[Signature]* Date 4/23/10 Department Head *[Signature]* Date 4-23-10

SECTION II: JOB SPECIFICATION REVIEW

Job Description Review: Review the job description for the listed classification to ensure duties, qualifications, etc. are current. *Only attach a copy of the job description IF there are changes requested.*

Job description is current, no changes needed. Changes needed. *Attach modifications and written justification.*

SECTION III: JOB DUTIES

Unusual requirements (shift work/holidays/weekends/bilingual/etc.): _____

Three Most Important Duties (These may be posted on the job flyer. No essential function worksheet, submit w/ hire paperwork):

1. Review grading plans for code compliance
2. Review building plans for code compliance
3. Calculate fee for permits

SECTION IV: APPROVAL

Human Resources	<input checked="" type="radio"/> Approve <input type="radio"/> Disapprove	Initial <i>[Signature]</i> Date 4/24/10	CAO Analyst	<input checked="" type="radio"/> Approve <input type="radio"/> Disapprove	Initial <i>[Signature]</i> Date 4/30/10	CAO	<input checked="" type="radio"/> Approve <input type="radio"/> Disapprove	Initial <i>[Signature]</i> Date 4/30/10
------------------------	--	---	--------------------	--	---	------------	--	---