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BOARD OF SUPERVISORS
EL DORADO COUNTY

Subject Summary of duties

To The County of El Dorado Board of Supervisors

The following is a summary of the duties Sheri and I have performed as a team for the months of January and February 2011. As you can easily see, this is a job that requires two people for sufficient coverage. This current workload is way too much for one person to perform on their own day after day, and if I were to be RIF'd the stress of the job alone would be too much for Sheri. There would be no one to do the duties that we do if one of us had to be off work for any length of time and we are the two employees in DOT that know how to navigate the Land Management Information System "LMIS"

Oversize Load Permits	111	
Counter Customers	133	
Phone Calls	495	
Utility Encroachment Permits	58	
Receipts	120	
Driveway Encroachment Permits	16	Active in the File Cabinet 130
CIP Plan Sales	31	
Notice of Non Compliance	9	
Notice of Cancellation	4	
TIM Fees for Single Family Dwellings	27	
TIM Fees for Commercial	5	
Grading Permits	2	Active in the File Cabinet 31
LMIS Sign offs for other projects in T11	129	
E Mails	82	
Faxes (not including Faxed in Permits)	15	
Inspection Requests	23	
Parade and Road Closure	3	
BIC Counter Coverage	32	Hours at Building Information Center

This summary does not include the amount of time we spend doing research, because the Building Dept does not have the staff to do research, before the permit comes to the DOT permit counter.

This summary does not include the memos generated for refund of fees.

This summary does not include the courtesy letters to property owners for expired permits.

This summary does not include the status report for applications of Off Site Grading, AD HOC accounts, Parcel Maps, or Subdivisions.

This summary does not include application for Discretionary Reviews and the status reports.

This summary does not include complaints.

With each and every one of these tasks comes copies, filing, mailing, scanning, e mailing, faxing, phone calls, research and so forth. Having one person on the DOT counter to assist the public would necessitate hours-long wait-time delays. I respectfully request the BOS to carefully consider the re org chart that eliminates my position as a Development Technician for the sake of the Department in order to provide better service to the public and to be able to do an accurate and thorough job. The Public Counter and Phone workload is too much for one person to handle with any meaningful effect on the overall workload. The necessity of two Development Technicians is imperative and to eliminate one would be an obvious detriment to the Department.

Thank you,
Shelle M. Baker
Development Technician
Land Development and
Discretionary Review
(530) 821-5943

FAX

To: Suzanne Allende-Sachs From: Shellie Baker

Dept. / Co: BOS Phone: 409-6870

Fax: 622-3645 Pages: 2 (Including cover)

Phone: Date: 3-14-11

Urgent For Review Please Comment Please Reply Please Recycle

Suzanne I emailed you my
Summary of duties in which I plan
to address to the BOS tomorrow
but the e-mail jumbled all the
numbers so I am faxing a copy
that looks more professional

Thank you
Shellie Baker