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Title: Development Services Department recommending the Board approve the advanced step placement of Earl F. McGuire, Jr., P.E., at Step 5 of the salary range for the Extra Help position of Sr. Civil Engineer for a limited term of approximately three months.

FUNDING: General Fund, Permit Fees

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Date	Ver.	Action By	Action	Result
5/25/2010	1	Board of Supervisors	Approved	Pass

Development Services Department recommending the Board approve the advanced step placement of Earl F. McGuire, Jr., P.E., at Step 5 of the salary range for the Extra Help position of Sr. Civil Engineer for a limited term of approximately three months.

FUNDING: General Fund, Permit Fees

Fiscal Impact: The Department will realize approximately \$11,858.88 in salary savings while the permanent Sr. Civil Engineer is out on emergency leave. This salary savings will be used to fund the extra help position.

However, it should be noted that revenue projections continue to come in under budget and Development Services may be returning to the Board in June with a request for a contingency transfer to backfill these revenue shortfalls.

These salary savings could be used to help backfill the shortfall, however the Department has made commercial and industrial projects top priority and the absence of a Sr. Civil Engineer would severely impact the Department's ability to process plans for these projects. Currently there are 29 pending permits (15 building permits and 14 grading permits) with an estimated 440 hours of civil engineering work to be performed. The current Supervising Civil Engineer can pick up 70 hours of this workload, resulting in 380 hours of commercial, industrial, and grading work to be done.

Background: The Development Services Department is entering its busiest time of the year, the spring/summer season. The Department's sole Sr. Civil Engineer will be out for approximately three months on an emergency leave. This position is primarily responsible for commercial building and grading plan review and is critical to the timely processing and issuance of permits. As a result of reductions in force over the last few years, the Department currently operates with little overlap in core functions and does not have the staff resources to cover this critical position.

Development Services has enlisted Department of Transportation Engineering staff to assist with grading plan review. However, additional assistance will be needed to ensure the timely review of commercial building plans so as not to delay the issuance of building permits. If this position were left vacant, a backlog of projects awaiting review and permit issuance would develop. This delay would cause hardship to the public. Mr. McGuire has agreed to return to County service to fill this need.

Mr. McGuire retired from the Development Services Department in July 2006 as Step 5 Sr. Civil Engineer. He returned in September of that year to serve in an Extra Help capacity, hired at Step 5. Mr. McGuire continued Extra Help employment until April 2007. One year later, in April 2008, Development Services called on Mr. McGuire's services again, reinstating him at Step 5, Extra Help status. Mr. McGuire left service in April 2008, as a result of a reduction in force. Mr. McGuire is again willing to assist in this emergency situation.

Reason for Recommendation: If an outside recruitment were conducted, valuable time would be lost during which time commercial building projects would wait for review and recruiting expenses would be incurred. Mr. McGuire is available to start work immediately. Moreover, as result of his years of employment with the Development Services Department, Mr. McGuire is familiar with policies and procedures, making him an immediate asset to and an invaluable member of the team. His knowledge, skills and abilities are reflective of and in line with the salary of a Step 5 employee.

Action to be taken following Board approval: Development Services Department to hire Mr. McGuire at Step 5, Extra Help Sr. Civil Engineer effective immediately.

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