



COUNTY OF HUMBOLDT  
PLANNING AND BUILDING DEPARTMENT

3015 H Street • Eureka CA 95501  
Phone: (707) 445-7541 • Fax: (707) 268-3792

**MEMORANDUM**

DATE: August 9, 2019  
TO: Keith Ingersoll  
FROM: John Ford, Director  
SUBJECT: Appointment as Interim Chief Building Official

I would like to appoint you to serve as Interim Chief Building Official for the duration that the position is vacant. Your appointment will begin on August 6, 2019 and continue until the position has been permanently filled.

As Interim Chief Building Official, you will be performing the duties associated with the position of Chief Building Official. A summary of the job duties is attached. During your appointment, you will be compensated as Chief Building Official, Step A. The salary for this step is \$42.22 per hour or \$3,377.60 per pay period and will be retroactive to August 6, 2019. You will be compensated retroactively upon Board approval.

On behalf of the Planning & Building department, I welcome you to your new interim position and look forward to working with you in your new capacity.

Sincerely,

John Ford, Director  
Planning & Building Department

I agree and accept the above appointment and terms.

Keith Ingersoll