



# COUNTY OF HUMBOLDT

## Legislation Details (With Text)

**File #:** 19-1163      **Version:** 1      **Name:**  
**Type:** Board Order      **Status:** Passed  
**File created:** 7/30/2019      **In control:** Planning and Building  
**On agenda:** 9/10/2019      **Final action:** 9/10/2019  
**Title:** Retroactive compensation for Keith Ingersoll, Plan Checker, as Interim Chief Building Official (4/5 Vote Required)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Staff Report, 2. Ingersoll Appointment Memo Signed.pdf

Date	Ver.	Action By	Action	Result
9/10/2019	1	Board of Supervisors	approved	Pass

**To:** Board of Supervisors

**From:** Planning and Building Department

**Agenda Section:** Consent

**SUBJECT:**

Retroactive compensation for Keith Ingersoll, Plan Checker, as Interim Chief Building Official (4/5 Vote Required)

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Authorize Keith Ingersoll to act as the interim Chief Building Official and be compensated accordingly as allowed in Section 12.4 of the Memorandum of Understanding between the County of Humboldt and American Federation of State, County and Municipal Employees, AFL-CIO (AFSCME) effective August 6, 2019 and remaining in that capacity until a Chief Building Official is hired.

**SOURCE OF FUNDING:**

Building (262): General Fund.

**DISCUSSION:**

Robert Pasquini is no longer working as the County's Chief Building Official, as of Aug. 5, 2019. Keith Ingersoll agreed to accept the duties of Chief Building Official, beginning on Aug. 6, 2019, until the position is permanently filled. Mr. Ingersoll has taken on the additional duties in good faith and should be compensated fairly.

Mr. Ingersoll currently works as a Plan Checker and has been with the Planning & Building department for more than 11 years. His knowledge and expertise in building, housing and related code interpretation makes him an excellent candidate to fill this role on an interim basis.

As allowed per Section 12.4.1 of the Memorandum of Understanding between the County of Humboldt and AFSCME, upon written assignment by the department head, an employee shall be required to perform the principal duties of their supervisor when the supervisor is absent from the position or the position is vacant. Employees so assigned shall be compensated with the salary the employee would receive if the assignment was a promotion to that position. The employee shall only receive such additional compensation when the assignment is for 10 consecutive work days or longer and that payment of such additional compensation for more than 20 consecutive days shall require specific approval of the Board of Supervisors. Mr. Ingersoll has been assigned to the position of Chief Building Official as of Aug. 6, 2019 and he will assume these responsibilities for longer than 20 consecutive days. Section 12.4.4 provides that the provisions of Section 12.4 shall apply to assignments which are made to positions designated as “management” or “confidential.” Employees so assigned shall continue to be covered by the provisions of this Memorandum of Understanding.

FINANCIAL IMPACT:

The salary range for the Chief Building Official is \$40.17 - \$51.54 per hour (Class 519). Mr. Ingersoll will receive compensation at salary step A (\$42.22 per hour) during the duration of the interim appointment, which is the same rate Mr. Pasquini had. The financial impact for the difference in pay from Aug. 6 through Sept. 10 is \$380. The salary for the Chief Building Official is currently budgeted in the Building budget unit (1100-262) for fiscal year 2019-20, and there will be no negative impact to the budget as the department will experience salary savings from not filling the Plan Checker position.

STRATEGIC FRAMEWORK:

This action supports the Board’s Strategic Framework by investing in county employees and providing community-appropriate levels of service.

OTHER AGENCY INVOLVEMENT:

None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could decline retroactive pay for Keith Ingersoll. This alternative is not recommended because the Chief Building Official is a critical position, and the department has Mr. Ingersoll who is qualified to fill that position and he has accepted the responsibilities associated with the position.

ATTACHMENTS:

Keith Ingersoll Letter of Appointment

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A