



COUNTY OF MENDOCINO
PLANNING AND BUILDING – RECRUITMENT REQUEST
BOS MEETING APRIL 7, 2026

To: Board of Supervisors
From: Julia Krog, Director of Planning and Building

The Salaries and Benefits (1000 Series) Fiscal Year 2025-26 budget is \$5,768,732. The approved budget reflects the 6% attrition reduction.

The Department of Planning and Building is currently experiencing staff shortages at the public counter in both the Ukiah and Fort Bragg offices. One permanent Permit Technician in the Ukiah office has recently resigned, and a second Permit Technician in the Fort Bragg office has resigned effective April 2, 2026. These vacancies will significantly impact on the Department's ability to provide timely front-counter services to the public. In addition, one permanent employee has recently transitioned from the Supervising Permit Technician position to a Permit Technician position.

The Department intends to fill both permanent Permit Technician positions at either a Permit Technician classification or Supervising Permit Technician classification through the standard recruitment process, but the timeline for hiring and onboarding permanent staff creates an immediate operational gap. The Department is expecting high demand for front-counter assistance, and existing staff capacity is insufficient to meet service needs.

To address this short-term service gap, the Department is requesting approval through the County's Strategic Hiring Process to:

- Hire two (2) Extra-Help Staff Assistant positions, to provide critical front desk support in both offices, while recruitment for permanent positions is underway.
- Open recruitment for Permit Technician Series and Supervising Permit Technician to fill the two (2) vacancies. Depending upon the candidate pool the Department will fill the two (2) vacancies with either two (2) Permit Technicians or one (1) Permit Technician and one (1) Supervising Permit Technician.

The Department will remain well within its adopted budget with the addition of these extra-help positions, in conjunction with the recruitment and hiring of the already budgeted FTE Permit Technician positions.