



COUNTY OF HUMBOLDT

For the meeting of: 6/2/2026

File #: 26-481

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

Vote Requirement: 4/5th

SUBJECT:

Extension of Extra Help Hours Beyond the 960 Hour Limit (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the waiver of the 960-hour extra-help limitation for Maria Pilipenko, to a maximum of 1,500 hours for fiscal year (FY) 2025-26, pursuant to Section 7 of the Humboldt County Salary Resolution (4/5 Vote Required).

STRATEGIC PLAN:

This action supports the following areas of your Board's Strategic Plan.

Area of Focus: Workforce & Operational Excellence
Strategic Plan Category: 9999 - Core Services/Other

DISCUSSION:

Human Resources has operated without a funded full-time Secretary position within the Personnel Division for approximately four years. To maintain critical administrative and operational functions during this period, the department has relied on extra help staffing to support ongoing service demands and departmental operations.

Approval of the requested extension from the standard 960-hour limitation to a total of 1,500 hours will allow the department to retain the current extra help employee in this assignment and maintain continuity of operations within the division. Continued employment of an experienced individual in this role supports operational efficiency, preserves institutional knowledge, reduces training and transition impacts, and enhances the department's ability to provide consistent support to county departments and employees.

SOURCE OF FUNDING:

ARPA (Fund 3232120201)

FINANCIAL IMPACT:

Expenditures (3232120201)	FY25-26
Budgeted Expenses	<u>\$15,186.30</u>

Additional Appropriation Requested	
Total Expenditures	<u>\$15,186.30</u>

**Projected amounts are estimates and are subject to change.*

Funding Sources (3232120201)	FY25-26
State/Federal Funds	<u>\$15,186.30</u>
Total Funding Sources	<u>\$15,186.30</u>

**Projected amounts are estimates and are subject to change.*

Narrative Explanation of Financial Impact:

There are sufficient funds budgeted for this request. The cost of these additional hours has been included in the FY 2025-26 budget for extra help.

STAFFING IMPACT:

Narrative Explanation of Staffing Impact:

There are not staffing impacts with the approval of this request.

OTHER AGENCY INVOLVEMENT:

N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to approve this request. However, this is not recommended as it would impact the continuity of operations for the Personnel Division of Human Resources.

ATTACHMENTS:

N/A

PREVIOUS ACTION/REFERRAL:

Meeting of: N/A

File No.: N/A