



COUNTY OF HUMBOLDT

For the meeting of: 1/25/2022

File #: 22-58

To: Board of Supervisors

From: Auditor-Controller

Agenda Section: Consent

SUBJECT:

Extension of Extra Help Hours - Auditor-Controller Budget Unit 1100-111 (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Authorize the extension of extra-help employment hours for Executive Secretary, Hannah Klein, to a maximum of 1,920 hours for fiscal year 2021-22 (4/5 Vote Required).

SOURCE OF FUNDING:

General Fund (1100)

DISCUSSION:

Hannah Klein has been working as an extra-help employee during the current fiscal year. In Hannah Klein's position as Executive Secretary, Hannah provides critical services to county staff and the public. The Auditor-Controller's Office is requesting an extension of extra-help hours to the total of 1,920 hours for the remainder of fiscal year 2021-22. The requested extension of extra-help hours is necessary to maintain the level of services provided by, and maintain the workload of, the Auditor-Controller's Office.

FINANCIAL IMPACT:

The estimated salary and benefit cost for the requested extension of extra-help hours is \$24,980.86. There are sufficient funds budgeted in the Auditor-Controller budget unit 1100-111 to cover the cost of the additional extra-help hours.

All extra-help employees working beyond nine hundred and sixty (960) hours are subject to paying into the California Public Employee Retirement System ("PERS"). The additional costs for PERS have been included in the estimated salary and benefit costs for the requested extension of extra-help hours.

The Affordable Care Act requires large employers with fifty (50) or more full-time employees to offer health coverage to all full-time employees. The Auditor-Controller's Office is aware of the federal provisions that impact extra-help employment. The Auditor-Controller's Office is also aware that the standard measurement period of employee hours will occur over the course of a fifty-two (52) week

period.

STRATEGIC FRAMEWORK:

The recommended actions support the Board of Supervisors' Strategic Framework by providing community-appropriate levels of service and ensuring sustainability of such services.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose to deny the requested extension of extra-help hours. However, this alternative is not recommended since not extending hours would create an increased workload for existing staff and reduce the level of service provided by the Auditor-Controller's Office.

ATTACHMENTS:

None

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A