



COUNTY OF HUMBOLDT

For the meeting of: 3/7/2023

File #: 23-180

To: Board of Supervisors

From: Auditor-Controller

Agenda Section: Consent

Vote Requirement: 4/5 Vote

SUBJECT:

Extension of Extra Help Hours and Advanced Salary Step Increase for Executive Secretary, Hannah Klein - 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 one thousand nine hundred twenty (1,920) hours for fiscal year 2022-2023 (4/5 vote required); and
2. Approve an advanced salary step increase for Hannah Klein, Executive Secretary (salary range 412, class 0167, position XI) from Step 1A to Step C, effective as of the beginning of the pay immediately following approval (4/5 vote required).

SOURCE OF FUNDING:

General Fund (1100-111)

DISCUSSION:

Hannah Klein has been working as an extra-help employee during the current fiscal year. In her position as Executive Secretary, she provides critical services to Auditor-Controller staff and the public. The Auditor-Controller's Office is requesting an extension of extra-help hours to the total of one thousand nine hundred twenty (1,920) hours for the remainder of fiscal year 2022-2023. 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. The Auditor-Controller's Office plans on doing a recruitment and hiring a permanent Executive Secretary before the end of fiscal year 2022-2023.

The Auditor-Controller's Office is also requesting an advance salary step increase for Ms. Klein from her current position as an Executive Secretary - Step 1A to Executive Secretary - Step C. Ms. Klein has been with the Auditor-Controller's Office for two (2) years and has played an integral role in the business operations thereof. The request to move Ms. Klein to Step C of the Executive Secretary

salary range is an effort to fairly compensate her for her experience, skill, knowledge and the quality of work she has successfully taken on, and continually accomplishes, during her employment with the County of Humboldt.

FINANCIAL IMPACT:

The estimated salary and benefit cost for the requested extension of extra-help hours and step increase is Twenty-Nine Thousand One Hundred Sixty Dollars (\$29,160.00) for Auditor-Controller budget unit 1100-111. There are sufficient funds in the Auditor-Controller budget to cover the cost of the additional extra-help hours.

All extra-help employees working beyond nine hundred and sixty (960) hours in a fiscal year are subject to paying into the California Public Employee Retirement System (“PERS”). The additional costs for PERS have been included in the estimated salary cost 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 and salary step increase. However, this alternative is not recommended because it would create an increased workload for existing staff and reduce the level of service provided by the Auditor-Controller department.

ATTACHMENTS:

None

PREVIOUS ACTION/REFERRAL:

Board Order No.: D-1
Meeting of: 1/25/2022
File No.: 22-58