



COUNTY OF HUMBOLDT

For the meeting of: 1/27/2026

File #: 25-1478

To: Board of Supervisors

From: County Administrative Office

Agenda Section: Consent

Vote Requirement: 4/5th

SUBJECT:

Extension of Extra-Help Hours Past the 960 Hour Limit for the County Administrative Office, 1100-103 (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve a waiver of the 960 hour extra-help limitation for Stephanie Boers and an extension of 790 hours, to a maximum of 1,750 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: Core Services/Other

Strategic Plan Category: 9999 - Core Services/Other

DISCUSSION:

Stephanie Boers has been working as an extra-help employee in the County Administrative Office (CAO)-Management & Budget Team. To date, Ms. Boers has worked approximately 790 hours as an extra-help Executive Assistant. The Management & Budget Team is requesting an extension of hours beyond the 960-hour extra-help limitation to a total of 1,750 for the remainder of FY 2025-26. Additional hours will allow Ms. Boers to continue providing administrative and secretarial support to the County Administrative Officer as well as centralized departmental support for processing of personnel paperwork. Additionally, this position is instrumental in the coordination and scheduling of multi-department meetings with the CAO. The requested extension of extra-help hours is necessary to maintain the current level of oversight and efficiency of office operations.

SOURCE OF FUNDING:

General Fund 1100

FINANCIAL IMPACT:

Expenditures (1100-103)	FY25-26
Budgeted Expenses	<u>30,208</u>
Additional Appropriation Requested	
Total Expenditures	<u>30,208</u>

<i>Funding Sources (1100-103)</i>	<i>FY25-26</i>
<i>General Fund</i>	<u>30,208</u>
<i>Total Funding Sources</i>	<u>30,208</u>

Narrative Explanation of Financial Impact:

This position is funded through the General Fund. If the extension of extra-help hours to a maximum of 1,750 hours is approved the increased costs for the remainder of FY 2025-26 is estimated to be \$30,208, for a total annual cost of \$55,051. There is sufficient funding in the approved FY 2025-26 budget for CAO-Management & Budget Team (1100-103) to support the additional costs associated with the extension of extra-help hours. All extra-help employees working beyond 1,000 hours in a FY are subject to paying into the California Public Employee Retirement System (PERS). The additional costs for PERS have not been included in the above-mentioned estimated salary cost for the requested extension of extra-help hours.

STAFFING IMPACT:

Extra help hours will allow for continued operations of the Management & Budget Team while providing central administrative support across the CAO department.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board could choose not to approve the request for additional extra-help hours. However, this is not recommended due to the workload of the department.

ATTACHMENTS:

N/A

PREVIOUS ACTION/REFERRAL:

Meeting of: N/A

File No.: N/A