



# COUNTY OF HUMBOLDT

For the meeting of: 6/8/2021

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File #: 21-703

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**To:** Board of Supervisors

**From:** District Attorney

**Agenda Section:** Consent

**SUBJECT:**

Extension of Extra Help Hours - District Attorney Budget Unit 1100-205 (4/5 Vote Required)

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Authorize the extension of extra-help employment hours for Administrative Analyst, Blong Vue, to a maximum of one thousand four hundred fifty (1450) hours for fiscal year 2020-2021 (4/5 vote required).

**SOURCE OF FUNDING:**

District Attorney Budget Unit 1100-205

**DISCUSSION:**

Blong Vue has worked as an extra-help Administrative Analyst during the current fiscal year and prior fiscal year to assist the investigation unit in reducing the back log of warrant files, provide translation services and catalog evidence files. Mr. Vue has also worked in the Joint Information Center during the COVID-19 pandemic. Due to the amount of time utilized for the assistance in the Joint Information Center, the backlog in processing warrant files and cataloging of evidence files have accumulated. The District Attorney's office is requesting an extension of extra-help hours to the total of 1,450 hours for the remainder of fiscal year 2020-2021. The requested extension of extra-help hours is necessary to maintain an appropriate level of service and manage the workload of the investigation unit.

**FINANCIAL IMPACT:**

The estimated salary and benefit costs associated with the requested extension of extra-help hours is \$6,800. There are adequate funds allocated in the Salary and Benefits category of the District Attorney budget unit 1100-205 to absorb the costs associated with the additional extra-help hours. As a result, approval of the requested extension of extra-help hours will not impact the Humboldt County General Fund.

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

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

STRATEGIC FRAMEWORK:

The recommended actions support the Board of Supervisors' Strategic Framework by protecting vulnerable populations and providing community-appropriate levels of service.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The board of supervisors could choose not to approve the proposed extension of extra-help hours. However, this alternative is not recommended due to the workload of the investigation unit.

ATTACHMENTS:

None

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A