



# COUNTY OF HUMBOLDT

For the meeting of: 3/21/2023

---

File #: 23-333

---

**To:** Board of Supervisors

**From:** Clerk/Recorder

**Agenda Section:** Consent

**Vote Requirement:** 4/5th

SUBJECT:

Extension of Extra-Help Hours for the Clerk-Recorder Budget Unit 1100-271 (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the extension of extra-help employment hours for Laura K. Estetter, hourly extra help, to a maximum of 1,920 hours for fiscal year (FY) 2022-23 (4/5 Vote Required).

SOURCE OF FUNDING:

Recorder Budget Unit (1100271)

DISCUSSION:

Due to staffing shortages, the office of county Clerk-Recorder is requesting an extension of extra help hours to the total of 1,920 hours for the remainder of FY 2022-23 for Laura K. Estetter. The requested extension of extra-help hours is necessary to staff Clerk-Recorder programs.

FINANCIAL IMPACT:

The estimated salary and benefit cost for the requested extension of extra-help hours is \$17,702.40 for the remainder of the FY. There are sufficient funds in salary savings for this request in the Clerk-Recorder budget (1100271).

All extra-help employees working beyond 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 50 or more full-time employees to offer health coverage to all full-time employees. The department is aware of the federal provisions that impact extra-help employment and is also aware that the standard measurement period provisions that impact extra-help employment and is also aware that the standard measurement period of employee hours will

---

**File #: 23-333**

---

occur over the course of a 52-week period.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by providing community-appropriate levels of service .

OTHER AGENCY INVOLVEMENT:

None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose to deny staff's recommendations. However, this alternative is not recommended as doing so would create an increased workload for existing staff and reduce the level of service provided by the office of the county Clerk-Recorder.

ATTACHMENTS:

None.

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A