



COUNTY OF HUMBOLDT

For the meeting of: 7/7/2020

File #: 20-768

To: Board of Supervisors

From: County Administrative Office

Agenda Section: Consent

SUBJECT:
Extension of Extra Help Hours - Management and Budget (103) (4/5 Vote Required)

RECOMMENDATION(S):
That the Board of Supervisors:

1. Approve the extension of extra-help hours for Rosa Maciel, Fiscal Assistant I, to a maximum of 1060 hours for fiscal year (FY) 2019-20 per Humboldt County Salary Resolution (4/5 vote required).

SOURCE OF FUNDING:
General Fund

DISCUSSION:
The County Administrative Office (CAO) maintains an office that is open to the public and requires support staff for the Management and Budget Team. Beginning in Jan. 2020, extra-help staffing was needed due to an employee taking medical leave. In addition, on June 12, 2020, an additional staff member resigned their position.

Rosa Maciel began her extra-help assignment in the County Administrative Office as a Fiscal Assistant I on December 16, 2019. Ms. Maciel's responsibilities include and are not limited to providing support to the CAO staff's day-to-day operations while staff are working in the office and remotely, processing of the county's utility bills and vendor invoice processing.

On approximately June 16, 2020, Rosa Maciel will reach the maximum of 960 hours. The County Administrative Office is requesting an extension of 100 hours for a maximum of 1060 hours for the remainder of the fiscal year.

With a staff person on extended leave, staggered office schedules, and the resignation of a staff person the loss of Rosa Maciel's experience would create delays in the service to the public, county departments and partner agencies as well as creating delays in the issuance of utility bill payments and other vendor payments.

FINANCIAL IMPACT:

Estimated salary and benefit costs for the requested extension of extra-help for the remainder of the fiscal year is \$1,976. The necessary extra help expense has been included in the FY 2019-20 Adopted Budget. There will be no impact to the General Fund.

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 above-mentioned estimated salary cost.

Beginning January 2015, The Affordable Care Act requires large employers with fifty (50) or more full-time employees to offer health coverage to all full-time employees. A full-time employee is defined as a person who is employed for an average of thirty (30) or more hours per week. The County Administrative Office is aware of the 2015 federal provisions that impact extra-help employment and is aware of the county standard measurement period of employee hours will occur over the course of a fifty-two (52) week period.

There are adequate funds budgeted for extra help salaries to cover the extension of hours.

STRATEGIC FRAMEWORK:

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

OTHER AGENCY INVOLVEMENT:

Not applicable.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to approve the extension. This is not recommended. Not extending the extra-help hours would create an increased workload for existing staff and a reduction of service to the public, departments and vendors.

ATTACHMENTS:

None

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A