



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C-13

For the meeting of: April 25, 2017

Date: April 5, 2017
To: Board of Supervisors
From: Michael T. Downey, Sheriff
Subject: Waiver of Extra-help Hours for Katie Bojorquez, Office Assistant in the Office of Emergency Services

RECOMMENDATION(S):

That the Board of Supervisors:

Approve a waiver of the 960 extra-help hour limitation for Katie Bojorquez, Office Assistant in the Office of Emergency Services (Budget Unit 274) and extension of 480 hours, to a maximum of 1440 hours for fiscal year 2016-17, pursuant to Section 7 of Humboldt County Salary Resolution (4/5 vote required).

SOURCE OF FUNDING:

Office of Emergency Services Budget Unit 274 and Sheriff's Operations Budget Unit 221

Prepared by Norma S. Lorenzo, Deputy Director Sheriff Admin

CAO Approval

REVIEW: Auditor County Counsel Human Resources Other

TYPE OF ITEM: X Consent Departmental Public Hearing Other

PREVIOUS ACTION/REFERRAL:

Board Order No. Meeting of:

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
Upon motion of Supervisor Fennell
Seconded by Supervisor Wilson
Ayes Sundberg, Fennell, Bass, Bohni, Wilson
Nays
Abstain
Absent
And carried by those members present, the Board hereby approves the recommended action contained in this report.

Dated: Apr. 25, 2017

By: Kathy Hayes, Clerk of the Board

DISCUSSION:

Katie Bojorquez has been working in the Office of Emergency Services (OES) as an extra-help employee since August 13, 2016. Ms. Bojorquez was hired as a part-time temporary employee and has worked an average of 20 hours per week, for a total of 700 hours so far this fiscal year. In addition to her part-time duties in the OES office, Ms. Bojorquez has offered to assist in front desk duties at the North Area Command office in McKinleyville. The regular Legal Office Assistant in that office will be on leave of absence for approximately three months, and an increase in extra-help hours for Ms. Bojorquez is anticipated from April to June, 2017.

Therefore, staff recommends a waiver of the 960-hour maximum limit of extra help hours for Katie Bojorquez and an extension of 480 hours, for a maximum of 1440 hours for fiscal year 2016-17.

FINANCIAL IMPACT:

The proposed increase in extra-help hours is attributable to budget unit 221 Sheriff's Operations, and is covered by discretionary funds in Category 2 Services and Supplies budget. Estimated additional costs are \$13,017 and includes:

Description	Hours Budgeted	Amount Budgeted	Additional Hours	Amount Added	Total Combined Costs
Extra-help Employee	960	\$15,000	480	\$7,474	\$22,474
Fringe & Taxes	960	\$2,600	480	\$1,200	\$3,800
Health Insurance	960	0	480	\$2,400	\$2,400
PERS Retirement	960	0	480	\$1,943	\$1,943
TOTAL		\$17,600		\$13,017	\$30,617

All extra help employees working beyond 960 hours are subject to California Public Retirement System (PERS). The additional costs for the County's PERS contribution for Katie Bojorques is included in the table above. Beginning January 2015, the Affordable Care Act requires large employers to offer health insurance to all employees working a minimum of 30 hours per week. The financial impact for health insurance coverage for Katie Bojorquez is also included in the table above.

Extension of the extra-help hours meets the Board's Framework Plan by providing the community appropriate levels of service and managing resources to ensure sustainability of those services.

OTHER AGENCY INVOLVEMENT: None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny this request for additional extra-help hours for Katie Bojorquez, however, this is not recommended as it would leave the Sheriff's Operations severely under-staffed and jeopardize completion of the approved work program for this fiscal year.

ATTACHMENTS: None