



COUNTY OF HUMBOLDT

For the meeting of: 1/28/2025

File #: 25-30

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, Information Technology 3550-118 (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve a waiver of the 960 extra-help limitation for Bridget Acosta and an extension of 960 hours, to a maximum of 1,920 hours for Fiscal Year (FY) 2024-25, 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: Workforce & Operational Excellence

Strategic Plan Category: 3003 - Enhance employee recruitment and retention

DISCUSSION:

Bridget Acosta has been working as an extra-help employee in the County Administrative Office - Information Technology (IT) Division. To date, Ms. Acosta has worked approximately 840 hours as an extra-help IT Application Analyst I. The IT Division is requesting an extension of hours to a total of 1,920 for the remainder of FY 2024-25. Additional hours will allow Ms. Acosta to assist in completing projects in Finance Enterprise and web development. The requested extension of extra-help hours is necessary to maintain the current level of services and workload provided by the IT Division.

SOURCE OF FUNDING:

Information Technology (3550-118)

FINANCIAL IMPACT:

<i>Expenditures (3550-118)</i>	FY24-25
<i>Budgeted Expenses</i>	<u>\$31,135</u>
<i>Total Expenditures</i>	<u>\$31,135</u>

<i>Funding Sources (3550-118)</i>	FY24-25
<i>Internal Service Fund Charges</i>	<u>\$31,135</u>

Total Funding Sources	<u>\$31,135</u>
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Narrative Explanation of Financial Impact:

This position is funded through the Information Technology Internal Service Fund charges. If the extension of extra-help hours to a maximum of 1,920 hours is approved the increased costs for the remainder of FY 2024-25 is estimated to be \$31,135, for a total annual cost of \$62,270. There is sufficient funding in the approved FY 2024-25 budget for Information Technology, 3550-118, to support the additional costs associated with the extension of extra-help hours.

All extra-help employees working beyond one thousand (1000) hours in a fiscal year 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 IT's duties while accommodating the needs of permanent positions to perform administrative tasks and utilize benefit time.

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 current volume of work assigned to the IT Division.

ATTACHMENTS:

N/A

PREVIOUS ACTION/REFERRAL:

Meeting of: N/A

File No.: N/A