



# COUNTY OF HUMBOLDT

For the meeting of: 3/18/2025

File #: 25-344

**To:** Board of Supervisors

**From:** Public Works

**Agenda Section:** Consent

**Vote Requirement:** 4/5th

**SUBJECT:**

Extension of Extra Help Hours - Roads Engineering 1200321 (4/5 Vote Required)

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Authorize the extension of extra-help employment hours for Engineering Aide, Briana Ruiz, to a maximum of 1920 hours for fiscal year (FY) 2024-25 (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: 9999 - Core Services/Other

**DISCUSSION:**

Briana Ruiz has been working as an extra-help employee during the current fiscal year. To date, Ms. Ruiz has worked a total of 912 hours as an Engineering Aide. Roads Engineering is requesting an extension of extra-help hours to the total of 1920 hours for the remainder of FY 2024-25. The requested extension of extra help hours is necessary to maintain the level of services provided by, and maintain the workload of, Roads Engineering.

**SOURCE OF FUNDING:**

Roads Engineering (1200321)

**FINANCIAL IMPACT:**

<b>Expenditures (1200321)</b>	<b>FY24-25</b>
<b>Budgeted Expenses</b>	<u>\$ 14,222</u>
<b>Total Expenditures</b>	<u>\$ 14,222</u>
<b>Funding Sources (1200321)</b>	<b>FY24-25</b>
<b>Fees/Other</b>	<u>\$ 14,222</u>
<b>Total Funding Sources</b>	<u>\$ 14,222</u>

*\*Projected amounts are estimates and are subject to change.*

Narrative Explanation of Financial Impact:

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The estimated salary and benefit cost for the requested extension of extra-help hours is \$14,222 for 1200321, Roads Engineering. There are sufficient funds in the FY 2024-25 budget to cover the extension of extra-help hours.

All extra help employees working beyond 1000 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 Jan. 2015, the Affordable Care Act (ACA) required large employers with fifty 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 or more hours per week. The Public Works Department is aware of these 2015 federal provisions that impact extra-help employment and is also aware that the county standard measurement period of employee hours will occur over the course of a fifty-two (52) week period.

**STAFFING IMPACT:**

Narrative Explanation of Staffing Impact:

This extension of extra help hours will not increase the overall FTE for Roads Engineering.

**OTHER AGENCY INVOLVEMENT:**

N/A

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

The Board could deny this request for additional extra-help hours. However, this is not recommended due to the workload of the division.

**ATTACHMENTS:**

N/A

**PREVIOUS ACTION/REFERRAL:**

Meeting of: N/A

File No.: N/A