



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C13

For the meeting of: February 6, 2018

Date: January 23, 2018
To: Board of Supervisors
From: Kelly Sanders, Humboldt County Clerk Recorder ^{KS}
Subject: Extension of Extra Help Hours Past the 960 Hour Limit (4/5 vote)

RECOMMENDATION(S):

That the Board of Supervisors approve the extension of extra help hours for Sandra J. Saldana, Recordable document Examiner I, to a maximum of 1860 hours per Humboldt County Salary Resolution, Section 7 (4/5 vote required).

SOURCE OF FUNDING:

General Fund – Clerk Recorder (Budget Unit 271)

DISCUSSION:

Sandra J. Saldana has been working as an Extra-help Recordable Document Examiner to cover the vacated Recordable Document Examiner position, and is working at a high skill level valuable in many areas of the department. The vacated Recordable Document Examiner position I/II, is currently in the process of being recruited. However, even through this process, the department has need for this position to be covered and we respectfully request the extension of Extra-help hours.

Prepared by [Signature] CAO Approval [Signature]
REVIEW: Auditor _____ County Counsel _____ Human Resources KS Other _____

TYPE OF ITEM:
 Consent
 Departmental
 Public Hearing
 Other _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
Upon motion of Supervisor Wilson Seconded by Supervisor Bass
Ayes Bass, Fennell, Sundberg, Bohn, Wilson
Nays _____
Abstain _____
Absent _____

PREVIOUS ACTION/REFERRAL:

Board Order No. _____
Meeting of: _____

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: 2/6/18
By: [Signature]
Kathy Hayes, Clerk of the Board

This agenda item supports the Board's Strategic Framework by investing in county employees and providing community-appropriate levels of service.

FINANCIAL IMPACT:

The increase of the 900 hours to extra-help time is calculated to cost \$11,112.86 for salaries and benefits. The Clerk Recorder's Department has budgeted salary savings due to the unfilled Recordable Documents Examiner position that will offset the additional expense. This request meets the Boards strategic framework by providing a community-appropriate level of service.

The Recorder is aware that beginning in January 2015, the Affordable Care Act does require 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 an average of thirty or more hours per week. The Recorder is also aware these 2015 federal provisions impact extra help employment and that the County's standard measurement period will occur over the course of a 52 week period. There are adequate funds budgeted for extra help salaries to cover the extension of hours and the impact for health coverage.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to approve the extension. This is not recommended, as not extending the hours would create an increased workload for existing staff and a reduction of service to the public during the absences of other employees.

ATTACHMENTS:

None