



COUNTY OF HUMBOLDT

For the meeting of: 12/17/2024

File #: 24-1664

To: Board of Supervisors
From: County Administrative Office
Agenda Section: Consent

Vote Requirement: 4/5th

SUBJECT:

Extension of Extra Help Hours for the County Administrative Office, ADA Compliance Team 3225152 (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Authorize the extension of extra-help employment hours for Administrative Analyst I, Melina McKenna, 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: Core Services/Other

Strategic Plan Category: 9999 - Core Services/Other

DISCUSSION:

Melina McKenna has been working as an extra-help employee for the County Administrative Office in Economic Development (1120275) for approximately 778 hours as an Administrative Analyst I. With the extension of extra-help hours Melina McKenna will continue her time in the County Administrative Office as an Administrative Analyst I with the ADA Compliance Team (3552152). This requested extension of extra-help hours is necessary to provide administrative support to the ADA Compliance Team.

SOURCE OF FUNDING:

ADA Internal Service Fund (3552)

FINANCIAL IMPACT:

<i>Expenditures (3552,152)</i>	FY24-25
<i>Budgeted Expenses</i>	<u>35,719</u>
<i>Additional Appropriation Requested</i>	
<i>Total Expenditures</i>	<u>35,719</u>

<i>Funding Sources (3552,152)</i>	FY24-25
<i>Internal Service Charges</i>	<u>35,719</u>
<i>Total Funding Sources</i>	<u>35,719</u>

Narrative Explanation of Financial Impact:

Estimated salary and benefit costs for the requested extension of extra-help is \$35,719 for fund 3552 budget unit 152, ADA Compliance. There are sufficient funds budgeted in the FY 2024-25 ADA Compliance budget to accommodate this request.

All extra-help employees working beyond one thousand (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 for the requested extension of extra-help hours.

STAFFING IMPACT:

Narrative Explanation of Staffing Impact:

This action will not negatively impact staffing in the County Administrative Office rather it will lend administrative support while the department restructures its administrative team.

OTHER AGENCY INVOLVEMENT:

None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board could choose not to approve staff recommendations to extend extra-help hours. However, this is not recommended as it would provide administrative support needed for the ADA Compliance Team.

ATTACHMENTS:

None.

PREVIOUS ACTION/REFERRAL:

Meeting of: N/A

File No.: N/A