



# COUNTY OF HUMBOLDT

For the meeting of: 4/18/2023

File #: 23-431

**To:** Board of Supervisors  
**From:** County Administrative Office

**Agenda Section:** Consent

**Vote Requirement:** 4/5th

**SUBJECT:**

Extension of Extra-Help Hours - Communications 3521-151 (4/5 Vote Required)

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve the extension of extra-help employment hours for Don Nelson, Administrative Analyst II, to a maximum of one thousand two hundred (1,200) hours through June 30, 2023 (4/5 vote required)
2. Direct the Clerk of the Board to provide the County Administrative Office - Communications Division with one (1) fully executed certified copy of the Board Order related to this item.

**SOURCE OF FUNDING:**

Communications Fund (3521-151)

**DISCUSSION:**

As of March 23, 2023, Don Nelson has worked a total of 861.25 hours as an extra-help Communications Administrative Analyst. Mr. Nelson supports the Communications Division radio infrastructure. The extension of the extra-help hours is necessary to provide technical direction on the radio infrastructure upgrade project for the remainder of the fiscal year.

**FINANCIAL IMPACT:**

<b>Expenditures (Fund, Budget Unit)</b>	<b>FY22-23</b>	<b>FY23-24 Projected</b>	<b>FY24-25 Projected</b>
Budgeted Expenses	\$16,165		
<b>Total Expenditures</b>	<b>\$16,165</b>		
<b>Funding Sources (Fund, Budget Unit)</b>	<b>FY22-23 Adopted</b>	<b>FY23-24 Projected*</b>	<b>FY24-25 Projected*</b>
Fees/Other (Internal Service Fund Charges)	\$16,165		

<b>Total Funding Sources</b>	<b>\$16,165</b>		
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*\*Projected amounts are estimates and are subject to change.*

Estimated maximum salary and benefit cost for the requested extension of extra-help is Sixteen Thousand One Hundred Sixty-Five Dollars (\$16,165.00) for fund 3521 budget unit 151. There are sufficient funds in the Communications budget (3521-151) to cover the additional cost of these hours. All extra-help employees working beyond nine hundred sixty (960) 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.

The Affordable Care Act requires large employers with fifty (50) or more full-time employees to offer health coverage to all full-time employees. The Communications Division is aware of the federal provisions that impact extra-help employment. The Communications Division is also aware that the standard measurement period of employee hours will occur over the course of a fifty-two (52) week period.

STAFFING IMPACT:

There are no direct staffing impacts associated with this item.

STRATEGIC FRAMEWORK:

The recommended actions support the following areas of the Board of Supervisors’ Strategic Framework.

Core Roles: N/A

New Initiatives: Provide community-appropriate levels of service

Strategic Plan: 2.3 - Improve communications infrastructure (e.g. broadband)

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose to not approve the requested extension of extra-help hours. However, this alternative is not recommended due to the current workload of the Communications Division.

ATTACHMENTS:

None

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A