



COUNTY OF HUMBOLDT

For the meeting of: 11/1/2022

File #: 22-1420

To: Board of Supervisors

From: Planning and Building Department

Agenda Section: Consent

SUBJECT:

Extension of Extra-Help Hours for the Cannabis Services Unit 1100-268 (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the extension of extra help hours for Office Assistant I, James Davidson, to a maximum of 1,920 hours through June 30, 2023, pursuant to Section 7 of the Humboldt County Salary Resolution.

SOURCE OF FUNDING:

Cannabis Planning Permit Fees (1100268-608240)

DISCUSSION:

James Davidson has been working as an extra help employee since March 21, 2022. Mr. Davidson has worked a total of 608 hours as an Office Assistant I in the current fiscal year (FY) 2022-23. The Planning and Building Department is requesting an extension of extra help hours to a total of 1,920 for the remainder of FY 2022-23. Mr. Davidson provides essential support to the department including interacting with the public, department staff and other agencies throughout the day, answering and routing incoming telephone calls, receiving, and distributing incoming mail, cashiering, and processing document uploads to Accela, the department permitting system. With two office assistants on extended medical leave, Mr. Davidson has provided essential support services to the Planning and Building Department. While one office assistant has returned, the Planning and Building Department continues to experience an administrative staffing shortage due to the continuing leave of one office assistant and the recent resignation of a Senior Office Assistant. The extension of extra help hours is necessary to maintain the support services to the department.

All extra help employees working beyond 960 hours are subject to paying into the California Public Employees' Retirement System (CalPERS). The additional costs for CalPERS are included in the estimated salary costs below.

FINANCIAL IMPACT:

Estimated salary and benefits costs for the requested extension of extra help including contributions to the CalPERS and PARS as required for employees working over 960 hours in a fiscal year are listed below:

- \$23,181.72

In addition to permit fees, this position is funded by salaries saved due to the leaves of absence of regular department personnel who are currently in an unpaid status.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by managing our resources to ensure sustainability of services.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to authorize the requested extension of extra help hours. However, this alternative is not recommended since not extending hours would create an increased workload for existing staff and reduce service delivery in the Planning and Building Department.

ATTACHMENTS:

N/A

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A