



COUNTY OF HUMBOLDT

For the meeting of: 3/10/2026

File #: 26-162

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, Purchasing Division 3555115 (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve a waiver of the 960 extra-help hours limitation for Miles Sorensen to a maximum of 1,920 hours for fiscal year (FY) 2025-26, pursuant to Section 7 of the Humboldt County Salary Resolution (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:

Miles Sorensen is assisting with Purchasing's Fiscal Assistant duties while the position is vacant.

Staff recommends that your Board approve a waiver of the 960 extra-help hours limitation for Miles Sorensen and an extension of 960 hours, to a maximum of 1,920 hours for FY 2025-26.

SOURCE OF FUNDING:

General Fund and Non-General Fund Departments (682135, 682140)

FINANCIAL IMPACT:

<i>Expenditures 3555-115</i>	FY25-26
<i>Budgeted Expenses</i>	<u>\$34,206</u>
<i>Total Expenditures</i>	<u>\$34,206</u>

<i>Funding Sources 3555-115</i>	FY25-26
<i>Internal Service Charges</i>	<u>\$34,206</u>
<i>Total Funding Sources</i>	<u>\$34,206</u>

Narrative Explanation of Financial Impact:

Miles Sorensen's extra-help salary, does not include benefits, for 960 hours is \$17,103. Extending these hours to 1,920 would double the anticipated cost to \$34,206 in salaries for FY 2025-26. Due to the vacant Fiscal Assistant position, there are sufficient salary savings in Fund 3555, Budget Unit 115 for Purchasing to cover the additional expense.

All extra-help employees working beyond 1,000 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:

Extending extra-help hours will allow for continued operations of Purchasing's fiscal duties while accommodating the needs of permanent positions to perform administrative tasks.

OTHER AGENCY INVOLVEMENT:

N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board may choose not to extend extra-help hours for Purchasing staff. However, this is not recommended as it would significantly reduce the capacity of Purchasing to utilize staff time for analysis and efficient management of administrative programs.

ATTACHMENTS:

N/A

PREVIOUS ACTION/REFERRAL:

Meeting of: N/A

File No.: N/A