



# COUNTY OF HUMBOLDT

For the meeting of: 4/28/2020

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File #: 20-426

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**To:** Board of Supervisors

**From:** Public Works

**Agenda Section:** Consent

**SUBJECT:**

Extension of Extra-Help Hours - Roads Administration 1200-320 (4/5 Vote Required)

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Authorize the extension of extra-help employment hours for Fiscal Assistant I, Kelsey Tippett, to a maximum of one thousand nine hundred twenty (1920) hours for fiscal year 2019-2020 (4/5 vote required).

**SOURCE OF FUNDING:**

Roads Fund (1200)

**DISCUSSION:**

Kelsey Tippett has been working as an extra-help employee during the current fiscal year. To date, Ms. Tippett has worked a total of eight hundred thirty-five and one-half (835.5) hours as a Fiscal Assistant I. Ms. Tippett works for both the Roads Administration and Aviation divisions of the Humboldt County Department of Public Works. Due to recent transitions in Aviation staffing and the timelines surrounding Transportation Security Administration (“TSA”) training for new employees, Ms. Tippett is currently responsible for completing TSA badge certifications and working with TSA on their security audits.

Accordingly, Public Works - Roads Administration is requesting an extension of extra help hours to the total of one thousand nine hundred twenty (1920) for the remainder of fiscal year 2019-2020. The requested extension of the extra help hours is necessary to maintain the level of service and manage the workload during the remainder of the fiscal year.

**FINANCIAL IMPACT:**

Estimated salary and benefit cost for the requested extension of extra-help hours is Fourteen Thousand Ninety-One Dollars (\$14,091) for fund 1200 budget unit 320, Roads Administration. There are sufficient funds in the Roads Administration budget to cover the cost of the additional extra help hours. As a result, approval of the recommended action will not impact the Humboldt County General Fund.

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 for the requested extension of extra help hours.

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

STRATEGIC FRAMEWORK:

The recommended action supports the Board of Supervisors’ Strategic Framework by providing community-appropriate levels of service and ensuring sustainability of such services.

OTHER AGENCY INVOLVEMENT:

N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny the request for additional extra-help hours. However, this alternative is not recommended due to the workload of the division.

ATTACHMENTS:

None

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A