



# COUNTY OF HUMBOLDT

For the meeting of: 6/11/2024

File #: 24-962

To: Board of Supervisors

From: County Counsel

Agenda Section: Consent

Vote Requirement: 4/5th

**SUBJECT:**

Extension of Extra-Help Hours - County Counsel 1100-121 (4/5 Vote Required)

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Authorize the extension of extra-help employment hours for Gabriel Smith to a maximum of nine hundred ninety-eight (998) hours for fiscal year 2023-24 (4/5 Vote Required).

**STRATEGIC PLAN:**

The recommended actions support the following areas of the Board of Supervisors' Strategic Plan:

Area of Focus: Core Services/Other

Strategic Plan Category: 9999 - Core Services/Other

**DISCUSSION:**

Gabriel Smith has been working as an extra-help employee during the current fiscal year. To date, Mr. Smith has worked a total of eight hundred ninety-four (894) hours as an extra-help Office Assistant II and Legal Secretary I. The Office of County Counsel is requesting an extension of extra-help hours for Mr. Smith to the total of nine hundred ninety-eight (998) hours for the remainder of fiscal year 2023-24. The requested extension of extra-help hours is necessary to maintain an appropriate level of service and manage the workload of the Office of County Counsel.

**SOURCE OF FUNDING:**

County Counsel (1100-121)

**FINANCIAL IMPACT:**

Expenditures (1100-121)	FY23-24 Adopted
Budgeted Expenses	\$513.00
<b>Total Expenditures</b>	\$513.00
Funding Sources (1100-121)	FY23-24 Adopted
General Fund	\$513.00
<b>Total Funding Sources</b>	\$513.00

*\*Projected amounts are estimates and are subject to change.*

The estimated salary and benefits costs for the requested extension of extra-help hours is Five Hundred Thirteen Dollars (\$513.00)

for budget unit 1100-121 in fiscal year 2023-24. There are sufficient funds budgeted to cover the additional costs due to furlough and salary savings. As a result, approval of the requested extension of extra-help hours will not impact the Humboldt County General Fund.

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 extensions 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. County Counsel is aware of the federal provisions that impact extra-help employment. County Counsel 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:**

Approval of the requested extension of extra-help hours will not impact current staffing levels.

**OTHER AGENCY INVOLVEMENT:**

None

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

The Board may choose to deny the requested extension of extra-help hours. However, this alternative is not recommended as the duties that are performed by Mr. Smith are an important part of the Office of County Counsel.

**ATTACHMENTS:**

None

**PREVIOUS ACTION/REFERRAL:**

Meeting of: None

File No.: None