



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C17

For the meeting of: May 15, 2018

Date: April 19, 2018
To: Board of Supervisors
From: William F. Honsal, Sheriff
Subject: Waiver and Extension of Extra-help Hours for Sheriff's Office Employees Edith Hokman, Katie Bojorquez and Brittany Miller (4/5 vote required).

RECOMMENDATION(S):

That the Board of Supervisors:

- 1. Approve a waiver of the 960 extra-help hour limitation for Edith Hokman, Property Technician in the Sheriff's Operations budget unit 1100221, and an extension of 200 hours to a maximum of 1160 hours for FY 2017-18, pursuant to Section 7 of Humboldt County Salary Resolution; and
2. Approve a waiver of the 960 extra-help hour limitation for Katie Bojorquez, Office Assistant II in the Office of Emergency Services budget unit 1100274, and an extension of 200 hours to a maximum of 1160 hours for FY 2017-18, pursuant to Section 7 of Humboldt County Salary Resolution; and
3. Approve a waiver of the 960 extra-help hour limitation for Brittany Miller, Animal Shelter Care Attendant in the Animal Control budget unit 1100278, and an extension of 200 hours to a maximum of 1160 hours for FY 2017-18, pursuant to Section 7 of Humboldt County Salary Resolution.

Prepared by Norma S. Lorenzo, Deputy Director Sheriff Admin

CAO Approval [Signature]

REVIEW: Auditor County Counsel Human Resources KLB Other

TYPE OF ITEM: X Consent Departmental Public Hearing Other

PREVIOUS ACTION/REFERRAL: Board Order No. Meeting of:

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT Upon motion of Supervisor Wilson Seconded by Supervisor Bass Ayes Bass, Fennell, Sundberg, Bohn, Wilson Nays Abstain Absent And carried by those members present, the Board hereby approves the recommended action contained in this report.

Dated: 5/15/18 By: Kathy Hayes, Clerk of the Board

SOURCE OF FUNDING:

Sheriffs Operations Budget Unit 1100221
Sheriffs Office of Emergency Services Budget Unit 1100274
Sheriffs Animal Control Budget Unit 1100278

DISCUSSION:

Edith Hokman has been working as a part-time extra help Property Technician in Sheriffs Operations Main Station, since November 1999. In the past, Ms. Hokman has worked a maximum of 20 hours per week as backup for the full-time Property Technicians. One of the Sheriff's Office regular Property Technicians was on unpaid medical leave since December 2016 and has recently separated from the county. Ms. Hokman has been required to work additional hours meet the demands of the Property Room. Due to continued staff shortages it is anticipated she will exceed the maximum 960 extra help hours.

Katie Bojorquez has been working as a part-time extra help Office Assistant II in the county's Office of Emergency Services (OES) since August 2016. Katie's duties include coordination of outreach and tabling at community events, promoting disaster preparedness and awareness of local hazards. Ms. Bojorquez helps develop and implement OES public outreach and education strategy materials; updates the OES website and coordinates social media outreach. She organizes and maintains OES files, including grants documentation, policies and procedures, and emergency resource library; assists with maintenance of and registration for county's public mass notification system, trainings and emergency exercises/drills for county EOC personnel, law enforcement, fire agencies, and state/federal/military response partners. Since the departure of the Administrative Analyst in January, Katie has worked additional hours to keep the office running. It is anticipated she will exceed the maximum 960 extra help hours.

While going to school, Brittany Miller has worked part-time as an extra help Animal Shelter Care Attendant since February 2016. Since the beginning of the year, two or the three Office Assistant I positions have been vacant. In addition to her duties caring for animals in the kennels, Ms. Miller offered to help assist the public with licensing questions and transactions when needed. These additional duties have caused an increase in extra help hours for Ms. Miller and it is anticipated she will exceed the maximum 960 extra help hours prior to fiscal year end.

Therefore, staff recommends waivers of the 960-hour maximum limit of extra help hours for Edith Hokman, Property Technician, Katie Bojorquez, Office Assistant II and Brittany Miller, Animal Shelter Care Attendant and extensions of 200 hours each, for a maximum of 1160 hours for each of the extra help employees referenced above for the remainder of FY 2017-18.

FINANCIAL IMPACT:

The proposed increase in extra-help hours is attributable to budget unit Sheriffs Office and is covered by unspent funds in Category 2 Services and Supplies budget. Estimated additional costs are 221 Sheriffs Operations \$4,875; 274 Office of Emergency Services \$4,125; 278 Animal Control \$3,564 and includes:

Employee	Budget	Hours	Rate	Wages	Fringe Taxes	Health Insurance	Retirement	TOTAL
Edith Hokman	1100221	200	18.08	3,617	325	487	446	4,875
Katie Bojorquez	1100274	200	15.57	3,114	347	266	398	4,125
Brittany Miller	1100278	200	13.60	2,720	218	266	360	3,564
TOTAL				9,451	890	1,019	1,204	12,564

All extra help employees working beyond 960 hours are subject to California Public Retirement System (CalPERS). The additional costs for the County's CalPERS contribution for each employee is included in the table above. Beginning January 2015, the Affordable Care Act requires large employers to offer health insurance to all employees working a minimum of 30 hours per week. The financial impact for health insurance coverage is also included in the table above.

Extension of the extra-help hours meets the Board's Framework Plan by providing the community appropriate levels of service and managing resources to ensure sustainability of those services.

OTHER AGENCY INVOLVEMENT: None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny this request for additional extra-help hours, however, this is not recommended as it would leave the Sheriff's Office severely under-staffed and jeopardize completion of the required work program for this fiscal year.

ATTACHMENTS: None