



COUNTY OF HUMBOLDT

For the meeting of: 1/31/2023

File #: 23-46

To: Board of Supervisors

From: County Administrative Office

Agenda Section: Consent

Vote Requirement: 4/5th

SUBJECT:

Extension of Extra-Help Employment Hours For Kimberly Hopmann (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the extension of extra-help employment hours for Kimberly Hopmann, Administrative Analyst I, to a maximum of 1,185 hours for fiscal year (FY) 2022-23 per Humboldt County Salary Resolution. (4/5 Vote Required)

SOURCE OF FUNDING:

Economic Development (1120-275)
Workforce Investment (1120-287)

DISCUSSION:

As of Jan. 11, 2023, Kimberly Hopmann has worked 1,049 hours as an extra-help Administrative Analyst I. Kimberly Hopmann supports the following Economic Development Initiatives: Workforce Development, Offshore Wind, and a variety of other fiscal, administrative, and programmatic responsibilities. Due to staffing shortages, the Economic Development Division is requesting an extension of extra help hours to the total of 1,185 hours for the remainder of fiscal year FY 2022-23. The requested extension of extra-help hours is necessary to maintain the level of service and manage the workload during the remainder of the fiscal year.

FINANCIAL IMPACT:

The estimated salary and benefit cost for the requested extension of extra-help hours is \$7,490.25. Sixty hours or 75% of this position is billed to programmatic work and is reimbursed through grant funding. There is grant funding through the Workforce Investment Opportunity Act (WIOA) which has already been awarded to the Economic Development Division to cover this cost. These funds are not currently reflected in Economic Development (1120-275), but are included in the adopted FY 2022-23 budget for Workforce Investment (budget unit 1120-287 under organizational keys 200, 300, 160, 210

and 220), and will be journaled as part of the ongoing cost share of grant funds between these budget units.

All extra-help employees working beyond 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 estimated salary total for the requested extension of extra-help hours.

STRATEGIC FRAMEWORK:

This action supports your Board’s Strategic Framework by supporting business, workforce development and creation of private-sector jobs .

OTHER AGENCY INVOLVEMENT:

N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose to deny the requested extension of extra-help hours. However, this alternative is not recommended as doing so would create an increased workload for existing staff and reduce the level of service provided by the Division of Economic Development to the business community.

ATTACHMENTS:

N/A

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A