



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C8

For the meeting of: April 17, 2018

Date: April 3, 2018
To: Board of Supervisors
From: Amy S. Nilsen, County Administrative Officer *ASN*
Subject: Extension of Extra-Help Hours- Information Technology (118) (4/5 Vote Required)

RECOMMENDATION(S): That the Board of Supervisors extend Angela Nelson extra-help employment hours to a maximum of 1410 hours for fiscal year 2017-18 pursuant to Section 7 of the Humboldt County Salary Resolution (4/5 vote required).

SOURCE OF FUNDING:
Information Technology (3550118)

DISCUSSION:

Angela Nelson has been working as an extra-help employee during the current fiscal year. As of March 16, 2018, Ms. Nelson has reached the maximum 960 hours. Information Technology (IT) is requesting an extension of hours for the remainder of this fiscal year. Since the Administrative Secretary position is currently vacant, extra help has been utilized for the day to day operations of the IT front office. The extension of the extra help hours is necessary to manage the workload and provide administrative support during the remainder of the fiscal year.

Prepared by _____	CAO Approval <i>[Signature]</i>
REVIEW: Auditor <i>MSM</i> County Counsel _____ Human Resources <i>KTB</i> Other _____	
TYPE OF ITEM: <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Departmental <input type="checkbox"/> Public Hearing <input type="checkbox"/> Other _____	
PREVIOUS ACTION/REFERRAL: Board Order No. _____ Meeting of: _____	BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT Upon motion of Supervisor <i>Bass</i> Seconded by Supervisor <i>Fennell</i> Ayes <i>Bass, Fennell, Sundberg, Bohn</i> Nays _____ Abstain _____ Absent <i>Wilson</i> and carried by those members present, the Board hereby approves the recommended action contained in this Board report. Dated: <i>4/17/18</i> By: <i>[Signature]</i> Kathy Hayes, Clerk of the Board

FINANCIAL IMPACT:

Estimated salary and benefit costs for the requested extension of extra-help during the remainder of the fiscal year is \$7,873.20. Due to the Administrative Secretary position being vacant, there are sufficient funds in Information Technology (3550118) budget. There will be no impact to the General Fund.

All extra help employees working beyond the 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.

Beginning January 2015, the Affordable Care Act (ACA) required large employers with fifty (50) or more full-time employees to offer health coverage to all full-time employees. A full-time employee is defined as a person who is employed for an average of thirty or more hours per week. The Information Technology Department is aware of these 2015 federal provisions that impact extra-help employment and is also aware of the county standard measurement period of employee hours will occur over the course of a fifty-two (52) week period. These employees will not fall under the guidelines of the requirement to provide health insurance.

This action supports the Board's Strategic Framework by providing community appropriate levels of service and to ensure sustainability of those services.

OTHER AGENCY INVOLVEMENT:

County Departments: Human Resources, Auditor's Office, and Payroll

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny this request for additional extra-help hours however, this is not recommended as there is currently no other coverage for this position.

ATTACHMENTS:

None