



COUNTY OF HUMBOLDT

For the meeting of: 3/26/2020

File #: 20-355

To: Board of Supervisors

From: Clerk/Recorder

Agenda Section: Consent

SUBJECT:

Extension of Extra Help Hours Past the 960 Hour Limit (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the extension of extra help hours for Amanda Murphy, Recordable Document Examiner I, to a maximum of 1230 hours through June 27, 2020 per Humboldt County Salary Resolution, Section 7. (4/5 vote required)

SOURCE OF FUNDING:

General Fund - Clerk Recorder (Budget Unit 217)

DISCUSSION:

California Department of Motor Vehicles (DMV) began issuing REAL ID licenses in January 2018. The upgraded license conforms to federal requirements for a change that goes into effect on October 1st, 2020. On that date and going forward passengers boarding a domestic flight within the United States, accessing secure federal facilities, or military bases will need identification that meets federal standards. The most common of these compliant identifications will be the REAL ID. For most people, certified copies of birth and/or marriage licenses are essential to obtain their REAL ID from DMV. At the onset of the program in 2018, the Recorder had an increase in vital records requests of 15% over previous years. This was followed by a 21% increase in the year 2019. With the deadline for REAL ID compliance approaching in October of 2020, the Recorder is projecting additional increases in the number of certified copy requests for this year.

Amanda Murphy has been employed with the county Clerk Recorder as an extra-help Recordable Document Examiner since June of 2019. Ms. Murphy is highly trained in the processes required to properly handle and issue sensitive vital records. With the current and future projected increases for certified copy requests due to REAL ID compliance, the loss of her experience would create delays in both the service to the public and the timely issuance of vital record requests. We respectfully request the extension of the extra-help hours to meet this need.

FINANCIAL IMPACT:

The increase of the 270 hours to extra-help time is calculated to cost \$5,091.59 for salaries and benefits. This employee averages less than 30 hours a week, therefore is not eligible for health coverage.

There are adequate funds budgeted for extra help salaries to cover the extension of hours. There will be no impact to the General Fund.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by providing community-appropriate levels of service .

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to approve the extension. This is not recommended, as not extending the hours would create an increased workload for existing staff and a reduction of service to the public.

ATTACHMENTS:

None

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A