



COUNTY OF HUMBOLDT

For the meeting of: 8/11/2026

File #: 26-722

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

Vote Requirement: 4/5th

SUBJECT:

Delegate Authority to the Director of Human Resources and the County Administrative Officer to Approve Extensions of Extra Help Appointments Past the 960 Hours (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Per Salary Resolution Section 7, agree to delegate the authority to approve extensions of extra help appointments past 960 hours to the Director of Human Resources and the County Administrative Officer, or their designees (4/5 Vote Required).

STRATEGIC PLAN:

This action supports the following areas of your Board's Strategic Plan.

Area of Focus: Workforce & Operational Excellence

Strategic Plan Category: 3001 - Support a well-trained workforce

DISCUSSION:

The county utilizes Extra Help employees to provide essential short term staffing support for workload fluctuations, special projects, seasonal needs, and to maintain continuity of operations during recruitment for vacant positions. Under current practice, Extra Help employees are limited to working no more than 960 hours in a fiscal year, unless an extension is approved in accordance with county policy and applicable state and federal regulations. Extensions beyond 960 hours are sometimes necessary to maintain critical services, avoid disruptions to departmental operations, or ensure adequate coverage during emergency or unanticipated circumstances.

At present, requests to extend Extra Help appointments beyond 960 hours require approval by the Board of Supervisors. While this process ensures appropriate oversight, it can also create delays for departments that need timely staffing continuity, particularly when operational circumstances arise between Board meeting cycles. These delays may affect service delivery, increase workload strain on existing staff, and reduce the county's ability to respond quickly to emergent needs.

Delegating authority to approve extensions of Extra Help appointments past 960 hours to the Director of Human Resources and the County Administrative Officer, or their designees, would streamline the process while maintaining strong administrative oversight. Human Resources already monitors Extra Help usage, evaluating compliance with applicable retirement laws. The County Administrative Office provides fiscal oversight and ensures departmental alignment with countywide operational priorities. Allowing these two offices to jointly review and approve extension requests will support more efficient decision making that remains grounded in policy, equity, fiscal responsibility, and legal compliance.

This delegation does not alter existing policy limits or the criteria under which extensions may be granted. Instead, it shifts the approval authority from the Board of Supervisors to members of the county's administrative leadership, enabling faster operational response while retaining accountability. Departments will continue to be required to justify the operational necessity for any extension, and Human Resources will continue tracking and reporting Extra Help usage.

Approval of this delegation will enhance administrative efficiency, reduce delays in meeting critical staffing needs, and ensure continuity of essential County services.

Narrative Explanation of Financial Impact:

There is no financial impact with the approval of this item.

Narrative Explanation of Staffing Impact:

There are no impacts to current staffing levels with the adoption of this item, as extra help appointments, hours, and usage are expected to remain unchanged.

OTHER AGENCY INVOLVEMENT:

N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board of Supervisors could choose not to delegate this authority. However, this is not recommended as approval of this delegation will enhance administrative efficiency, reduce delays in meeting critical staffing needs, and ensure continuity of essential County services.

ATTACHMENTS:

Salary Resolution Section 7

PREVIOUS ACTION/REFERRAL:

Meeting of: N/A

File No.: N/A