



COUNTY OF HUMBOLDT

For the meeting of: 1/23/2024

File #: 24-110

To: Board of Supervisors

From: County Administrative Office

Agenda Section: Consent

Vote Requirement: 4/5th

SUBJECT:

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

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve a waiver of the 960 extra-help limitation for Kayla Watkins and an extension of 960 hours, to a maximum of 1,920 hours for fiscal year 2023-24, pursuant to Section 7 of the Humboldt County Salary Resolution (4/5 Vote Required).

SOURCE OF FUNDING:

Purchasing (3555-115)

DISCUSSION:

Kayla Watkins is assisting with Purchasing's Fiscal Assistant duties while the position is officially vacant under the Voluntary Separation Incentive Program.

Staff recommends that your Board approve a waiver of the 960-hour extra-help limitation for Kayla Watkins and an extension of 960 hours, to a maximum of 1,920 hours for fiscal year 2023-2024.

FINANCIAL IMPACT:

Expenditures 3555-115	FY23-24 Adopted
Budgeted Expenses	\$35,756.95
Total Expenditures	\$35,756.95
Fees/Other	\$35,756.95
Total Funding Sources	\$35,756.95

Narrative Explanation of Financial Impact:

The extension of 960 hours for Kayla Watkins is anticipated to cost \$35,757 in salaries in fiscal year 2023-24. There are sufficient salary savings in Purchasing's current year budget (3555115) to cover

this expense.

STAFFING IMPACT:

Extra help hours will allow for continued operations of Purchasing's fiscal duties while accommodating the needs of permanent positions to perform administrative tasks and utilize benefit time.

STRATEGIC FRAMEWORK:

This action follows your Board's Strategic Framework objectives by promoting support of core Purchasing functions which ensure the effective performance of county departments, thereby fulfilling the needs of the community, and strengthening public trust.

OTHER AGENCY INVOLVEMENT:

N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board may choose not to extend extra help hours for Purchasing staff. However, this is not recommended as it would significantly reduce the capacity of Purchasing to utilize staff time for the analysis and efficient management of administrative programs.

ATTACHMENTS:

N/A

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A