



# COUNTY OF HUMBOLDT

For the meeting of: 1/7/2025

File #: 25-102

**To:** Board of Supervisors

**From:** County Administrative Office

**Agenda Section:** Consent

**Vote Requirement:** 4/5th

**SUBJECT:**

Extension of Extra Help Hours for the County Administrative Office, Purchasing Division 3555115 (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 2024-25, pursuant to Section 7 of the Humboldt County Salary Resolution (4/5 Vote Required).

**STRATEGIC PLAN:**

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

Area of Focus: Core Services/Other

Strategic Plan Category: 9999 - Core Services/Other

**DISCUSSION:**

Kayla Watkins is assisting with Purchasing 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 extra-help limitation for Kayla Watkins and an extension of 960 hours, to a maximum of 1,920 hours for fiscal year 2024-25.

**SOURCE OF FUNDING:**

General Fund and Non-General Fund Departments (682135, 682140)

**FINANCIAL IMPACT:**

Expenditures 3555-115	FY24-25
Budgeted Expenses	\$43,676.00
<b>Total Expenditures</b>	\$43,676.00
Funding Sources 3555-115	FY24-25
Internal Service Charges	\$43,676.00
<b>Total Funding Sources</b>	\$43,676.00

**Narrative Explanation of Financial Impact:**

Kayla Watkins' extra help salary, which does not include benefits, for 960 hours is \$21,838. Extending these hours to 1920 would double the anticipated cost to \$43,676 in salaries in fiscal year 2024-25. Due to vacancies, there are sufficient salary savings in Fund 3555, Budget Unit 115 for Purchasing to cover the additional expense in the current budget.

All extra-help employees working beyond one thousand (1000) 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 for the requested extension of extra-help hours.

**STAFFING IMPACT:**

**Narrative Explanation of 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.

**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:**

Meeting of: N/A

File No.: N/A