



COUNTY OF HUMBOLDT

For the meeting of: 3/7/2023

File #: 23-185

To: Board of Supervisors

From: Clerk/Recorder

Agenda Section: Consent

Vote Requirement: 4/5th

SUBJECT:

Extension of Extra-Help Hours for Recorder Budget Unit 1100-271 (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the extension of extra-help employment hours for Sebastian Guevara Olhagaray, Hourly Extra Help, to a maximum of 1,920 hours for fiscal year 2022-2023 (4/5 vote required);
2. Approve the extension of extra-help employment hours for Emily Rose Laursen, Hourly Extra Help, to a maximum of 1,920 hours for fiscal year 2022-2023 (4/5 vote required); and
3. Approve the attached Budget Adjustment increasing Extra Help and decreasing Salaries and Wages allocated cost by \$20,100.00.

SOURCE OF FUNDING:

Recorder Budget Unit (1100-271)

DISCUSSION:

Evaluation and changes in current vacant position(s) are under review by the newly elected official. The office of the Clerk/Recorder is requesting an extension of extra help hours to the total of 1,920 hours maximum for the remainder of fiscal year (FY) 2022-23 for Sebastian Guevara Olhagaray and Emily Rose Laursen. The requested extension of extra-help hours is necessary to staff vital Clerk/Recorder programs.

FINANCIAL IMPACT:

The estimated salary and benefit cost for the requested extension of extra-help hours is \$31,240. The Budget Adjustment will utilize salary savings from unfilled positions to cover these costs.

All extra-help employees working beyond 960 hours are subject to paying into the California Public Employee Retirement System ("PERS"). The additional costs for PERS have been included in the estimated salary and benefit costs for the requested extension of extra-help hours.

The Affordable Care Act requires large employers with 50 or more full-time employees to offer health coverage to all full-time employees. The County Clerk/Recorder's Department is aware of the federal provisions that impact extra-help employment and is also aware that the standard measurement period of employee hours will occur over the course of a 52-week period.

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 may choose to deny staff's recommendations. However, this alternative is not recommended as doing so would create an increased workload for existing staff and reduce the level of service provided by the office of the Clerk/Recorder.

ATTACHMENTS:

Budget Adjustment.

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A