RESOLUTION - ACTION REQUESTED 2017-32

MEETING: January 24, 2017

TO: The Board of Supervisors

FROM: Chevon Kothari, Human Services Director

RE: Authorize an Increase of Extra-Help Hours Beyond 999 Hours

RECOMMENDATION AND JUSTIFICATION:
Approve an Increase in Extra-Help Hours from 999 Hours to 1,200 Hours for a Maintenance Worker I Extra-Help Position in the Human Services Administration Budget.

The additional hours are needed because of one temporary vacancy in the Maintenance Unit. There is currently one employee on leave of absence which is impacting the Department's ability to provide services. For this reason, it is necessary to increase the hours worked by the Maintenance Worker I Extra-Help position to ensure services are delivered in a timely and efficient manner to the Department. If the employee works all of the additional 201 hours, the cost will be approximately $5,116.

Extra-Help positions can work up to 860 hours. The Human Resources Director can approve additional hours up to 999 hours because of need. Addition of any hours above 999 requires Board approval. This increase in hours will allow the Maintenance Support Unit to keep functioning satisfactorily for the remainder of the fiscal year. The employee on leave of absence should be able to return to full duty in the near future.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
The Board has previously approved the increase of Extra-Help hours for other positions.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
If the Board chooses not to increase the Extra-Help hours it may have a negative impact on the Maintenance Support Unit and the ability to provide assistance to our Department.

FINANCIAL IMPACT:
There is no impact to the General Fund. The existing 16/17 budget for line 001-0507-672.02-01 is sufficient to accommodate the increase in Extra-Help hours because the projected expenses for two other extra help positions have been reduced.

CAO RECOMMENDATION
Requested Action Recommended
RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER: Rosemarie Smallcombe, District I Supervisor
SECONDER: Merlin Jones, District II Supervisor
AYES: Menetrey, Smallcombe, Jones, Long, Cann