



Board Agenda Item 48

DATE: August 20, 2024

TO: Board of Supervisors

SUBMITTED BY: Steven E. White, Director
Department of Public Works and Planning

SUBJECT: Waiver of Extra-Help Maximum Hour Limitation

RECOMMENDED ACTION(S):

Authorize a waiver of the 28 hours per week and/or 960 hours per calendar year maximum hours limitation for the Extra-Help position(s) listed on Attachment A in the Department of Public Works and Planning, pursuant to the provisions set forth in Salary Resolution, section 1100 and Personnel Rules 2040 and 4240.

Approval of the recommended action would authorize the Department of Public Works and Planning (Department) to continue to utilize its Student Worker Extra Help positions (seven positions) beyond the 28 hours per week and/or 960 hours per calendar year limitation. This request is necessary due to the current number of vacancies within the Department and the resulting increase in both seasonal and regular workload activities.

ALTERNATIVE ACTION(S):

Your Board may determine not to approve the Department's requested waiver; however, this would likely result in public works project delays and impacts to the level of customer service provided by the Department.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action. Sufficient appropriations and estimated revenues have been included in the Department's FY 2024-25 budget.

DISCUSSION:

On January 13, 2015 and June 7, 2016, your Board reiterated County policy that the use of Extra-Help employees should:

- be of limited duration;
- not be used as a first response to staffing requirements;
- not supplant work regularly performed by permanent employees; and
- only be used to meet the critical, seasonal, or temporary work needs of departments on a limited basis.

Also on June 7, 2016, your Board approved Salary Resolution Amendments (Amendments) that provided departments with the requested flexibility, while limiting the use of most Extra-Help employees.

As provided in those Amendments, the Department is requesting a waiver of the 28 hours a week and/or 960 hours per calendar year limitation for the position(s) listed on Attachment A due to the current number of vacancies within the Department.

Due to the number of ongoing vacancies, the Department has experienced a noticeable increase in both seasonal and regular workload activities. To address this, the Department is requesting authorization to continue to utilize its Student Worker Extra Help positions to assist with various projects and maintain Departmental operations across its various Divisions including Construction, Roads, Computer Data Systems, Human Resources, and Resources. By having the Extra Help positions for an extended period, the Department will be able to supplement its existing workforce and maintain an acceptable level of service for the public. Additionally, this extended collaboration with student workers will provide the department an opportunity to assess their skillsets and abilities, potentially leading to their consideration for full-time positions should they apply in the future.

The Department is working proactively with the Department of Human Resources to fill the Department's vacant positions and does not anticipate the need for the waiver to last beyond FY 2024-2025.

REFERENCE MATERIAL:

BAI #37, June 7, 2016
BAI #19, January 13, 2015

ATTACHMENTS INCLUDED AND/OR ON FILE:

Attachment A

CAO ANALYST:

Salvador Espino