



# Board Agenda Item 48

DATE: September 21, 2021

TO: Board of Supervisors

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

SUBJECT: Special Districts Waiver of Extra-Help Maximum Hour Limitation

## RECOMMENDED ACTION(S):

**Authorize a waiver of the 28 hours per week maximum hours limitation for the Extra-Help position(s) listed on Attachment A in the Department of Public Works and Planning, Org 9140 - Special Districts, pursuant to the provisions set forth in Salary Resolution, section 1100 and Personnel Rules 2040 and 4240.**

Approval of the recommended action will ensure Special Districts has adequate staffing to meet the operational needs of its 22 water and 11 wastewater systems. Special Districts is funded through the Special Districts Admin Enterprise Fund 0801. This item pertains to locations in Districts 1, 4, and 5.

## ALTERNATIVE ACTION(S):

There is no viable alternative to immediately fill this position due to the historical difficulty in recruiting candidates for this classification and the time required to train the new employees in this classification for Special Districts.

## FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action. Sufficient appropriations and estimated revenues for the appointments and for any additional related costs are included in the FY 2021-22 Org 9140 Adopted 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.

On June 7, 2016, your Board approved Salary Resolution Amendments that provided departments with the requested flexibility, while limiting the use of most Extra-Help employees. As provided in those Amendments, the Department of Public Works and Planning (Department) is recommending a waiver of the 28 hours a week limitation for the position listed on Attachment A due to the staffing needs of Special Districts 22 water and 11

wastewater systems.

Special Districts operates 22 water systems and 11 wastewater systems 24 hours a day, seven days a week. Due to the certifications required to operate these systems, the Department has historically had a difficult time recruiting and retaining qualified Water/Wastewater Specialists. Without the ability to work over 28 hours a week, Special Districts risks not having sufficient staffing for normal and emergency operations.

In FY 2021-22, the Department has requested an additional net position allocation, in the Water/Wastewater Technician/Specialist classification, for Special Districts Org 9140. If the permanent position is approved, the waiver of 28 hours a week limitation for the Extra-Help position will no longer be necessary.

The Department is requesting the waiver through December 2021; however, staff anticipates filling the permanent position prior to that time. Department anticipates that the Extra-Help employee reflected on Attachment A will exceed the County's 28 hours a week limitation each pay period until the permanent position is filled.

Your Board's approval of the recommended action will allow the positions listed in Attachment A in the Department to exceed the weekly maximum hour limitation for Calendar Year 2021.

REFERENCE MATERIAL:

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

ATTACHMENTS INCLUDED AND/OR ON FILE:

Attachment A

CAO ANALYST:

Ron Alexander