



Board Agenda Item 30

DATE: September 9, 2025

TO: Board of Supervisors

SUBMITTED BY: Paul Nerland, County Administrative Officer

SUBJECT: Retroactive Waiver of Extra-Help Maximum Hour Limitation

RECOMMENDED ACTION(S):

Retroactively authorize a waiver of the 28 hours per week and 960 hours per calendar year limitation for the Extra-Help position listed on Attachment A, pursuant to the provisions set forth in Salary Resolution, section 1100 and Personnel Rules 2040 and 4240

There is no additional Net County Cost associated with this action. Approval of the recommended action allows the County Administrative Office to continue to address immediate needs within the County's Code Enforcement Division and Board priority projects. This item is countywide.

ALTERNATIVE ACTION(S):

Your Board could choose to not approve the recommended action, which would result in unmet needs within the County's Code Enforcement Division.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action. Sufficient appropriations and estimated revenues will be included in the FY 2025-26 Recommended Budget for County Administrative Office Org 0120.

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.

The County Administrative Office is requesting a waiver for one (1) extra-help Assistant County Administrative Officer, Matthew Constantine, who has been tasked with a complete restructure and revamping of the Code Enforcement Division to meet your Board's needs. With Matt's leadership and assistance, the Code Enforcement unit has been completely reimagined and included the addition of resources, regular reporting to each Board district, moving the function directly under the County Administrative Officer and creating the first stand-alone Code Enforcement budget. Although that project is winding down, and because of staff oversight, this item is requesting retroactive approval. It is expected that

Mr. Constantine will wrap up projects over the next six months. Thus far in 2025, he has worked 1320 hours.

REFERENCE MATERIAL:

BAI #37, June 7, 2016

BAI #19, January 13, 2015

ATTACHMENTS INCLUDED AND/OR ON FILE:

Attachment A

CAO ANALYST:

Sevag Tateosian