



Legislation Text

File #: 22-403, Version: 1

Memorandum

Date: April 20, 2022

To: The Honorable Lake County Board of Supervisors

From: Scott De Leon, Public Works Director

Subject: **Approve Request to Waive 900 Hour Limit for Extra-Help Water Resources Administrative Assistant Alma Perez**

Executive Summary:

The Water Resources Department is requesting the approval to exceed the 900 hour extra-help limit for Alma Perez, Extra-Help Water Resources Administrative Assistant. Funds for this position are allocated under Budget Unit 8107, Water Resources Administrative, which encompass sufficient funds to cover this request. If this request is approved, hours are not to exceed 999.

Alma has been working additional hours to provide necessary administrative support for the Water Resources Department while the Department was onboarding vacant administrative positions. We feel it would be to the County's benefit to extend Alma's hours in order to continue her work on these items, in addition to help with other various projects that falls under the Department in which Alma provides support on.

Thank you for your consideration on waiving the 900-hour limit for Extra-Help Water Resources Administrative Assistant Alma Perez.

If not budgeted, fill in the blanks below only:

Estimated Cost: _____ Amount Budgeted: _____ Additional Requested: _____ Future Annual Cost: _____

Consistency with Vision 2028 (check all that apply):

☐ Not applicable

- | | | |
|--|--|--|
| <input type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Public Safety | <input type="checkbox"/> Disaster Prevention, Preparedness, Recovery |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Infrastructure | <input checked="" type="checkbox"/> County Workforce |
| <input type="checkbox"/> Community Collaboration | <input type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake |

Recommended Action:

Approve request to waive 900-hour limit for Extra-Help Water Resources Administrative Assistant Alma Perez.