

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

October 21, 2025

FROM

JOSHUA DUGAS, Director, Department of Public Health

SUBJECT

Standard Employment Contract Template for Program Support

RECOMMENDATION(S)

1. Approve Employment Contract Template for the following Center for Disease Control and Prevention Strengthening Public Health Infrastructure Grant funded positions, from the effective date, as defined in the contract template, through November 30, 2027:
 - a. Human Resources Analyst
 - b. Human Resources Business Partner
 - c. Public Health Accountant/Staff Analyst
 - d. Public Health Automated Systems Analyst
 - e. Public Health Automated Systems Technician
 - f. Public Health Business Systems Analyst
 - g. Public Health Community Health Worker I
 - h. Public Health Education Specialist
 - i. Public Health Physician
 - j. Public Health Program Coordinator
 - k. Public Health Program Manager
 - l. Public Health Program Specialist
 - m. Public Health Project Coordinator
 - n. Public Health Quality Improvement Coordinator
2. Authorize the Director of the Department of Public Health to execute the individual employment contracts and amendments to extend the term of the contract for a maximum of three successive one-year periods, on behalf of the County, subject to County Counsel review.

(Presenter: Joshua Dugas, Director, 387-9146)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Provide for the Safety, Health and Social Service Needs of County Residents.

Pursue County Goals and Objectives by Working with Other Agencies and Stakeholders.

FINANCIAL IMPACT

This item does not impact Discretionary General Funding (Net County Cost). These contract positions are fully funded by the Center for Disease Control and Prevention Strengthening Public Health Infrastructure Grant (Grant Award No. 6 NE11OE000070-01-01) (CDC Grant). Adequate appropriation and revenue have been included in the Department of Public Health's (DPH) 2025-26 budget and will be included in future recommended budgets.

Standard Employment Contract Template for Program Support October 21, 2025

BACKGROUND INFORMATION

The recommended employment contract template will allow DPH continued flexibility needed to obtain staff required to support DPH programs, ensure timely access to public health services, and meet operational needs while remaining within the overall budget for public health programs as they relate to personnel salary and benefits costs.

The CDC Grant funding will allow DPH to continue to meet critical infrastructure needs, support workforce expansion, increase foundational capabilities that support accreditation and quality improvement, and modernize public health data systems. Investment in these areas drive lasting improvements in public health capacity and systems to better serve and support those who work, play, and live in the county. The goal of the funding is to allow DPH to hire, train, sustain, and retain the public health workforce, and strengthen foundational capabilities.

On February 28, 2023 (Item No. 43) and July 11, 2023 (Item No. 31), the Board of Supervisors (Board) approved the receipt of the CDC Grant award in the total amount of \$20,715,347, and the reallocation of grant budget line items with no change to the total award amount, for the period of December 1, 2022 through November 30, 2027. This funding provides for up to 22 contract positions.

On September 26, 2023 (Item No. 48), the Board approved an employment contract template for 14 DPH classifications and authorized the Director of DPH to execute the individual employment contracts and amendments to extend the term of the contract, on behalf of the County, subject to County Counsel review, for the period of September 26, 2023 through November 30, 2027.

On November 5, 2024 (Item No. 34), the Board approved an updated employment contract template for 14 DPH classifications and revised the description for the Community Health Worker position, for the period of November 5, 2024 through November 30, 2027.

DPH has identified a needed revision to Section V, Subsection B, regarding Rate Adjustments, to include updated rate adjustments and Attachment C Salary Tables. Current contract employees affected by the updated provisions or position descriptions will enter into a new contract. The contract template for consideration supersedes prior approved templates.

DPH is utilizing contract positions to meet CDC Grant objectives due to the limited nature of the five-year term. These contract positions support a variety of programs and activities, including clinic operations, compliance, health information technology, among others, while assisting DPH in expanding its staffing infrastructure and preparing for potential future public health emergencies. If this item is approved, the employment contract template will be used from the effective date, as defined in the contract template as the first day of a pay period following the completion of all of the following: 1) signed and approved by both parties; 2) successful completion by both parties of background and on-boarding processes; and 3) satisfaction of Section VI., Paragraph E, "Evidence of Eligibility to Work", through November 30, 2027. Additionally, if approved, the Director of the Department of Public Health may execute the individual employment contracts and amendments to extend the term of the contract for a maximum of three successive one-year periods, on behalf of the County, subject to County Counsel review.

PROCUREMENT

Not applicable.

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REVIEW BY OTHERS

This item has been reviewed by County Counsel (Scott Runyan, Deputy County Counsel, 387-5455) on September 22, 2025; Human Resources (Gina King, Assistant Director, 387-5570) on September 22, 2025; and County Finance and Administration (Iliana Rodriguez, Administrative Analyst, 387-4205) on October 2, 2025.

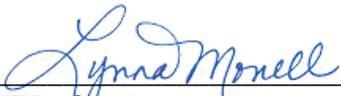
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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Joe Baca, Jr. Seconded: Curt Hagman
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: October 21, 2025



cc: File - Public Health w/attach
CCM 10/27/2025