

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

March 12, 2024

FROM

DIANA ALEXANDER, Assistant Executive Officer, Human Services

SUBJECT

Office Assistant III Employment Contract for the Children and Families Commission for San Bernardino County

RECOMMENDATION(S)

1. Approve **Employment Contract No. 24-202** with Mary Curtis Santoyo, as an Office Assistant III, for the Children and Families Commission for San Bernardino County, for the estimated annual cost of \$53,991 (\$37,461 Salary, \$16,530 Benefits), for the period of March 23, 2024 through March 19, 2027.
 2. Authorize the Assistant Executive Officer to execute 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.
 3. Direct the Assistant Executive Officer to transmit all amendments of the employment contract to the Clerk of the Board of Supervisors within 30 days of execution.
- (Presenter: Diana Alexander, Assistant Executive Officer, 387-4261)

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). The estimated annual cost of the employment contract is \$53,991 and will be reimbursed by the Children and Families Commission (Commission) Trust Fund. Adequate appropriation and revenue have been included in the Commission's 2023-24 budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

The Office Assistant III position was recently vacated due to a resignation. This position provides front desk reception coverage, typing, filing, and ordering of office supplies. The recommended employment contract will be effective March 23, 2024 through March 19, 2027, subject to the termination provisions of the contract.

The Commission uses California's tax on cigarettes and tobacco products to provide services for the State's youngest residents and their families. The Commission collaborates with the community and child-serving agencies to fulfill their mission of promoting, supporting, and enhancing the health and early development of children prenatal through age five, and their families.

**Office Assistant III Employment Contract for the Children and Families
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On January 23, 2001 (Item No. 59), the Board of Supervisors (Board) approved Contract No. 01-50 (Contract) with the Commission to maintain a cooperative working relationship to effectively and efficiently implement the Commission's mission. The terms and conditions of the Contract require Human Services to provide the Commission with support for the administration of staff benefits, review and act on Board agenda items and personnel-related issues and provide employment contract administration services. The Contract has been amended several times to revise language regarding services or to add services provided by the County. The Commission fully reimburses the County for the cost of these services.

PROCUREMENT

At the request of the Commission, Human Resources provided a certification list of 57 eligible candidates for the Office Assistant III position. Of the 57 eligible candidates, 15 were contacted to interview. Three had already accepted positions within San Bernardino County, one waived, four never replied, and one did not appear for the scheduled interview. On January 26, 2024 and January 29, 2024, the Chief Financial Officer and Business Support Manager interviewed the remaining six candidates. Based on her experience the Commission recommends an employment contract with Mary Curtis Santoyo as an Office Assistant III at a starting salary of \$18.01 per hour, contingent on Board approval.

REVIEW BY OTHERS

This item has been reviewed by Human Services Contracts (Patty Steven, Contracts Manager, 388-0241) on February 6, 2024; County Counsel (Richard Luczak, Deputy County Counsel, 387-5455) on February 8, 2024; Human Resources (Gina King, Assistant Director, 387-5570) on February 16, 2024; Finance (John Hallen, Administrative Analyst, 388-0208) on February 26, 2024; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on February 26, 2023.

**Office Assistant III Employment Contract for the Children and Families
Commission for San Bernardino County
March 12, 2024**

Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Joe Baca, Jr. Seconded: Jesse Armendarez

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

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: March 12, 2024



cc: HS - Martinez w/agree
Contractor - c/o HS w/agree
File - w/agree
CCM 03/14/2024