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Attachment 1 – Children and Families Commission for San Bernardino County Position Descriptions

**I. DUTIES AND RESPONSIBILITIES OF CONTRACTOR**

A. Contractor shall be employed as a(n) \_\_\_\_\_ (Job Classification) as described in the table in this Paragraph A., below, and assigned to the Children and Families Commission (CFC) staff. The term “Equivalent Unit” for each job classification is defined in the chart below.

| Job Classification                              | Equivalent Unit Reference | Salary Grade Reference | Benefit Type |
|---|---------------------------|------------------------|--------------|
| Contract Executive Administrative Assistant III | Exempt                    | 53D                    | EXM D        |
| CFC Assistant Director                          | Exempt                    | 71C                    | EXM C        |
| CFC Chief Financial Officer                     | Exempt                    | 66C                    | EXM C        |
| CFC Deputy Director                             | Management                | 65                     | MGT          |
| Contract Administrative Supervisor I            | Supervisor                | 60                     | SUP          |
| Contract Communications Officer                 | Administrative            | 57C                    | ADM          |
| Contract Supervising Accountant                 | Supervisor                | 60                     | SUP          |
| Contract Business Support Manager               | Supervisor                | 40                     | SUP          |
| Contract Staff Analyst II                       | Administrative            | 56                     | ADM          |
| Contract System Integration Officer             | Administrative            | 56                     | ADM          |
| Contract Statistical Analyst                    | Administrative            | 56C                    | ADM          |
| Contract Marketing Aide                         | Administrative            | 41                     | ADM          |
| Contract Accountant III                         | Administrative            | 56                     | ADM          |
| Contract Accountant II                          | Administrative            | 50                     | ADM          |
| Contract Fiscal Assistant                       | Clerical                  | 31A                    | CLK          |
| Contract Office Assistant III                   | Clerical                  | 31A                    | CLK          |

B. Contractor shall perform CFC program services and other specific duties as outlined in the appropriate position description for the job classification and incorporated herein as Attachment I.

**II. CONFLICT OF INTEREST**

As a condition of employment, Contractor does hereby agree to follow and uphold the Conflict of Interest policy of the County’s Personnel Rules as follows:

No official or employee shall engage in any business or transaction or shall have a financial or other personal interest or association which conflicts with the proper discharge of official duties or would tend to impair independence of judgment or action in the performance of official duties. Personal as distinguished from financial interest includes an interest arising from blood or marriage relationships or close business, personal, or political association. This section shall not serve to prohibit independent acts or other forms of enterprise during those hours not covered by active County employment providing such acts do not constitute a conflict of interest as defined herein. An employee is also subject to applicable provisions of the California Government Code, including but not limited to Sections 1090, 1126, 87100, and/or any other conflict of interest Code, policy, or rule applicable to County employment.

**III. CODE OF CONDUCT**

As a condition of employment, Contractor does hereby agree to follow County and CFC policies, procedures, and standard practices, as well as adhere to work rules and performance standards established for their position by the appointing authority, and as established in the San Bernardino County Personnel Rules.

**IV. TERM**

This Contract shall be effective \_\_\_\_\_(Effective Date) through March 31, 2028, subject to the termination provisions of this Paragraph. The Assistant Executive Officer of Human Services is authorized to execute amendments to the Contract to extend the term of this Contract for a maximum of three (3) successive one (1) year periods.

Notwithstanding the foregoing, either party may terminate this Contract at any time without cause upon fourteen (14) day prior written notice to the other party. This Contract may be terminated for just cause immediately by the County. Contractor shall serve at the pleasure of the appointing authority, who shall have the full authority and discretion to exercise County rights under this Paragraph.

**V. COMPENSATION OF CONTRACTOR**

Upon the effective date of this Contract, Contractor shall be considered a contract employee in the County’s unclassified service. Contractor shall receive only the benefits and compensation specifically set forth in this Contract. This Contract provides for the full compensation to Contractor for services required hereunder. This Contract supersedes any prior employment contract between County and Contractor.

**A. SALARY RATE**

Contractor shall be compensated for services at a rate of \$\_\_\_\_\_ . \_\_\_\_\_ per hour and shall be assigned to step \_\_\_\_\_ within the designated salary grade \_\_\_\_\_ of the compensation plan \_\_\_\_\_ (compensation plan). The salary is established for the job classification, commensurate with duties and provided below for reference.

Contractor is eligible to receive any salary adjustments and economic benefits (i.e. longevity pay, retention pay) and 1040 merit step adjustments in the same manner that is provided to other Equivalent Unit employees, however, Contractor is also subject to any economic reductions imposed.

Contractor does not gain probationary or regular status during the term of this Contract.

For the purposes of calculating service hours towards various economic benefits provided by an Equivalent Unit, all hours as a County employee will be used, with no break in service.

| Job Classification                              | Equivalent Unit Reference | Salary Grade | Compensation Plan Reference | Benefit Type |
|---|---------------------------|--------------|-----------------------------|--------------|
| Contract Executive Administrative Assistant III | Exempt                    | 53D          | Exempt <sup>1</sup>         | EXM D        |
| CFC Assistant Director                          | Exempt                    | 71C          | Exempt <sup>1</sup>         | EXM C        |
| CFC Chief Financial Officer                     | Exempt                    | 66C          | Exempt <sup>1</sup>         | EXM C        |
| CFC Deputy Director                             | Management                | 65           | GU <sup>2</sup>             | MGT          |
| Contract Administrative Supervisor I            | Supervisory               | 60           | GU <sup>2</sup>             | SUP          |

<sup>1</sup> Refer to the San Bernardino County Exempt Group Working Condition Ordinance (Co. Code Section 13.0613)

<sup>2</sup> Refer to the General Consolidated MOU Salary Schedule

|                                     |                |     |                 |     |
|-------------------------------------|----------------|-----|-----------------|-----|
| Contract Communications Officer     | Administrative | 57C | GU <sup>2</sup> | ADM |
| Contract Supervising Accountant     | Supervisory    | 60  | GU <sup>2</sup> | SUP |
| Contract Business Support Manager   | Supervisory    | 40  | GU <sup>2</sup> | SUP |
| Contact Staff Analyst II            | Administrative | 56  | GU <sup>2</sup> | ADM |
| Contract System Integration Officer | Administrative | 56  | GU <sup>2</sup> | ADM |
| Contract Statistical Analyst        | Administrative | 56C | GU <sup>2</sup> | ADM |
| Contract Marketing Aide             | Administrative | 41  | GU <sup>2</sup> | ADM |
| Contract Accountant III             | Administrative | 56  | GU <sup>2</sup> | ADM |
| Contract Accountant II              | Administrative | 50  | GU <sup>2</sup> | ADM |
| Contract Fiscal Assistant           | Clerical       | 31A | GU <sup>2</sup> | CLK |
| Contract Office Assistant III       | Clerical       | 31A | GU <sup>2</sup> | CLK |

**B. RATE ADJUSTMENTS**

Contractor shall be eligible to receive salary adjustments, including across the board adjustments, in the same amount and at the same time as employees in the Equivalent Unit.

**C. OVERTIME**

If Contractor is authorized by the Executive Director, or designee, to work overtime, Contractor shall be eligible to receive overtime compensation in the same manner as employees in the Equivalent Unit.

**D. PAYMENT**

Contractor shall be paid biweekly for hours actually worked according to the procedures established by County's Auditor/Controller.

**E. LEAVE PROVISIONS**

Contractor shall be eligible for the same Leave Provision benefits in the same manner and amount as employees in the Equivalent Unit for their Job Classification. Refer to Paragraph S in this Section for processing of leave balances upon termination of this Contract.

**F. MEDICAL, DENTAL and VISION COVERAGE**

Contractor must enroll in a medical and dental plan offered by the County unless already enrolled in comparable employer-sponsored group coverage.

If eligible, Contractor shall receive all eligible benefits, including a Medical Premium Subsidy (MPS) in the same manner as provided to other Equivalent Unit County employees to offset the cost of medical insurance premiums charged to the Contractor. The applicable MPS shall be paid directly to the provider of the County sponsored medical plan in which the eligible Contractor has enrolled. In no case shall the MPS exceed the total cost of the medical insurance premium for the coverage selected (e.g., when the MPS amounts exceed the lowest HMO cost).

| Job Classification | Equivalent Unit Reference | Benefit Type |
|--------------------|---------------------------|--------------|
|--------------------|---------------------------|--------------|

|  |                |       |
|--|----------------|-------|
| Contract Executive<br>Administrative Assistant III | Exempt         | EXM D |
| CFC Assistant Director                             | Exempt         | EXM C |
| CFC Chief Financial Officer                        | Exempt         | EXM C |
| CFC Deputy Director                                | Management     | MGT   |
| Contract Administrative<br>Supervisor I            | Supervisory    | SUP   |
| Contract Communications<br>Officer                 | Administrative | 57C   |
| Contract Supervising<br>Accountant                 | Supervisory    | SUP   |
| Contract Business Support<br>Manager               | Supervisory    | SUP   |
| Contract Staff Analyst II                          | Administrative | ADM   |
| Contract System Integration<br>Officer             | Administrative | ADM   |
| Contract Statistical Analyst                       | Administrative | ADM   |
| Contract Marketing Aide                            | Administrative | ADM   |
| Contract Accountant III                            | Administrative | ADM   |
| Contract Accountant II                             | Administrative | ADM   |
| Contract Fiscal Assistant                          | Clerical       | CLK   |
| Contract Office Assistant III                      | Clerical       | CLK   |

To be eligible for the MPS and DPS, Contractor must be scheduled for a minimum of forty (40) hours per pay period and have received pay for at least one-half plus one hour of scheduled hours in a pay period. Contractor shall not receive flex dollars if Contractor chooses to “opt out” or “waive” from the County sponsored health plans.

**G. LIFE INSURANCE**

Contractor shall be eligible for the same Life Insurance benefits in the same manner and amount as employees in the Equivalent Unit for their Job Classification. The County shall pay premiums for a term life insurance policy for Contractor in the same manner and amount as employees in the Equivalent Unit for their Job Classification. County paid life insurance will become effective and continue for each pay period in which Contractor is in paid status. For pay periods in which Contractor is not in paid status, Contractor shall have the option of continuing life insurance coverage at Contractor's expense.

**H. EXPENSE REIMBURSEMENT**

Contractor shall be eligible for expense reimbursement in the same manner and amount as employees in the Equivalent Unit for their Job Classification.

**I. ACCIDENTAL DEATH AND DISMEMBERMENT**

Contractor if eligible, may purchase Accidental Death and Dismemberment Insurance coverage and additional supplemental term life insurance in the same manner and amount as offered by the County to the employees in the Equivalent Unit for their Job Classification.

J. RETIREMENT PLANS

If Contractor is regularly scheduled for and regularly works a minimum of forty (40) hours per pay period, Contractor shall participate in the County's general employee retirement system during the term of this Contract. Contractor shall pay the required employee contribution for the term of the Contract. Contractor's participation in the general retirement system shall be in accordance with the applicable terms of the County Employee Retirement Law of 1937, the California Public Employees' Pension Reform Act of 2013 (Gov. Code section 7522 et seq.), and the Bylaws and other requirements of the San Bernardino County Employees' Retirement Association.

If Contractor has attained the age of sixty (60) prior to employment, Contractor may waive membership, at the time of hire, in the San Bernardino County Employee's Retirement Association.

If Contractor regularly works less than forty (40) hours per pay period, waives membership, or otherwise does not meet the definition of a member of the retirement system, Contractor shall instead participate in the County's PST Deferred Compensation Retirement Plan.

K. COUNTY RETIREMENT MEDICAL TRUST ("Trust")

Contractor, if eligible, may participate in the County Retirement Medical Trust in the same manner as provided to employees in the Equivalent Unit for their Job Classification, per the Plan document.

L. DEFERRED COMPENSATION

Contractor, if eligible, may participate in available deferred compensation plans in the same manner as provided to employees in the Equivalent Unit for their Job Classification, per the Plan document. All County matched funding is 100% reimbursable by the CFC Trust Fund.

M. DEPENDENT CARE ASSISTANCE PLAN (DCAP) AND FLEXIBLE SPENDING ACCOUNT (FSA) PLAN FOR MEDICAL EXPENSE REIMBURSEMENT

Contractor may be eligible to participate in the County's DCAP and FSA Plans in the same manner as employees in the Equivalent Unit for their Job Classification and per the Plan documents.

N. LEGALLY REQUIRED BENEFITS

Contractor shall receive all benefits as required by law when eligible (e.g., FMLA, ACA, Military Leave, Time Off for Voting, and Medicare). Where the County provides a greater benefit than is required by law, Contractor shall only receive the minimum benefit in accordance with the law, unless the greater benefit is specifically provided for in another provision of this Contract.

O. SHORT-TERM AND LONG-TERM DISABILITY

Contractor may be eligible to receive the same Short-Term and Long-Term Disability insurance benefits as offered to employees in the Equivalent Unit for their Job Classification.

P. OTHER BENEFITS

If eligible, Contractor may participate in voluntary participation programs in the same manner as provided to employees in the Equivalent Unit for their Job Classification. See plan document for eligibility criteria.

| Equivalent Unit Reference | Benefit Type | Voluntary Participation Programs |
|---------------------------|--------------|----------------------------------|
| Clerical                  | CLK          | All available programs           |
| Administrative            | ADM          | All available programs           |
| Supervisory               | SUP          | All available programs           |
| Management                | MGT          | All Available programs           |
| Exempt                    | EXM          | All Available programs           |

**Q. CERTIFIED PUBLIC ACCOUNTANT STIPEND**

Contractors who maintain a valid Certified Public Accountant (CPA) License are eligible to receive the CPA stipend in the same manner as those in the Equivalent Unit for their Job Classification.

**R. SERVICE AND EFFECTS ON BENEFITS**

If Contractor was a County contract employee immediately prior to entering into this contract, without separation from County employment, execution of this contract shall not result in separation in County employment for purposes of determining eligibility for and level of benefits including, but not limited to health benefits, leave accrual rates, and retirement benefits. Thus, Contractor's rate for leave accruals is based on the start date of the period of continuous County employment that is extended by this Contract. Contractor shall maintain and carry forward Holiday, Vacation, other paid leave, and Sick leave balances. Contractor's retirement contribution rate is based on the date Contractor began participation in the County's general employee retirement system.

**S. BENEFITS UPON TERMINATION**

Contractor Separated from County Service

Upon separation from County employment, Contractor shall be compensated for any unused Vacation and Holiday Leave at the then base rate of pay. If Sick Leave Conversion is offered to employees in the Equivalent Unit for Contractor's Job Classification, Contractor may utilize Sick Leave Conversion in the same manner and amount as employees in the Equivalent Unit for the Job Classification. If Sick Leave conversion is not offered to employees in the Equivalent Unit for Contractor's Job Classification, then unused Sick Leave shall be forfeited.

Contractor to Regular County Employment

In the event this Contract is terminated because Contractor is appointed to a regular County position without a break in service, the Contractor shall maintain their existing hire date for the purposes of calculating benefits (Regular Hire Date). Eligibility for benefits, including, but not limited to, retirement system contributions, longevity, health benefits, and leave accrual rates shall be based upon the provisions of the applicable MOU or ordinance in effect at the time Contractor is appointed to a regular County position. Seniority, for purposes of layoff, shall be determined by the most recent Regular Hire Date or as otherwise provided in the applicable MOU.

At the sole discretion of the appointing authority of the County Department or office in which an appointment to the regular position is made, unused leave balances may be maintained and carried over. Any leave balances carried over shall be in accordance with the applicable MOU for the bargaining unit associated with the position hired into. Any leave balances not



authorized to be carried over shall be distributed as outlined in "Contractor Separated from County Service" above.

Contractor to New Contract Position

In the event the Contractor accepts another Contract position with the County without a break in service, at the sole discretion of the appointing authority of the County Department or office in which appointment to the Contract position is made, leave accrual rates and unused leave balances may be maintained and carried over. Any leave balances carried over shall be in accordance with the applicable MOU for the bargaining unit associated with the position hired into. Any leave balances not authorized to be carried over will be distributed as outlined in "Contractor Separated from County Service" above.

**VI. GENERAL PROVISIONS RELATING TO CONTRACTOR**

**A. TOUR OF DUTY**

Contractor's standard tour of duty (regularly scheduled work week) shall be established by the Director or designee. The Director, or designee, may modify or change the number of hours in a standard day, tour of duty or shift to meet the needs of the service. Contractor shall be required to work during such hours as necessary to carry out the duties of his position, as designated by the Director, or designee, and such hours may be varied so long as the work requirements and efficient operations of the County are assured.

**B. CLASSIFICATION**

Contractor will not attain regular status in this position, and as an unclassified Contract employee will not be provided those rights under the San Bernardino County Personnel Rules afforded only to employees who have attained regular status. This Contract does not expand or alter any jurisdiction established by the Personnel Rules or any MOU. Contractor shall adhere to the County's and CFC's standards of employee conduct, including all applicable rules, policies, and regulations. Violation of applicable standards may result in Contract termination or lesser penalties.

**C. WORKERS COMPENSATION AND LIABILITY COVERAGE**

Contractor shall be covered by the County's Workers' Compensation insurance coverage during the hours actually worked under this Contract. Contractor shall be covered by the County's General Liability Insurance only while performing services under this Contract.

**D. USE OF PRIVATE VEHICLE**

If the services to be performed under this Contract require Contractor to drive a vehicle, Contractor must possess a valid California Driver License at all times during the performance of this Contract. Contractor agrees to allow County to obtain a Department of Motor Vehicles report of Contractor's driving record.

In order for Contractor to be able to use a private vehicle during the performance of this Contract, Contractor shall possess at Contractor's sole cost vehicle liability insurance at least equal to the minimum requirements of the California Vehicle Code.

Failure to comply with the requirements of this Paragraph shall be deemed cause for termination of this Contract, pursuant to Section IV.

**E. EVIDENCE OF ELIGIBILITY TO WORK**

Contractor shall submit evidence of eligibility to work in the United States and verification of identity within three (3) working days of the effective date of this Contract. Contractor shall

submit to and successfully complete a preemployment background check, including a medical examination through the County's Center for Employee Health and Wellness. This provision is satisfied if Contractor is a current/contract employee who previously met the requirement of this provision.

F. DIRECT DEPOSIT

Contractor must make and maintain arrangements for the direct deposit of paychecks into the financial institution of their choice via electronic fund transfer. Inability or failure by Contractor to make such arrangements will result in the County paying Contractor via pay card.

G. CONFIDENTIALITY AND COMPLIANCE

Contractor agrees to keep confidential all County data, including, but not limited to, patient/consumer data, design concepts, algorithms, programs, formats, documentation, vendor proprietary information and all other original materials produced, created by or provided for the County and/or CFC. In addition, upon termination of this contract, Contractor agrees to return all confidential materials to the Director or his/her designee. As provided in Section III of this Contract, Contractor agrees to follow all County, CFC, and appointing authority policies, procedures, and standard practices, as well as the Code of Conduct. Contractor shall comply with all applicable laws, rules, regulations, court orders and governmental agency orders.

H. MISCELLANEOUS

Government Code section 53243.2 requires the following provision be included in this Contract: If this Contract is terminated, any cash settlement related to the termination that Contractor may receive from the County shall be fully reimbursed to the County if Contractor is convicted of a crime involving an abuse of his or her office or position, as defined in Section 53243.4.

**VII. CONCLUSION**

- A. This contract, consisting of eleven (11) pages, is the full and complete document describing services regarding the Contractor's rights and obligations of the parties, including all covenants, conditions and benefits.
  
- B. This Contract may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same Contract. The parties shall be entitled to sign and transmit an electronic signature of this Contract (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Contract upon request

SAN BERNARDINO COUNTY

▶ \_\_\_\_\_  
Assistant Executive Officer

Dated: \_\_\_\_\_

By ▶ \_\_\_\_\_  
*(Authorized signature - sign in blue ink)*

Name \_\_\_\_\_  
*(Print or type name of person signing contract)*

Title \_\_\_\_\_  
*(Print or Type)*

Dated: \_\_\_\_\_

Address Address on file

**FOR COUNTY USE ONLY**

Approved as to Legal Form

▶ \_\_\_\_\_  
Scott Runyan, Principal Assistant County Counsel

Date \_\_\_\_\_

▶ \_\_\_\_\_

\_\_\_\_\_

▶ \_\_\_\_\_

\_\_\_\_\_

**Position Description**  
**Contract Executive Administrative Assistant III**

Contractor shall be employed as a Contract Executive Administrative Assistant III with the Children and Families Commission (CFC). The contractor shall report to the CFC Executive Director. Contractor shall perform a broad range of responsibilities, including, but not limited to, the following:

- A. Performs complex secretarial support functions, regarding highly confidential information and critical issues in situations regarding tact and judgement; renders confidential assistance to the Commission and management as necessary. May take notes, complex records, reports, correspondence, minutes, contracts, and documents, review material for grammar, content and conformity to format and procedural requirements.
- B. Serves as Secretary to the Commission; ensures compliance with pertinent regulatory requirements, including public notice, public records, and recordkeeping. Assembles, prepares, and distributes required material to appropriate entities.
  - 1. Assists in creating monthly agenda; coordinates and prepares all related materials for agenda items; reviews all documents for grammar, content, conformity, and professional presentation; prepares and distributes agenda and minutes according to Robert's Rules of Order and the Brown Act.
  - 2. Coordinates monthly commissioner agenda briefings, ensures Commissioners are aware of possible conflicts of interest; coordinates Commission travel and meeting arrangements as needed.
  - 3. Creates monthly Commission agenda packet in PDF format optimized for web viewing with hyperlinks to agenda items.
  - 4. Creates monthly Chair Commission agenda packet in same format as above with additional embedded "script" notes (or creates a hard copy paper version).
  - 5. Ensures Chair is apprised of any necessary updates and/or messages which need to be relayed during the meeting, which also includes any other Commission members. Ensures Commissioners' needs are met.
  - 6. Coordinates and maintains records of Commission vacancies, appointments, reappointments and resignations with Clerk of the Board's (COB) office. Tracks Commissioner tenure and Ethics Training certificates of completion.
  - 7. Responsible for posting agenda in designated locations throughout the County per the Brown Act as required.
  - 8. Follows up with Commission members or special committees regarding action items and requests for information.
  - 9. Ensures complete agenda packet and minutes are available for viewing on website.
  - 10. Responsible for annual submittal of Certificate of Compliance to First 5 California to satisfy requirements of Health and Safety Code Section 130140 which states the following public hearings must be conducted and documents submitted and presented to the Commission:
    - a. Strategic plan
    - b. Annual Audit
    - c. Annual Report
    - d. First 5 California Annual Report

11. Responsible for scheduling public hearings on the agenda; assembling, preparing, and distributing all of above documents for presentation to Commission for their review and approval.
  12. Serves as filing officer for conflict of interest reporting and disclosure forms (Form 700) for the Commission and First 5 staff.
  13. Serves as custodian for all Commission files and records; maintains files in both hard copy and electronic formats.
  14. Ensures Commission Bylaws and Rules of Order are periodically reviewed and updated.
  15. Ensures Commission Policies are up to date.
  16. Regularly communicates with First 5 California and Association executives and staff for pertinent information and updates for Commission and office staff.
- C. Also serves as Secretary to the Advisory Committee comprised of up to 25 members. Ensures compliance with pertinent regulatory requirements, including public notice, public records, and recordkeeping. Assists in obtaining speakers for various presentations. Assembles, prepares, and distributes required material to appropriate entities. Assists in creating quarterly agenda (or as needed); coordinates and prepares all related materials for agenda items; reviews all documents for grammar, content; conformity, and professional presentation; prepares and distributes agendas and minutes according to Robert's Rules of Order and the Brown Act.
- D. Manages assigned calendars; makes appointments independently for Executive Director; schedules and arranges meetings, conferences, or hearings and assembles background material that may be needed. Regularly communicates with Coordinates multiple projects and assignments ensuring deadlines are met. Sate, local governments, and local community agencies and organizations to initiate meetings and/or conference calls.
- E. Determines nature and priority of correspondence, messages, and visitors; distributes and follows up to ensure timely and appropriate response; prepares responses and other correspondence on own initiative in accordance with general policies and procedures or knowledge of appropriate viewpoint.
- F. Researches, compiles, and organizes information for use by the Commission and management; prepares correspondence, records, reports, and special projects, often on own initiative; develops and recommends policies and procedures, and, as approved, coordinates and monitors their implementation; reviews documents, correspondence, and other material that were generated internally for completeness, conformity, and professional presentation. Contacts departments, agencies, or individuals for additional materials and information as needed.
- G. Serves as Liaison between office and other departments and agencies, including County Counsel and Human Resources. Liaison between office and landlord, along with Business Support Manager, in notifying landlord of office and building safety issues to ensure uninterrupted flow of daily business operations.
- H. May oversee or supervise other employees assigned to assist the Commission and management; participates in support staff. selection, performance evaluation, counseling, and disciplinary procedures for support staff.
- I. May administer personnel and payroll related matters for Commission staff, including e-Time, employee benefit enrollments, and other related matters; provides assistance to staff in resolving personnel and payroll problems, if needed; track Work Performance Evaluation (WPE) due dates and confer with Chief Financial Officer for accurate dates.

## **Attachment I**

- J. Ensures proper professional and social protocols are followed; ensures Commissioners, Executive Director and management staff are informed about significant occasions, considerations, and relations; and provided assistance to enhance the quality of the organizational environment.
- K. Performs other special projects and duties as assigned.
- L. Provides vacation and temporary relief as required.
- M. Travels throughout the County and State as required.

**Position Description**  
**Children and Families Commission Assistant Director**

Contractor shall be employed as an Assistant Director with the Children and Families Commission (Commission) – First 5 San Bernardino. The contractor shall oversee the entire administrative, and managerial functions of the Commission under the general direction of the Executive Director, performing a broad range of duties including, but not limited to, the following:

- A. Assist the Executive Director in formulating department policy and procedures, in determining and controlling priorities and advocacy, and in developing and maintaining funding sources. Provide consultation and interpretation of these policies and procedures to subordinate staff.
- B. Negotiate, administer, and provide oversight of major consultant contracts and their complete scope of work; direct and provide for the coordination and communication of information and strategic objectives through the Commission, Advisory Committee, County Departments, schools, non-profit organizations and others.
- C. Prepare and/or oversee all Commission Board agenda items for the department; represent the department before the Board of Supervisors, as necessary.
- D. Assist in the preparation, justification, and monitoring of the department budget; determine staffing, space, and other department needs; recommend and implement plans to ensure needs are met; monitor and control expenditure of funds; help resolve budget issues; recommend and oversee budget adjustments.
- E. Oversee the development and implementation of goals, objectives, and strategies for services; manage and/or conduct the procurement, development, administration, and monitoring of services/oversee internal and contracted agencies' milestones, targets, and expenditures in relation to approved target plans, budget, and justification.
- F. Coordinate with other management, contracted agencies, technical resources, and other organizations and individuals as required to maximize effectiveness, efficiency, and integration of program services; disseminate, explain, and provide guidance to internal and contracted service agencies' staff on operational and program related matters; provide direction and technical assistance.
- G. Resolves issues and problems and affect appropriate solutions, either directly or in coordination with other agencies; advise staff and affected agencies accordingly; make recommendations for improvement of resolution procedures and program satisfaction, as required.
- H. Manage activities relating to evaluation of program effectiveness and impact; manage internal and external resources performing evaluation functions; ascertain and promote best practices; analyze results and impact of services provided in relation to identified indicators; provide and implement enhancements to increase overall quality of services; provide technical assistance on evaluation issues.
- I. Manage the development and implementation of strategic and supporting plans for programs services; review program-related actions occurring on state and local levels; oversee analysis and interpretation of applicable legislation and regulations and determine impact.
- J. Direct comprehensive research, analytical studies, and special projects; prepare written and oral reports on performance and results; ensure timely distribution of information to other management and Commissions.

## **Attachment I**

- K. Represent agency at various governmental and community meetings; provide presentations on program and services provided; explain program rules and goals on an individual or group basis for informational and/or coordination purposes.
- L. Manage and promote the program activities of the Commission's First 5 San Bernardino to ensure literature and other resources are representative of current and progressive concepts; provide demographic and program related statistical information to requesting agencies; and oversee access to database of private, state, and federal funding opportunities.
- M. Promote and oversee partnership meetings within service areas to provide mutual gathering and sharing of information, strategic planning, community asset and needs assessments, collaboration, leveraging of resources, program enhancements, and joint operations.
- N. Supervise and assist assigned staff; participate in selection of staff; provide and/or coordinate for in-service training and development.
- O. Establish work standards and operational objectives in assigned area of responsibility; plan, assign and supervise the work activities of staff performing planning, procurement, negotiations, monitoring, evaluation, reporting, and other functions; verify completeness, accuracy, and timeliness; evaluate, counsel, and recognize staff on work performance.
- P. Travel through the County as required.
- Q. Perform other special projects and duties as assigned.



**Position Description**  
**Children and Families Commission Chief Financial Officer**

Contractor shall be employed as Chief Financial Officer with the Children and Families Commission (Commission) - First 5 San Bernardino. Contractor shall be responsible for every aspect of the Commission's operating budget and fund balance, revenues, trending, impact analysis, balance sheets and annual audit under the general direction of the Assistant Director, performing a broad range of duties including, but not limited to, the following:

- A. Supervise staff, providing a wide variety of support services; assign and review work, evaluate work performance, select and discipline staff.
- B. Plan, supervise, and conduct complex organizational and functional studies as assigned or on own initiative covering departmental matters such as fiscal operations, budget preparation and control, equipment usage, staff patterns, contract development, workflow, space utilization, training and legislation. Develop reports and recommendations for action based on an analysis of gathered data, coordinate implementation of approved changes.
- C. Receive and evaluate diverse financial data; supervise the development of various financial and operational reports; formulate, obtain approval for, and implement improved fiscal procedures; review various financial transactions.
- D. Supervise preparation of initial budgets, develop justifications for budget recommendations, prepare budgets for final publication; supervise monitoring of budget performance against projected performance to ensure that budget objectives are met; initiate and recommend corrective action on budget variances.
- E. Develop and establish contract forms and procedures; supervise preparation of contracts or prepare the most complex contracts; interpret financial and operational contract terms; direct or conduct audits to ensure contracts operate in compliance with these terms and with County, State, and Federal regulations; recommend solutions to contractual problems.
- F. Provide fiscal advice and assistance to department on request; develop, establish, and conduct training programs on acceptable fiscal practices.
- G. Analyze existing and proposed legislation and directives to determine their impact on fiscal or operational procedures of organizations served; propose legislation at own discretion or on request.
- H. Develop and monitor a wide variety of policies and procedures, maintain standard practice manuals; develop organizational and workflow charts, workload standards, and work scheduling systems.
- I. Participate in various meetings with officials, managers, or the general public to discuss operational matters or to explain recommendations for change and implementation procedures.
- J. Prepare a variety of reports, records, correspondence, and other documents.
- K. Direct and provide the planning, administration and coordination of the fiscal services and functions of First 5 San Bernardino; direct, manage and provide supervision of the business office management function.
- L. Direct and manage the department's fiscal system; develop, modify, and interpret the fiscal policies and procedures of the Commission relating to complex governmental finance,

accounting and regulatory requirements and reimbursement; conduct audits and ensure compliance; make recommendations.

- M. Manage and coordinate fiscal operations of the department, which includes the functions of budgeting, fiscal control, accounting, purchasing, contract administration, annual audit and annual reporting; oversee business office management.
- N. Direct fiscal activities through subordinate Supervising Accountant, supervise a staff of accountants, staff analysts and support staff providing a wide variety of fiscal and business support services; hire/select, train, assign work, evaluate work performance and discipline staff; serve as a resource; provide mentoring and support professional development, direct business office management activities through subordinate Business Office Manager.
- O. Receive and evaluate diverse financial data; supervise the development of various financial and operational reports; develop and establish contract forms and supervise the development and preparation of complex contracts, grant applications, and Commission's procurement processes; review various financial transactions and prepare budgets for publication.
- P. Lead and collaborate for the development and administration of the Commission budget; assist internal functions and departments with budget development and meeting and maintaining financial solvency; serve as a resource for forecasting, planning, capital and operating budgeting; prepare the final budget.
- Q. Lead the review of the departmental budgets; review, analyze, and prioritize budget requests; monitor expenditures and variances; meet with department managers to review and provide direction for improvements; make recommendations.
- R. Develop, manage and monitor complex accounting systems and cost reports, resolve difficult problems with the State First 5 California Fiscal sections; collaborate with other governmental agencies and county departments.
- S. Direct the preparation of complex fiscal analysis and management reports which provide timely statements of the Proposition 10 - First 5 funding fiscal condition; provide updates; conduct special studies; make recommendations.
- T. Initiate, develop and establish new systems to maximize revenue and maintain controls over expenditures.
- U. Perform other special projects and duties as assigned.
- V. Provide vacation coverage and temporary relief as required.
- W. Travel throughout the County as required.

**Position Description**  
**Children and Families Commission Deputy Director**

Contractor shall be employed as the Deputy Director of Systems and Impact with the Children and Families Commission (Commission) - First 5 San Bernardino. Contractor shall be responsible for the administration of all systems, programs, evaluation, and communication services within the operations of the Commission under the general direction of the Assistant Director, performing a broad range of duties, including, but not limited to, the following:

- A. Directs and provides the planning, administration, and coordination of the systems, programs, evaluation, and communication services and community engagement functions of First 5 San Bernardino; coordinates with management, contracted agencies, technical resources, and other organizations and individuals as required to maximize effectiveness, efficiency and integration of systems, programs, evaluation/impact, communication, and community engagement services.
- B. Directs and manages through subordinate Administrative Supervisor I, the department's programs, systems, and network development; develops, modifies, and interprets the program policies and procedures of the Commission relating to procurement processes, contract reimbursement, and data management; conducts audits and ensures compliance; makes recommendations.
- C. Manages the development and implementation of strategic and supporting plans; reviews related actions occurring on state and local levels; oversees the analysis and interpretation of applicable legislation and regulations and determines impact.
- D. Plans, supervises, and conducts complex organizational and functional systems studies as assigned or on own initiative covering departmental strategies such as child health, early learning and family and community support partnerships.
- E. Directs program/system, impact/evaluation and communication activities through subordinate Administrative Supervisor I; supervise a staff of analysts, and media/communication and community engagement staff providing a wide variety of support services; hires/selects, trains, assigns work, evaluates work performance and disciplines staff; serves as a resource; provides mentoring and supports professional development; directs, supervises, and oversees the functions of Evaluation/Impact Manager, Systems and Communications Manager, Lead Communications/Media Specialist, Marketing Aide Community Engagement Specialist and Staff Analyst IIs.
- F. Manages and oversees relationship-building as the system convener; performs as liaison for all County systems of care, to create, manage, and lead communication opportunities for stakeholders to coordinate work and leverage resources.
- G. Develops reports and recommendations for action based on an analysis of gathered data, coordinates implementation of approved changes.
- H. Manages and coordinates the fiscal budget of the community engagement and systems/impact operations of the department, which includes the functions of budgeting, fiscal control, purchasing, contract administration, and providing input into the annual audit and annual reporting.
- I. Develops shared learning and networking opportunities; collaborates and leads within the First 5 CA Southern Region related to complex communication and data management activities.

J. Provides vacation and temporary relief as required.

**Position Description**  
**Contract Administrative Supervisor I**

Contractor shall be employed as a Contract Administrative Supervisor I with the Children and Families Commission (Commission) - First 5 San Bernardino. Contractor shall work cooperatively with the staff of the Commission under the direction of a Deputy Director, performing a broad range of duties, including, but not limited to, the following:

- A. Supervise a staff providing analytical services; assign and review work; evaluate work performance; participate in selection and discipline of staff.
- B. Prepare initial budgets; develop justifications for budget recommendations; monitor budget performance to ensure objectives are met; recommend corrective action on budget variances; control specific departmental purchases and expenditures; review and analyze financial data on an on-going basis to assure conformance with established guidelines; prepare financial sections of grants, policy items and board items; recommend and establish general fiscal procedures to improve department operations based on cost/benefit studies; provide financial information to various departments upon request.
- C. Plan and conduct studies of administrative and operational activities including fiscal operations, budget preparation and control, equipment usage, staff patterns, workflow, space utilization, training plans and information systems; develop reports and recommendations for appropriate action based on an analysis of gathered data.
- D. Recommend and establish contract forms and procedures; develop and process bid proposals and agreements, interpret contract terms, and monitor adherence to same; recommend solutions to contractual problems.
- E. Research availability and requirements for grants; prepare grant applications and all subsequent follow-ups; recommend and monitor procedures for grant implementation.
- F. Develop and recommend various policies and procedures upon request; develop written procedures to implement adopted policy or to clarify and describe standard practices; design or improve forms to expedite procedures and coordinate the publication and dissemination of forms.
- G. Develop departmental training plans; coordinate organizational staff development needs and County requirements; administer training budget.
- H. Participate in various meetings and present requested and independently gathered data to assist management in making administrative and operational decisions.
- I. Review present and pending legislation to determine effect on departmental organizations and present recommendations in verbal or written form.
- J. Prepare a variety of reports, records, correspondence, and other documents.
- K. Provide vacation and temporary relief as required.

**Position Description**  
**Contract Communication Officer**

Contractor shall be employed as a Contract Communications Officer, with the Children and Families Commission (Commission) - First 5 San Bernardino. Contractor shall work cooperatively with the staff of the Commission under the direction of a Deputy Director, performing a broad range of duties, including, but not limited to, the following:

- A. Develops and implements a Commission communications plan detailing a public relations strategy for implementation; analyzes and evaluates the public's interest and extend of understanding of Commission programs.
- B. Prepares and oversees the design, layout, and format of reports such as the Annual Budget and informational publications such as impact reports, and target reports and First 5 initiative and activity reports.
- C. Serves as a communication liaison between the Commission and First 5 Association, First 5 California and Southern Regional Commissions to share broader range of information; participates on the First 5 Association Communications group.
- D. Coordinates the preparation of news releases, bulletins, films, brochures, and other media for public dissemination; develops graphs and charts for public presentations.
- E. Develops, oversees, updates, and maintains the content (text, video, photos, and graphic elements for the First 5 San Bernardino (F5SB) website and all other social media outlets; monitors analytics on email, social media, and website traffic; coordinates with the social media teams of other First 5 related or connected websites; serves as Commission photographer as needed.
- F. Prepares and oversees reports or informational publications regarding Commission communication.
- G. Researches and analyzes data/information to develop written documentation, reports, graphs, and press releases.
- H. Reviews and analyzes proposed legislation, case law, etc., to determine impact to the Commission and recommend Commission response.
- I. Develops materials and coordinates training of Commission staff regarding programs relating to Commission goals and policies; may develop materials and/or facilitate training of staff and stakeholders.
- J. Evaluates the effectiveness and coverage of public information activities and reports information to management.
- K. Establishes and maintains effective working relations with representatives of the various media.
- L. Designs, coordinates, and directs promotional projects such as events designed to attract media.
- M. Utilizes and manages any outside firms or consultants in contract with First 5 regarding communications.
- N. Coordinates visits of community, business officials, and stakeholders to Commission functions.
- O. May supervise, lead, and/or direct a small staff in various media and communication activities.
- P. Other relevant duties as assigned.
- Q. Provides vacation and temporary relief as required.

**Position Description**  
**Contract Supervising Accountant**

Contractor shall be employed as a Contract Supervising Accountant, with the Children and Families Commission (Commission) - First 5 San Bernardino. Contractor shall work cooperatively with the staff of the Commission under the direction of the Chief Financial Officer, performing a broad range of duties, including, but not limited to, the following:

- A. Prepares and submits a variety of detailed accounting, statistical, and/or narrative financial statements or reports requiring analysis and interpretation to management in preparation for annual audit.
- B. Develops and provides fiscal training to internal accountant, analyst, and clerical support staff.
- C. Conducts or assists in, evaluations of proposals to include analysis of financial statements and budgets.
- D. Prepare, evaluate, justify and maintain internal budgets and establishes budgetary controls.
- E. Recommends and develops contract forms and procedures; interprets contract terms relating to fiscal provisions and budgetary items; recommends solutions to contractual problems.
- F. Participates in various meetings and presents requested and independently gathered data to assist management in making administrative and operational decisions.
- G. Selects, trains, assigns, evaluates, and supervise staff responsible for the maintenance of a departmental accounting function.
- H. Reviews unit operations for efficiency, accuracy, and conformance to legal, procedural and accounting standards.
- I. Reviews present or pending legislation for fiscal impact on the department and presents recommendations verbally or in writing.
- J. Gathers, arranges, and evaluates diversified data; performs cost studies; develops new forms and procedures.
- K. Performs other duties as assigned.

**Position Description**  
**Contract Business Support Manager**

Contractor shall be employed as a Contract Business Support Manager with the Children and Families Commission (Commission) - First 5 San Bernardino. Contractor shall work cooperatively with the staff of the Commission under the direction of the Chief Financial Officer, performing a broad range of duties, including, but not limited to, the following:

- A. Maintain the department's internal business technology infrastructure through support and/or coordination of vendors/County; analyzes need and recommends new products.
- B. Manage the Administrative needs of the Systems/Programs and Community Engagement Teams; provide leadership and coordination to department administrative work needs; participate in or provide input to agency strategic planning process; delegate and oversee all work requests sent to the administrative support team, monitor agency wide upcoming program work to project needs for additional administrative support, coordinate administrative support for agency projects; develop and maintain relationships with contracted agencies, community partners and stakeholders as needed.
- C. Oversee and manage department's facility and space needs; manage day-to-day building maintenance and repair needs and issues; arrange for and oversee all building maintenance services and contracts; oversee space allocation and assignment issues, including storage needs; plan for and coordinate general office maintenance including workroom, kitchen, Commission conference center, technology center, and other common areas; arrange for other supplies, services, signage, and/or equipment as needed; develop, communicate, and ensure compliance with policies and procedures related to office maintenance and usage.
- D. Oversee the department's Emergency Services planning; coordinate and manage all activities related to safety and safety protocols, safety team, safety training, coordinated drills, and communication with County Safety/Office of Emergency Services.
- E. Supervise the work of assigned support staff; evaluate work performance; prepare and sign performance evaluations; participate in personnel decisions, including hiring and disciplinary actions; assist in resolving employee grievances; approve leave requests.
- F. Plan, organize, schedule, and assign the day-to-day clerical support operations of the office; establish work sequence, priorities, deadlines, and work standards; estimate supply, staff, and equipment requirements.
- G. Identify training needs and plan training programs; develop training curricula and prepare training materials.
- H. Review work products prepared and processed by unit/section for accuracy and compliance with County policy.
- I. Assist in developing, revising, and implementing new or revised procedures, forms, and office systems; coordinate clerical services with other departmental operations.
- J. Maintain records of workload and personnel information; prepare operational, narrative, and statistical reports; perform confidential typing and file maintenance.
- K. Research data, laws, regulations, and policies, and explain and interpret same to the public, employees, supervisors, and others; handle unusual or difficult problems referred by subordinates.



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- L. Operate computer, applicable software, and a variety of other office machines; enter and retrieve a variety of data.
- M. Compose correspondence, and compile information for reports, budget justifications, special projects, and studies; prepare manuals on office procedures and instruct clerical staff in their use.
- N. Supervise the preparation of narrative, statistical, legal, and other reports, forms, or correspondence.
- O. Set up and maintain indexing and filing systems, record keeping procedures, systems, and office procedures; direct the storing, retrieving, and purging of information in automated or manual filing systems.
- P. Perform mathematical calculations; compute statistics, receive, and issue receipts for cash; prepare purchase orders and requisitions; check and maintain appropriate records.
- Q. Review the preparation of, or processing of a variety of complex documents, calendars, legal orders, forms, correspondence, and other material; function as an authoritative source of information on regulations, rules, department policy, and guidelines; update knowledge through reading, training, meetings, or briefings.
- R. Serve as the authoritative source of information on the intent, coverage, and content of instructions, guides, precedents, and regulations.
- S. Conduct special studies relating to the development and implementation of office clerical operations, policies, and procedures.
- T. Perform other special projects and duties as assigned.
- U. Provide vacation coverage and temporary relief as required.
- V. Travel throughout the County as required.

**Position Description**  
**Contract Staff Analyst II**

Contractor shall be employed as a Contract Staff Analyst II, with the Children and Families Commission (Commission) - First 5 San Bernardino. Contractor shall work cooperatively with the staff of the Commission under the direction of an Administrative Supervisor, performing a broad range of duties, including, but not limited to, the following:

- A. Develops evaluation frameworks to ensure fidelity of program outcomes.
- B. Manages/maintains data collection database(s) to ensure program fidelity.
- C. Works with stakeholders to develop a comprehensive strategic evaluation plan that identifies and prioritizes evaluation activities.
- D. Responsible for making or contributing to important decisions about the program's effectiveness, focus, and management.
- E. Manages internal data record keeping and refinement.
- F. Plans, coordinates, and completes program activities directly supporting the program's purpose and mission.
- G. Serves as technical assistant and subject matter resource for child health, child development, family functioning, system integration, community engagement, and/or related areas.
- H. Either independently, or as a member of staff team, conducts procurements, contract/agreement, negotiations and preparations and administrative performance and compliance reviews.
- I. Conducts administrative performance and compliance reviews
- J. Participates in the development and implementation of goals, objectives, and strategies for engaging the community.
- K. Prepares written and oral reports on performance and results of First 5 program efforts.
- L. Conducts negotiations, prepares contracts, memorandums of understanding and other agreements to provide required services.
- M. Prepares written and oral reports on performance and results of First 5 program efforts. Conducts negotiations, prepares contracts, memorandums of understanding and other agreements to provide required services.
- N. Develops contract monitoring procedures and forms.
- O. Assists contracted agencies in developing evaluation methodologies, including tools, to measure outcomes.
- P. Organizes, coordinates, and completes assigned special projects.
- Q. Provides program related status and other informative reports to management and appropriate staff and agencies.
- R. May supervise a small staff; assigns and evaluates their work.

**Position Description**  
**Contract System Integration Officer**

Contractor shall be employed as a Contract Systems Integration Officer with the Children and Families Commission (Commission) - First 5 San Bernardino. Contractor Shall work cooperatively with the staff of the Commission under the direction of the Deputy Director, performing a broad range of duties, including, but not limited to, the following:

- A. Participate and provide expert input with external and internal partners, stakeholders and systemwide entities.
- B. Research grant opportunities, coordinate collaborative efforts for grant applications, write, and manage grants.
- C. Develop and sustain effective relationships with community based organizations, public agencies, community leaders, elected officials, and other First 5 systems stakeholders.
- D. Serve as a consultant in work efforts targeting families with young children.
- E. Facilitate and provide training to internal and external partners as a subject matter expert on issues related to children, age zero (0) to five (5).
- F. Prepare and conduct presentations, and workshops on complex system integrations, and development efforts for various audiences.
- G. Represent the Commission at various workgroups addressing the needs of children and families.
- H. Provide lead instruction to other Staff Analysts for the development and implementation of goals, objectives and strategies for engaging the community and other topics.
- I. Conduct academic and scientific research reviews and make recommendations based on findings.
- J. Participate and lead in network development and systems integration efforts. K.
- K. Develop reports and recommendations to Executive Team members based on analysis of data.
- L. Manage contracts as appropriate.
- M. Lead negotiations, prepare contracts, amendments, prepare and present Commission agenda items.
- N. Provide coverage to other Staff Analysts as needed.
- O. Assigned other duties as needed.

**Position Description**  
**Contract Statistical Analyst**

Contractor shall be employed as a Contract Statistical Analyst, with the Children and Families Commission (Commission) - First 5 San Bernardino. Contractor shall work cooperatively with the staff of the Commission under the direction of an Administrative Supervisor, performing a broad range of duties, including, but not limited to, the following:

- A. Design, conduct and/or support complex research studies and program evaluations; determine sample populations and selection criteria; develop and administer surveys and questionnaires; conduct focus groups and personal interviews; develop forms, procedures, schedules and sampling criteria for field data collection; design develop and maintain databases; write queries to extract data for ongoing and ad hoc management reports.
- B. Initiate research and statistical investigations and plan, design, and conduct the activities of such investigations.
- C. Coordinate with County and other agencies to obtain data, design, organize and develop research evaluation plans, and provide data for grant proposals and new legislation.
- D. Review professional, technical, and procedural literature and governmental reports to keep program staff informed of the latest developments in the field and alert appropriate personnel regarding significant federal and state developments and research findings; research institutional literature to assist in determining the direction of future policies and practices.
- E. Consult with and advise management on the interpretation and implication of statistical analysis.
- F. Coordinate with centralized and departmental data processing staff regarding the maintenance, enhancement, or development of automated systems.
- G. Conduct research to assess community needs for the provision of new services and conduct needs assessments for the purpose of improving service delivery in existing programs.
- H. Conduct program evaluations and outcome assessments of departmental programs to measure the effectiveness of the program, impact to the clients, and cost effectiveness of the program; prepare statistical reports to comply with state funding requirements; perform trend analysis.
- I. Compile reports using complex statistical and graphing software programs such as SPSS, SAS, Harvard Graphics, Microsoft Excel and Access; utilize geographic information systems (GIS) and techniques for spatially analyzing geographic data and design cartographic quality maps.
- J. Make oral and written presentations of study results and recommendations.
- K. Attend community meetings to provide statistical support as needed.
- L. May function as a lead worker.
- M. Provide vacation and temporary relief as required.

**Position Description  
Contract Marketing Aide**

Contractor shall be employed as a Contract Marketing Aide with the Children and Families Commission (Commission) - First 5 San Bernardino. Contractor shall work cooperatively with the staff of the Commission under the direction of the Deputy Director, performing a broad range of duties, including, but not limited to, the following:

- A. Coordinate several First 5 events each year which entails: procurement of vendors, assist with media outreach plan, register, and coordinate community organization participants and volunteers, set up and break down of even equipment.
- B. Act as a community liaison of First 5 San Bernardino in collaborative meetings and various community sponsored events.
- C. Conduct procurement of promotional items; log, check, record, and manage inventory of promotional items and equipment; operate a variety of office equipment.
- D. Perform as Team Leader for volunteers assisting with community events.
- E. Assist Communications Officer with content of advertising, social media, and website postings.
- F. Attend departmental meetings, trainings, and events.
- G. Responsible for coordinating department vehicle maintenance and upkeep.
- H. Perform other special projects and duties as assigned.
- I. Provide vacation coverage and temporary relief as required.
- J. Travel and driving throughout the County as required.

**Position Description**  
**Contract Accountant III**

Contractor shall be employed as a Contract Accountant III with the Children and Families Commission (Commission) - First 5 San Bernardino. Contractor shall work cooperatively with the staff of the Commission under the direction of a Supervising Accountant, performing a broad range of duties, including, but not limited to, the following:

- A. Develop financial statements for the Commission.
- B. Prepare a variety of detailed accounting, statistical, and/or narrative financial statements or reports requiring analysis and interpretation.
- C. Examine and analyze fiscal documents to ensure adherence to established internal controls; verify the accuracy of accounting records, transactions, and effectiveness of record keeping systems.
- D. Prepare or supervise technical and clerical personnel in the preparation of manual and computerized ledger entries, original entries, reconciliations, trial balances, and other fiscal record keeping work.
- E. Make complex or difficult adjusting entries affecting several subsystems of a departmental accounting system.
- F. Recommend the installation of new or revised accounting systems, procedures, and records.
- G. Advise officials and departmental personnel on accounting and fiscal actions and procedures.
- H. Assist in preparation of budgets and establish budgetary controls.
- I. Conduct fiscal site visits of contracted service agencies and internal programs for financial and operational compliance; perform audits of limited scope.
- J. Prepare and maintain records, files, and data, both electronically and non-electronically.
- K. Provide fiscal-related, status, and other informative reports to management and appropriate staff and agencies in a timely manner.
- L. Organize, coordinate, and complete special projects and duties as assigned.
- M. Provide vacation coverage and temporary relief as required.
- N. Travel throughout the County as required.

**Position Description**  
**Contract Accountant II**

Contractor shall be employed as a Contract Accountant II with the Children and Families Commission (Commission). Contractor shall work cooperatively with the staff of the Commission under the direction of a Supervising Accountant, performing a broad range of duties, including, but not limited to, the following:

- A. Prepare a variety of detailed accounting, statistical, and narrative financial statements or reports requiring analysis and interpretation.
- B. Examine and analyze fiscal documents to ensure adherence to established internal controls; verify the accuracy of accounting records, transactions, and effectiveness of record-keeping systems.
- C. Prepare or supervise technical and clerical personnel in the preparation of manual and computerized ledger entries, original entries, reconciliations, trial balances, and other fiscal record keeping work.
- D. Make complex or difficult adjusting entries affecting several subsystems of a departmental accounting system.
- E. Recommend the installation of new or revised accounting systems, procedures, and records.
- F. Advise officials and departmental personnel on accounting and fiscal actions and procedures.
- G. Assist in preparation of budgets and establish budgetary controls.
- H. Conduct fiscal site visits of contracted service agencies and internal programs for financial and operational compliance; perform audits of limited scope.
- I. Prepare and maintain records, files, and data electronically and non-electronically.
- J. Provide fiscal related status and other informative reports to management and appropriate staff and agencies in a timely manner.
- K. Organize, coordinate, and complete assigned special projects.
- L. Perform other special projects and duties as assigned.
- M. Provide vacation and temporary relief as required.
- N. Travel throughout the County as required.

**Position Description**  
**Contract Fiscal Assistant**

Contractor shall be employed as a Contract Fiscal Assistant, with the Children and Families Commission (Commission) - First 5 San Bernardino. Contractor shall work cooperatively with the staff of the Commission under the direction of the Supervising Accountant, performing a broad range of duties, including, but not limited to, the following:

- A. Review and audit accounting documents such as invoices, requisitions, purchase orders, bills, warrants, claims, and other documents for arithmetical accuracy, completeness, and adherence to County policies and procedures, agreements and contractual requirements; verify totals and availability of funds before processing.
- B. Prepare a variety of accounting documents including statements, billings, reimbursements, delinquency notices, purchase orders, requisitions, and requests for warrants.
- C. Process payments, invoices, billings, reimbursement, credit card statements, claims, billings; track and conduct research and information gathering to support resulting product.
- D. Maintain ledgers, journals, logs, files and other accounting or fiscal records; set up, extract, post, adjust and reconcile entries to centralized accounting records; classify and code accounting transactions.
- E. Collect, distribute, and allocate funds to correct accounts. Maintain appropriation and revenue records; prepare journal vouchers and budget transfers; review accounts; reconcile statement of expenses, revenues, trial balance statements, tax and trust fund accounts, general fund, petty cash fund, and department funds; reconcile balance sheet to general ledger.
- F. Type alpha and numeric data, requisitions, tabulations, statements, and other materials and operate standard office equipment including computer terminals.
- G. Maintain information for and/or prepare monthly, quarterly annual fiscal and statistical reports; perform research to resolve errors or identify discrepancies. Prepare reports on the status of accounts, contracts, grants, fee receipts, entitlements and reimbursed programs, accounts receivable, accounts payable, and trust accounts.
- H. Compute charges, interest, penalties, refunds and other financial data; verify totals and extensions; calculate, total, and balance accounting documents to ledgers, control totals and other documents; recommend and/or process penalty cancellations and refunds.
- I. Interpret regulations, procedures and contractual or other legal requirements for the purpose of determining the appropriate procedure/regulation or formula to apply; resolve routine problems without assistance.
- J. Operate computer and applicable software and a variety of other office machines to enter and retrieve a variety of data and to produce and/or process a variety of materials.
- K. Sort and list warrants; balance to disbursement figures; cancel warrants; check warrants for fraudulent or improper endorsement or other discrepancies. Research overdue invoices, missing codes, receipts or invoices or problems with misapplied payments, etc.
- L. May key a variety of accounting documents, memos, letters, statistical reports or other reports incidental to the performance of the general accounting duties.
- M. Prepare bank or account fund deposits.
- N. Prepare and maintain a variety of statistical reports and records; create worksheets to track required data; compile and prepare periodic and special reports.



## **Attachment I**

- O. Compute replacement costs by checking scaled measurements; make computations of square footage and apply the proper cost of depreciation factors selected from standardized tables.
- P. Obtain bids, track and log and maintain inventory of supply room.
- Q. Assist in the training of other staff members as needed.
- R. Perform other special projects and duties as assigned.
- S. Provide vacation coverage and temporary relief as required.
- T. Travel throughout the County as required.

**Position Description**  
**Contract Office Assistant III**

Contractor shall be employed as a Contract Office Assistant III, with the Children and Families Commission (Commission) - First 5 San Bernardino. Contractor shall work cooperatively with the staff of the Commission under the direction of the Business Support Manager, performing a broad range of duties, - including, but not limited to, the following:

- A. Collect, enter, process, sort information according to departmental process and procedure which may involve a wide range of research, decision-making, and discretion.
- B. Answer telephones, take and relay messages, and receive visitors.
- C. Provide general information, instruction, and assistance regarding programs and services to the public and other employees; answer questions regarding specific departmental procedures and practices; provide information over the telephone.
- D. Prepare/compile letters, memoranda, reports, file narratives, invoices, charts, tables, receipts, lists, schedules, appointments, supply orders, notices and other documents related to the area assigned.
- E. Request and accept records and other information from a variety of sources; input and maintain data into various database programs; post information from various reports and documents to appropriate records and verify documents and other records for a variety of purposes to include accuracy and consistency.
- F. Operate a variety of office equipment such as computer terminals, calculators, fax machines, information and image management systems, copiers, sorters, viewers, and other office machines to enter and retrieve data, produce and/or process materials to include correspondence, memoranda, reports.
- G. Maintain manual and computerized alphabetical, numerical, or subject matter files; sort and file correspondence, bills, invoices, sponsorships, contracts, purchase orders, inter-office memoranda, and a wide variety of other documents, records, and similar media; pull material from files; purge files as needed or scheduled.
- H. Schedule meetings for individuals and groups; notify attendees and prepare meeting materials); make arrangements for room set-up and refreshments if required; and record meeting results.
- I. Assist in the training of other staff members as needed
- J. Store and distribute office supplies; keep a record of supplies needed, received, and issued; compare bills and invoices against order sheets or purchase orders and against receiving records; confer with vendors; order a variety of supplies, including community engagement supplies; equipment, and other items; log, check, and record the receipt and delivery of various purchases while maintaining the inventory.
- K. Prepare, compose, type, or assemble information into proper form from outlined instructions or established procedures, including letters, forms, records, and reports from rough drafts, marginal notes or verbal instructions, receipts, lists, schedules and orders.
- L. Transcribe a wide variety of dictation; file documents with the appropriate agency; maintain records in files or calendar books in accordance with departmental policies and procedures.
- M. Receive, sort, and distribute mail.
- N. Perform other special projects and duties as assigned.
- O. Provide vacation and temporary relief as required.

P. Travel throughout the County as required.