

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

February 27, 2024

FROM

LUTHER SNOKE, Chief Executive Officer, County Administrative Office

SUBJECT

Adoption of an Amendment to Ordinance No. 1904 Relating to Updating of Positions in the Unclassified Service

RECOMMENDATION(S)

Adopt **Ordinance No. 4468** amending Ordinance No. 1904, by adding eight new positions, incorporating technical title changes for one position, moving four positions from Classified Service to Unclassified Service, and reclassifying 12 positions, which was introduced on February 6, 2024, Item No. 61:

1. Add position number for the Assistant Director of Purchasing position (Position No. 57525) to the Unclassified Service of the County.
2. Add position number for the Assistant Registrar of Voters position (Position No. 57526) to the Unclassified Service of the County.
3. Add position numbers for the Deputy Director of Fleet Management positions (Position Nos. 57527 and 57528) to the Unclassified Service of the County.
4. Add position number for the Deputy Director of Veteran's Affairs position (Position No. 57529) to the Unclassified Service of the County.
5. Add position number for the Director of Governmental Relations position (Position No. 57530) to the Unclassified Service of the County.
6. Add position number for the Deputy Director of Economic Development position (Position No. 57531) to the Unclassified Service of the County.
7. Add position number for the Deputy Director of Land Use Services position (Position No. 57542) to the Unclassified Service of the County.
8. Incorporate a technical title change from Deputy Director of Human Resources Administrative Services to Assistant Director of Risk Management (Position No 55766).
9. Move the following positions from Classified Service to Unclassified Service of the County: Chief of Project Management (Position No. 56020); Deputy Director of Land Use Services (Position No. 87640); Senior Executive Administrative Assistant (Position Nos. 89774, 55709, and 87863).
10. Reclassify the position number for the CEO Executive Assistant – Unclassified to CEO Executive Assistant (Position Nos. 53912 and 74917).
11. Reclassify the position number from Executive Secretary II to Senior Executive Administrative Assistant (Position No. 02210); Reclassify the position number from Executive Secretary II – Unclassified to Senior Executive Administrative Assistant (Position No. 05666); Reclassify the position numbers from Executive Secretary III – Unclassified to Senior Executive Administrative Assistant (Position Nos. 54762, 83273, 05561, 50715, 54764, 54763, 05565, and 01715).

(Presenter: Luther Snoke, Chief Executive Officer, 387-4811)

**Adoption of an Amendment to Ordinance No. 1904 Relating to Updating
of Positions in the Unclassified Service
February 27, 2024**

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES
Create, Maintain and Grow Jobs and Economic Value in the County

FINANCIAL IMPACT

The adoption of Ordinance No. 1904 (Ordinance) will not result in the use of Discretionary General Funding (Net County Cost). Sufficient appropriation is included in all impacted department budgets for 2023-24 and will be included in future recommended budgets.

BACKGROUND INFORMATION

This Ordinance of San Bernardino County, State of California, describes the positions in Unclassified Service and was introduced to the Board of Supervisors (Board) on February 6, 2024, Item No. 61. The recommendation before the Board is to adopt the Ordinance.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Cynthia O'Neill, Principal Assistant County Counsel, 387-5455) on January 30, 2024; Human Resources (Gina King, Assistant Director of Human Resources, 387-5571) on January 30, 2024; County Finance (Abigail Grant, Administrative Analyst, 387-4603), on February 2, 2024; and County Finance and Administration (Matthew Erickson, County Chief Financial Officer, 387-5423) on February 2, 2024.


**Adoption of an Amendment to Ordinance No. 1904 Relating to Updating
of Positions in the Unclassified Service
February 27, 2024**

Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

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

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: February 27, 2024



cc: File - Administrative Office w/ attachments
JLL 02/28/2024