

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

May 5, 2026

FROM

ENSEN MASON, Auditor-Controller/Treasurer/Tax Collector

SUBJECT

Amendment to Employment Contract for Programmer Analyst II

RECOMMENDATION(S)

Approve **Amendment No. 1 to Employment Contract No. 26-47**, effective May 16, 2026, with Tran Nguyen to continue providing support services to the Auditor-Controller/Treasurer/Tax Collector as a Programmer Analyst II, adding Long-Term Disability, Tuition Reimbursement, and County Retirement Medical Trust benefits, as well as amending the salary rate, for an estimated annual cost of \$144,173 (Salary – \$102,981, Benefits – \$41,192), with no change to the original contract term of February 7, 2026 through February 2, 2029, with the option to extend the term of the contract for a maximum of three successive one-year periods.

(Presenter: Ensen Mason, Auditor-Controller/Treasurer/Tax Collector, 382-7000)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Improve County Government Operations.

Operate in a Fiscally-Responsible and Business-Like Manner.

FINANCIAL IMPACT

Approval of the item will not result in the use of additional Discretionary General Funding (Net County Cost). Sufficient appropriation has been included in the Auditor-Controller/Treasurer/Tax Collector's (ATC) 2025-26 budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

ATC is leading a comprehensive implementation effort to replace its long-standing legacy collections and accounting platform with a modernized system. Since existing staff are already operating at capacity with several other initiatives underway, ATC is utilizing a contract Programmer Analyst II to assist with implementation-related tasks necessary for a smooth deployment and successful system launch.

On January 27, 2026 (Item No. 17), the Board of Supervisors (Board) approved Employment Contract No. 26-47 with Tran Nguyen as a Programmer Analyst II to provide service and support to ATC's Information Technology Division, for the estimated annual cost of \$119,567 (Salary – \$85,405, Benefits – \$34,162), for the period of February 7, 2026, through February 2, 2029, with the option to extend the term of the contract for a maximum of three successive one-year periods. The Board also authorized the Auditor-Controller/Treasurer/Tax Collector to execute amendments to the employment contract to extend the contract term for a maximum of three successive one-year periods, on behalf of the County, subject to review by County Counsel, as well as directed the Auditor-Controller/Treasurer/Tax Collector to transmit all

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amendments in relation to this employment contract to the Clerk of the Board of Supervisors within 30 days of execution.

The recommended amendment will add Long-Term Disability, Tuition Reimbursement, and County Retirement Medical Trust benefits, amend the salary rate provision to reflect current standard contract language, including a step advancements provision, and increase the hourly rate to reflect a more accurate alignment between her demonstrated skill level and the scope and complexity of the work now required. As the RevQ Implementation Project for Revenue Recovery has progressed, it has become evident that the position carries a higher degree of technical responsibility to support a countywide enterprise solution for collection operations. In addition, Ms. Nguyen's role will extend to supporting emerging initiatives, including Artificial Intelligence-related projects, further underscoring the need for a resource with advanced technical skills and the ability to perform independent analysis and system integration. The initial rate did not fully account for these expanded responsibilities or the level of expertise required to execute them effectively.

This amendment shall be effective May 16, 2026, and results in no change to the original contract term through February 2, 2029, with the option to extend the term of the contract for a maximum of three successive one-year periods . Notwithstanding the foregoing, either party may terminate the contract at any time without cause upon 14 days' prior written notice to the other party. The County may terminate the contract immediately for just cause.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Scott M. Runyan, Principal Assistant County Counsel, 387-5455) on April 23, 2026; Human Resources (Gina King, Assistant Director, 387-5560) on April 15, 2026; and County Finance and Administration (Garrett Baker, Administrative Analyst, 387-3077) on April 16, 2026.

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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: May 5, 2026



cc: ATC - Le w/agree
Contractor - c/o ATC w/agree
File - w/agree
CCM 05/6/2026