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**Contract Number**

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**SAP Number**

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## Human Resources

|   |                               |
|---|-------------------------------|
| <b>Department Contract Representative</b> | <u>Ana Rosales</u>            |
| <b>Telephone Number</b>                   | <u>(909) 387-9678</u>         |
| <br>                                      |                               |
| <b>Contractor</b>                         | <u>Kristy Turpin</u>          |
| <b>Contractor Representative</b>          | <u>N/A</u>                    |
| <b>Telephone Number</b>                   | <u>On File</u>                |
| <b>Contract Term</b>                      | <u>05/30/26- 05/26/28</u>     |
| <b>Original Contract Amount</b>           | <u>Estimated \$502,346.00</u> |
| <b>Amendment Amount</b>                   | <u>N/A</u>                    |
| <b>Total Contract Amount</b>              | <u>Estimated \$502,346.00</u> |
| <b>Cost Center</b>                        | <u>7206001000</u>             |
| <b>Grant Number (if applicable)</b>       | <u>N/A</u>                    |

THIS CONTRACT is entered into in the State of California by and between San Bernardino County, hereinafter called the County, and Kristy Turpin, hereinafter called Contractor.

**IT IS HEREBY AGREED AS FOLLOWS:**

**WHEREAS**, County desires to obtain the services of Contractor on the terms and conditions set forth in this Contract; and

**WHEREAS**, Contractor has the skills and knowledge necessary to provide services for the County; and

**WHEREAS**, County desires that such services be provided by Contractor and Contractor agrees to perform these services as set forth below.

**NOW, THEREFORE**, in consideration of mutual covenants and conditions, the parties agree as follows:

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Attachment 1 – Position Job Description

**I. DUTIES AND RESPONSIBILITIES OF CONTRACTOR**

A. Contractor shall be employed as a **Lead Human Capital Management Analyst** as described in the table in this Paragraph A., below, and assigned to the Human Resources Department. The term “Equivalent Unit” for each job classification is defined in the chart below.

An equivalent unit is defined as a set of benefits that mirrors those provided to regular County employees in a specific bargaining unit.

| Job Title                             | Equivalent Unit Reference | Salary Grade Reference | Benefit Type |
|---------------------------------------|---------------------------|------------------------|--------------|
| Lead Human Capital Management Analyst | Exempt                    | 71C                    | Exempt       |

B. Contractor shall perform all duties of the Lead Human Capital Management Analyst assigned to the EMACS Development division as outlined in the Job Description - Attachment 1.

**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 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 May 30, 2026 through May 26, 2028, subject to the termination provisions of this Paragraph.

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. The 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. Any compensation and/or benefits provided for in this Contract based on compensation and/or benefits provided for in the San Bernardino County Exempt Group Working Conditions Ordinance (County Code section 13.0613) shall be adjusted in accordance with any future change to the San Bernardino County Exempt Group Working Conditions Ordinance. Any benefits provided under this Contract based on the San Bernardino County Exempt Group Working Conditions Ordinance shall be at a level for employees in Exempt Group C, unless otherwise specified 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 **\$75.15 per hour** and shall be assigned to **Step 16** of Range **71C** of the San Bernardino County Exempt Group Working Conditions Ordinance. The salary is established for the job classification, commensurate with duties and provided below for reference.

Contractor shall not exceed forty (40) hours per work week unless expressly authorized by the Director of the Human Resources Department (Director) or the Director's designee.

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 Exempt Group, all hours as a County employee will be maintained if there is no break in service.

### B. RATE ADJUSTMENTS

Contractor is eligible to receive any salary adjustments and economic benefits (e.g. longevity pay, retention pay) and 1,040 merit step adjustments in the same manner and as provided to other Exempt employees, however, Contractor is also subject to any economic reductions imposed.

### C. OVERTIME

Contractor is in a position not covered by the Fair Labor Standards Act (FLSA) and is not eligible to receive overtime compensation under the FLSA.

### 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 to receive and utilize all leaves in the same manner and amount as employees in the Exempt Group. Refer to Paragraph P 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 Exempt 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).

To be eligible for the MPS and DPS, Contractor must be in paid status. If Contractor chooses to "opt out" or "waive" from the County sponsored health plans, contractor will be eligible for the same opt-out benefits in the same manner and amount as employees in the Exempt Group.

Subject to carrier requirements, the County shall pay vision care insurance premiums for Contractor and eligible dependents, pursuant to the terms and conditions set forth in the San Bernardino County Exempt Group Working Conditions Ordinance.

#### G. LIFE INSURANCE

Contractor shall be eligible for the same Life Insurance benefits in the same manner and amount as employees in the Exempt Group. The County shall pay premiums for a term life insurance policy for Contractor in the same manner and amount as employees in the as employees in the Exempt Group. 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 Exempt Group.

#### I. 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.

J. SALARY SAVINGS PLAN

Contractor shall be eligible to participate in the County's Salary Savings Plan, per the Plan Document and pursuant to the terms and conditions set forth in the San Bernardino County Exempt Group Working Conditions Ordinance.

K. RETIREMENT MEDICAL TRUST ("Trust")

Upon meeting eligibility requirements, Contractor shall participate in the County's Retirement Medical Trust during the term of this Contract pursuant to the terms and conditions set forth in the San Bernardino County Exempt Group Working Conditions Ordinance.

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

Contractor shall be eligible to participate in the County's DCAP and FSA Plans in the same manner as employees in the Exempt Group and per the Plan documents.

M. 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.

N. SHORT-TERM AND LONG-TERM DISABILITY

Contractor shall be eligible to receive the same Short-Term and Long-Term Disability insurance benefits as offered to employees in the Exempt Group.

O. OTHER BENEFITS

If eligible, Contractor may participate in all voluntary participation programs in the same manner as provided to employees in Exempt Group C. See plan document for eligibility criteria.

P. SERVICE AND EFFECTS ON BENEFITS

If Contractor was a County 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.

Q. BENEFITS UPON TERMINATION

Contractor Separated from County Service

Upon separation from County employment, Contractor shall be compensated for any unused Vacation, Paid Time-Off, Administrative, and Holiday Leave at the then base rate of pay. Contractor will be eligible to convert the cash value of unused Sick Leave to the Retirement Medical Trust Fund pursuant to the terms and conditions of the San Bernardino County Exempt Group Working Conditions Ordinance.

### 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 the Director's designee. The Director, or the Director's 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 Department'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. Contractor shall only receive those benefits as required by law.

**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 maintain at Contractor's sole expense 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 data, design concepts, algorithms, programs, formats, documentation, vendor proprietary information and all other original materials produced, created by or provided for the County Department. 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 policies, procedures, and standard practices, as well as the Code of Conduct provided by the designated Department. 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 and including Attachment 1 which is attached hereto and incorporated herein by this reference, 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

► \_\_\_\_\_  
 Dawn Rowe, Chair, Board of Supervisors

Dated: \_\_\_\_\_  
 SIGNED AND CERTIFIED THAT A COPY OF THIS DOCUMENT HAS BEEN DELIVERED TO THE CHAIRMAN OF THE BOARD

Lynna Monell  
 Clerk of the Board of Supervisors  
 of the County of San Bernardino

By \_\_\_\_\_  
 Deputy

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

Name Kristy Turpin  
 (Print or type name of person signing contract)

Title Human Resources Analyst III  
 (Print or Type)

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

Address Address on file

**FOR COUNTY USE ONLY**

|   |   |  |
|---|---|--|
| Approved as to Legal Form                                   | Reviewed for Contract Compliance            | Reviewed/Approved by Department            |
| ► _____<br>Scott Runyan, Principal Assistant County Counsel | ► _____<br>Gina King, HR Assistant Director | ► _____<br>Ana Rosales, HR Deputy Director |
| Date _____  | Date _____                                  | Date _____                                 |

**Position Description**  
**Lead Human Capital Management (HCM) Analyst**

Contractor shall be employed as a **Lead Human Capital Management (HCM) Analyst**. Contractor shall perform a broad range of responsibilities, including, but not limited to, the following:

1. Current State Assessment

- Conduct a comprehensive review of existing Human Resources (HR) and Benefits related processes.
- Document “as-is” processes, workflows, and integrations across multiple departments.
- Identify system gaps, redundancies, and areas for improvement.
- Work with stakeholders to capture functional requirements.

2. Future State Design & Recommendations

- Collaborate with leadership to define future state HCM operating model.
- Develop a future state roadmap including standardized workflows, automation opportunities, and system integration requirements.
- Recommend best practices for classification, recruitment, onboarding, payroll, benefits administration, labor compliance, and workforce analytics.
- Ensure future state design aligns with County policies, MOUs, Ordinances, Compensation Plans, and legal requirements.
- Provide expert insight into employee and manager self-service design for optimal user experience.

3. Implementation Support

- Partner with the County and vendor implementation team to define project milestones, deliverables, and dependencies.
- Assist with data strategy and migration planning, including cleansing, validation, and reconciliation.
- Support User Acceptance Testing (UAT)
- Participate in system configuration review sessions to ensure alignment with County business rules.
- Provide post-implementation hypercare support to troubleshoot and resolve issues.

4. Change Management & Training

- Advise on strategies to promote employee adoption of the new HCM system.
- Assist in reviewing training materials, job aids, and user guides for HR, Payroll, managers, and employees.
- Support County communications and engagement strategies to ensure a smooth transition.

5. Continuous Improvement & Advisory Support

- Recommend updates to County policies, MOUs, and administrative procedures impacted by the HCM implementation.
- Identify additional automation and integration opportunities to enhance HR service delivery.
- Advise on workforce reporting and dashboard development to improve decision-making.
- Provide ongoing recommendations for future system enhancements and upgrades.