

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

July 23, 2024

**FROM**

**LUTHER SNOKE, Chief Executive Officer, County Administrative Office**

**SUBJECT**

Introduction of Ordinance Amending the San Bernardino County Code Relating to Compensation and Terms and Conditions of the Exempt Group, Elected Officials, Student Intern, Student Nurses, and Public Service Employees

**RECOMMENDATION(S)**

1. Consider proposed ordinance amending the San Bernardino County Code relating to compensation and terms and conditions of the Exempt Group, Elected Officials, Student Intern, Student Nurses, and Public Service Employees.
2. Make alterations, if necessary, to proposed ordinance.
3. Approve introduction of proposed ordinance.
  - An ordinance of San Bernardino County, State of California, to amend Sections 13.0613, 13.0614, 13.0617c, 13.0617f, and 13.0660 of the San Bernardino County Code relating to compensation and working terms and conditions for the Exempt Group, Elected Officials, Student Intern, Student Nurses, and Public Service Employees.
4. SCHEDULE ORDINANCE FOR FINAL ADOPTION ON TUESDAY, AUGUST 6, 2024, on the Consent Calendar.

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

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Create, Maintain and Grow Jobs and Economic Value in the County.**

**Improve County Government Operations.**

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

**Ensure Development of a Well-Planned, Balanced, and Sustainable County.**

**FINANCIAL IMPACT**

Approval of this item will result in the use of additional ongoing Discretionary General Funding (Net County Cost) of approximately \$94,000 in 2024-25 and in ongoing years. The total estimated cost associated with the proposed amendments to the ordinance is \$120,000 in 2024-25 and in ongoing years. Approval of the necessary budget adjustments is not requested at this time but may be included in a future budget report presented to the Board of Supervisors (Board) for approval, if necessary. Sufficient appropriation will be included in future recommended budgets.

**BACKGROUND INFORMATION**

The proposed ordinance sets the terms and conditions of Exempt Group and non-represented employees covered by the ordinance, as well as County Officials, including the members of the Board and countywide elected officials.

It is proposed that Section 13.0613 of the San Bernardino County Code, relating to the Salaries and Working Conditions of the Exempt Group be amended to make the following updates:

- Modify Salary Rates and Step Advancements adding Director of Human Resources designee for variable entrance step requests ~~and sole approval to the Director of Human Resources for adjustment of salary step or salary rate to correct or prevent salary inequity.~~
- Modify the automobile allowance to remove the option for an assigned County vehicle for certain groups.
- Modify the eligibility for perfect attendance leave to include the use of Paid Time Off for sick leave purposes.
- Update classification and salary range structure to reflect recommended changes and changes approved in the County's Budget Report.
- Clean up obsolete language throughout the entirety of the ordinance.
- Remove exclusionary language for the elected Sheriff under Peace Officer Standards and Training Pay.

It is proposed that Section 13.0614 of the San Bernardino County Code, relating to the Salaries and Working Conditions of the County-Wide Elected Officials be amended to make the following updates:

- Add Administrative Leave subsection to the list of provisions County-Wide Elected Officials are eligible to receive at the same benefits as Exempt employees.
- Add Peace Officer Standards and Training Pay subsection to the list of provisions County-Wide Elected Officials are eligible to receive at the same benefit as Exempt employees.
- Increase the automobile allowance for the District Attorney and the Sheriff/Coroner/Public Administrator to \$750.00 per pay period.
- Modify the automobile allowance to allow the District Attorney and the Sheriff/Coroner/Public Administrator to be eligible to receive the allowance and have a Category I County assigned vehicle.
- Increase the portable communication allowance to \$150.00 per pay period.
- Add contingency language that would sunset certain benefits, should future amendments change in the County Charter.

It is proposed to amend Subsections 13.0617c of the San Bernardino County Code, relating to the Salaries and Working Conditions of the Student Intern, to update salary ranges in compliance with changes due to Senate Bill 525.

It is proposed to amend Subsections 13.0617f of the San Bernardino County Code, relating to the Salaries and Working Conditions of the Student Nurses, to update salary ranges in compliance with changes due to Senate Bill 525.

It is proposed to amend Subsections 13.0660 of the San Bernardino County Code, relating to Public Service Employees, to clean up obsolete language.

The proposed ordinance amending the San Bernardino County Code relating to compensation and terms and conditions of the Exempt Group, Student Intern, Student Nurses, and Public Service Employees will become effective on August 10, 2024, should the Board adopt this ordinance.

### **PROCUREMENT**

Not applicable.

### **REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Cynthia O'Neill, Chief Assistant County Counsel, 387-5455) on July 17, 2024; Human Resources (Michael Bowers, Human Resources Director, 387-5570) on July 18, 2024; and County Finance and Administration (Matthew Erickson, County Chief Financial Officer, 387-5423) on July 18, 2024.