

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

January 27, 2026

FROM

ENSEN MASON, Auditor-Controller/Treasurer/Tax Collector

SUBJECT

Employment Contract for Programmer Analyst II

RECOMMENDATION(S)

1. Terminate Employment Contract No. 23-1124 with Tran Nguyen as a Programmer Analyst I, effective February 6, 2026.
2. Approve **Employment Contract No. 26-47** with Tran Nguyen as a Programmer Analyst II to provide service and support to the Auditor-Controller/Treasurer/Tax Collector'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.
3. Authorize 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.
4. Direct the Auditor-Controller/Treasurer/Tax Collector to transmit all amendments in relation to this employment contract to the Clerk of the Board of Supervisors within 30 days of execution.

(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's Revenue Recovery Division (Division) is in the middle of a major modernization effort as it transitions away from its long-standing legacy collections and accounting platform. The current system, built on outdated technology and supported by aging architecture, has become increasingly difficult to maintain and enhance. Its limited flexibility, minimal vendor support, and high maintenance burden create operational risk and restrict the Division's ability to improve service delivery.

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The ongoing replacement project (project) is a comprehensive implementation effort that will replace the legacy system with a fully supported, modernized collections and accounting system designed to meet current and future business needs.

ATC's Information Technology Division (ATC-ITD) is responsible for guiding this transition by providing project management, business analysis, and technical oversight. However, ATC-ITD is currently operating at capacity with several countywide initiatives underway, limiting its ability to commit an in-house Programmer Analyst to the project implementation. As the project enters the configuration, testing, and data preparation stages, a dedicated technical resource is essential to maintain project continuity, coordinate with the vendor, and support the Division's subject-matter experts.

To address this gap, the Division will utilize a contract Programmer Analyst II who will work closely with both the vendor and ATC teams. This resource will assist with workflow and rules configuration, data mapping and validation activities, testing coordination, security and permission setup, technical troubleshooting, documentation, and other implementation-related tasks necessary for a smooth deployment and successful system launch.

On October 24, 2023 (Item No. 19), the Board of Supervisors approved Employment Contract No. 23-1124 with Tran Nguyen as a Programmer Analyst I to provide service and support to ATC-ITD, for the period of November 4, 2023 through October 30, 2026, at an estimated annual cost of \$112,180. Approval of Recommendation No. 2 will transition Ms. Nguyen to a Programmer Analyst II contract position effective February 7, 2026. Over the past contract term, Ms. Nguyen has demonstrated the competencies and capabilities aligned with a Programmer Analyst II role, including independently performing complex analysis, supporting mission-critical applications, and contributing to priority modernization efforts. Elevating her to Programmer Analyst II ensures ATC-ITD has the appropriate skill level to meet growing business needs, maintain project continuity, and support the successful implementation of enterprise systems.

Authorization is requested for ATC to execute a maximum of three successive one-year amendments to the employment contract with Ms. Nguyen as provided for in the contract. The employment contract can be terminated by either party at any time without cause, with 14 days' prior written notice.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Scott M. Runyan, Principal Assistant County Counsel, 387-5455) on December 19, 2025; Human Resources (Gina King, Assistant Director, 387-5560) on December 10, 2025; and County Finance and Administration (Garrett Baker, Administrative Analyst, 387-3077) on December 22, 2025.

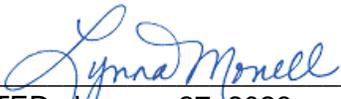
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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

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

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: January 27, 2026



cc: ATC - Le w/agree
 Contractor - c/o ARC w/agree
 File - w/agree
MBA 01/29/2026