

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

November 5, 2024

**FROM**

**JOSHUA DUGAS, Director, Department of Public Health**

**SUBJECT**

Standard Employment Contract Template for Program Support

**RECOMMENDATION(S)**

1. Approve Employment Contract Template for the following Department of Public Health, Center for Disease Control and Prevention Strengthening Public Health Infrastructure grant funded positions for the period of November 5, 2024, through November 30, 2027:
  - a. Human Resources Analyst
  - b. Human Resources Business Partner
  - c. Public Health Accountant/Staff Analyst
  - d. Public Health Automated Systems Analyst
  - e. Public Health Automated Systems Technician
  - f. Public Health Business Systems Analyst
  - g. Public Health Community Health Worker I
  - h. Public Health Education Specialist
  - i. Public Health Physician
  - j. Public Health Program Coordinator
  - k. Public Health Program Manager
  - l. Public Health Program Specialist
  - m. Public Health Project Coordinator
  - n. Public Health Quality Improvement Coordinator
2. Authorize the Director of the Department of Public Health to execute the individual employment contracts and amendments to extend the term of the contract for a maximum of three successive one-year periods, on behalf of the County, subject to County Counsel review.

(Presenter: Joshua Dugas, Director, 387-9146)

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

**Promote the Countywide Vision.**

**Provide for the Safety, Health and Social Service Needs of County Residents.**

**Pursue County Goals and Objectives by Working with Other Agencies and Stakeholders.**

**FINANCIAL IMPACT**

This item does not impact Discretionary General Funding (Net County Cost). These contract positions are fully funded by the Center for Disease Control and Prevention (CDC) Strengthening Public Health Infrastructure grant (Grant Award No. 6 NE11OE000070-01-01) (Grant). Adequate appropriation and revenue have been included in the Department of Public Health's (DPH) 2024-25 budget and will be included in future recommended budgets.

**Standard Employment Contract Template for Program Support  
November 5, 2024**

**BACKGROUND INFORMATION**

The recommended employment contract template will allow DPH the flexibility needed to obtain staff required to support DPH programs, ensure timely access to public health services, and meet operational needs while remaining within the overall budget for public health programs as they relate to personnel salary and benefits costs.

The temporary CDC Grant funding will allow DPH to meet critical infrastructure needs, support workforce expansion, increase foundational capabilities that support accreditation and quality improvement, and modernize public health data systems. Investment in these areas will drive lasting improvements in public health capacity and systems to better serve and support those who work, play, and live in the county. The goal of the funding is to enable DPH to hire, train, sustain, and retain the public health workforce, and strengthen foundational capabilities.

On February 28, 2023 (Item No. 43) and July 11, 2023 (Item No. 31), the Board of Supervisors (Board) approved the receipt of the grant award in the total amount of \$20,715,347, and the reallocation of grant budget line items with no change to the total award amount, from the CDC Grant, for the period of December 1, 2022 through November 30, 2027. This funding provides for the 22 contract positions described in Recommendation No. 1.

On September 26, 2023 (Item No. 48), the Board approved an employment contract template for 14 DPH classifications and authorized the Director of DPH to execute the individual employment contracts and amendments to extend the term of the contract, on behalf of the County, subject to County Counsel review.

Since the original employment contract template approval, DPH determined the Community Health Worker (CHW) I position description needed to be updated to more accurately reflect the duties of the role. The CHW I position description has also been updated with an expectation for individuals that do not have the CHW certification to obtain this within one year of hire to maintain their position.

Moving forward, DPH will utilize the recommended revised employment contract template for new contract employees, including CHW Trainees and CHW I's, under the Grant. In addition, any current contract employees affected by the updated provisions or position descriptions will enter into a new contract.

DPH is utilizing contract positions to meet Grant objectives due to the limited nature of the five-year Grant term. These contract positions will support a variety of programs and activities, including Health Equity, Clinic Operations, Compliance, Health Information Technology, and others, while assisting the department in expanding its staffing infrastructure and preparing for potential future public health emergencies.

**PROCUREMENT**

Not applicable.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Scott Runyan, Principal Assistant County Counsel, 387-5455) on October 23, 2024; Human Resources (Gina King, Assistant Director, 387-5570) on October 22, 2024; Finance (Iliana Rodriguez, Administrative Analyst, 387-4205) on October 21, 2024; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on October 21, 2024.

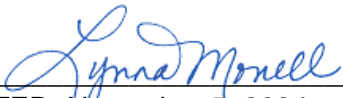
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Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

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

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: November 5, 2024



cc: File - Public Health w/attach  
MBA 11/6/2024