

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

November 4, 2025

FROM

LUTHER SNOKE, Chief Executive Officer, County Administrative Office

SUBJECT

Adoption of Amendment to Ordinance No. 1904 Relating to Updating of Positions in the Unclassified Service

RECOMMENDATION(S)

Adopt **Ordinance No. 4500** amending Ordinance No. 1904, which was introduced on October 21, 2025, Item No. 69, which adds a Senior Executive Administrative Assistant position and deletes an Administrative Analyst III position from the Unclassified Service.
(Presenter: Leonardo Gonzalez, Director, 387-5570)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

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

FINANCIAL IMPACT

The adoption of Ordinance No. 1904 (Ordinance) will not result in the use of Discretionary General Funding (Net County Cost). This item represents the second reading and adoption of the Ordinance, formalizing the actions previously approved by the Board of Supervisors (Board) during the first reading.

BACKGROUND INFORMATION

This Ordinance of San Bernardino County, State of California, outlines the positions in Unclassified Service and was introduced to the Board on October 21, 2025, Item No. 69.

The addition and deletion of positions, specifically, the addition of one Senior Executive Administrative Assistant (Position No. 59831) and the deletion of one Administrative Analyst III (Position No. 56994), were previously approved during the first reading. The purpose of this action is to complete the required legislative process for adoption of the 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 October 21, 2025; Human Resources (Leonardo Gonzalez, Director, 387-5569) on October 21, 2025; and County Finance and Administration (Elias Duenas, Administrative Analyst, 387-4052) on October 14, 2025.

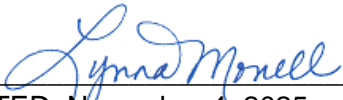
**Adoption of Amendment to Ordinance No. 1904 Relating to Updating of
Positions in the Unclassified Service
November 4, 2025**

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 4, 2025



cc: File - Administrative Office w/ ordinance
JLL 11/4/2025