

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

November 17, 2020

**FROM**

**JOHN McMAHON, Sheriff/Coroner/Public Administrator**

**SUBJECT**

Employment Contract with Kaylan Hernandez to Provide Services as a Criminalist I

**RECOMMENDATION(S)**

1. Approve Employment Contract with Kaylan Hernandez for the provision of services as a Criminalist I for the Sheriff/Coroner/Public Administrator, effective November 21, 2020 through December 31, 2021, with the option to extend the term for two additional one-year periods, for an estimated annual cost of \$106,826 (Salary - \$65,187; Benefits - \$41,639).
2. Authorize the Sheriff/Coroner/Public Administrator, ~~Undersheriff, or Assistant Sheriff~~ to execute amendments to the contract to extend the contract term for a maximum of two successive one-year periods on behalf of the County, subject to review by County Counsel.
3. Direct the Sheriff/Coroner/Public Administrator, ~~Undersheriff, or Assistant Sheriff~~ to transmit all documents in relation to contract amendments to the Clerk of the Board of Supervisors within 30 days of execution.

(Presenter: John Ades, Captain, 387-0640)

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

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

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

**FINANCIAL IMPACT**

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). The estimated annual cost for this Employment Contract is \$106,826 (Salary - \$65,187; Benefits - \$41,639). This position is assigned to the Sheriff/Coroner/Public Administrator (Department), Scientific Investigations Division, Criminal Laboratory and will be funded by the 2019 DNA Backlog Reduction Program grant in the amount of \$384,923 (Award No. 2019-DN-BX-0001) for the period of January 1, 2020 through December 31, 2021. Sufficient appropriation was not included in the Department's 2020-21 budget, but will be included on a future quarterly countywide budget report presented to the Board of Supervisors (Board) for approval.

**BACKGROUND INFORMATION**

On October 22, 2019 (Item No. 41); Contract No. 19-695, the Board accepted grant award No. 2019-DN-BX-0001 from the U.S. Department of Justice, National Institute of Justice for the 2019 DNA Backlog Reduction Program. The award provides funding for one contract Criminalist position, overtime costs, training, travel, equipment maintenance, and supplies. The grant funds are used to enhance the Department's ability to effectively analyze backlogged forensic DNA casework samples.

Given the demanding caseload of the Criminal Laboratory, the Department recommends an employment contract with Ms. Kaylan Hernandez for the period of November 21, 2020 through December 31, 2021, with the option to extend the contract term for two additional one-year periods, subject to County Counsel review and continuation of grant funding. Approval of the

contract will help the Department to reduce or avoid delays in the analysis of casework samples generated by a Criminalist.

Either party may terminate the contract at any time without cause with 14-days' advance written notice to the other party. The contract may be terminated for just cause immediately by the County.

### **PROCUREMENT**

Recruitment for this position was conducted via the County's Human Resources Department website. Seven candidates were interviewed by the Scientific Investigations Division staff, including the Criminal Laboratory's Director. The interview panel recommends an employment contract with Ms. Hernandez based on her specific skills and experience that meet the requirements of the position.

### **REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Cynthia O'Neill, Supervising Deputy County Counsel, 387-5455) on October 16, 2020; Human Resources Department (Gina King, Division Chief, 387-5570) on October 21, 2020; Finance (Carolina Mendoza, Administrative Analyst, 387-0294) on October 26, 2020; and County Finance and Administration (Kelly Welty, Deputy Executive Officer, 387-5423) on October 26, 2020.