

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

August 9, 2022

FROM

SHANNON D. DICUS, Sheriff/Coroner/Public Administrator

SUBJECT

Employment Contract for Sheriff's Departmental Information Systems Administrator

RECOMMENDATION(S)

1. Approve **Employment Contract No. 22-758** with Andres Lerma for the position of Sheriff/Coroner/Public Administrator's Departmental Information Systems Administrator, for an estimated annual cost of \$217,340 (Salary - \$120,744, Benefits - \$96,596) effective August 10, 2022 through August 9, 2025.
2. Authorize the Sheriff/Coroner/Public Administrator, Undersheriff, or Assistant Sheriff to execute amendments to this contract to extend the contract term for a maximum of three consecutive one-year periods on behalf of the County, subject to County Counsel review.
3. Direct the Sheriff/Coroner/Public Administrator, Undersheriff, or Assistant Sheriff to transmit amendments in relation to this contract to the Clerk of the Board of Supervisors within 30 days of execution.

(Presenter: John Ades, Deputy Chief, 387-3760)

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 the proposed employment contract is \$217,340 (Salary - \$120,744, Benefits - \$96,596). The position will be assigned to the Sheriff/Coroner/Public Administrator (Department) Technical Services Division (TSD). This position is included in the Department's 2022-23 budget and sufficient appropriation will be included in future recommended budgets.

BACKGROUND INFORMATION

To improve efficiency, effectiveness, and allow for development of Information Technology (IT) strategic and succession planning, the Department is recommending an organizational structure within TSD to be led by a professional with the requisite specialized skills and experience to manage mission-critical technology systems and infrastructure functions. To accommodate these functions, the Department is recommending to contract with a Departmental Information Systems Administrator (DISA) to provide oversight of the entire division, similar to positions performing this same function in other Counties.

**Employment Contract for Sheriff's Departmental Information Systems
Administrator
August 9, 2022**

The Department recommends a three-year contract with Andres Lerma who has the necessary qualifications and experience to meet the requirements of this position. Authorization is requested for the Sheriff/Coroner/Public Administrator, Undersheriff, or Assistant Sheriff to execute amendments to extend the term of the contract for three additional consecutive one-year periods, subject to County Counsel review. 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. Interviews with four candidates were conducted by a panel composed of the Sheriff's Chief Deputy Director of Administration, the County's Assistant Chief Information Officer, the Sheriff's Deputy Chief for TSD, and the District Attorney's DISA.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Cynthia O'Neill, Principal Assistant County Counsel, 387-5455) on July 21, 2022; Human Resources (Gina King, Deputy Director, 387-5571) on July 22, 2022; Finance (Carolina Mendoza, Administrative Analyst, 387-4635) on July 25, 2022; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on July 25, 2022.

**Employment Contract for Sheriff's Departmental Information Systems
Administrator
August 9, 2022**

Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Dawn Rowe Seconded: Col. Paul Cook (Ret.)

Ayes: Col. Paul Cook (Ret.), Janice Rutherford, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: August 9, 2022



cc: Sheriff - Welty w/agree
Contractor - C/O Sheriff w/agree
File - w/agree
CCM 08/16/2022