

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

September 13, 2022

**FROM**

**DIANA ALEXANDER, Assistant Executive Officer, Department Operations**

**SUBJECT**

Amendment to Staff Analyst Employment Contract for the Children and Families Commission for San Bernardino County

**RECOMMENDATION(S)**

Approve **Amendment No. 1 to Employment Contract No. 22-171** between San Bernardino County, Children and Families Commission for San Bernardino County, and Jammy A. Gutierrez as a Staff Analyst II, updating the contract language to include Bilingual Compensation, for an estimated annual cost of \$92,243 (\$62,920 Salary, \$29,323 Benefits), with no change to the contract period of March 26, 2022 through March 25, 2025. (Presenter: Diana Alexander, Assistant Executive Officer, 387-4261)

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

**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). The estimated annual cost of the employment contract is \$92,243, which includes Bilingual Compensation and a 3% cost of living increase effective July 30, 2022, and will be reimbursed by the Children and Families Commission for San Bernardino County (Commission) Trust fund. Adequate appropriation and revenue have been included in the 2022-23 Commission budget and will be included in future recommended budgets.

**BACKGROUND INFORMATION**

This Commission Staff Analyst II position is responsible for various research, evaluation, analytic, and work oversight functions to enhance the viability and effectiveness of services promoting, supporting, and improving the early development of children from the prenatal stage to five years of age.

The Commission is recommending an amendment to the employment contract with Jammy A. Gutierrez to add Bilingual Compensation language to the contract to assist in communicating with customers in Spanish for provision of services. Jammy A. Gutierrez is fluent in Spanish and has passed the verbal and written exam conducted by Human Resources. The Commission will be employing Jammy A. Gutierrez at Level 2 – written skill level. The staff member who previously provided this service is no longer with the Commission. The annual cost of the contract has increased over the contract approved by the Board of Supervisors on March 15, 2022 (Item No. 30) due to the cost of living increase on July 30, 2022.

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The Commission uses California's tax on cigarettes and tobacco products to provide services for the State's youngest residents and their families. The Commission collaborates with the community and child-serving agencies to fulfill their mission of promoting, supporting, and enhancing the health and early development of children prenatal through age five, and their families.

**PROCUREMENT**

On March 15, 2022 (Item No. 30), as the result of a formal recruitment, the Board of Supervisors approved Contract No. 22-171 with Jammy A. Gutierrez as a Staff Analyst II for an estimated annual cost of \$90,413 (\$61,090 Salary, \$29,323 Benefits), for the period of March 26, 2022 through March 25, 2025.

Approval of the recommended amendment to the employment contract with Jammy A. Gutierrez will update compensation language to add Bilingual Compensation and the cost of living increase effective September 13, 2022, with no change to the contract period.

**REVIEW BY OTHERS**

This item has been reviewed by Human Services Contracts (Patty Steven, Contracts Manager, 388-0241) on August 15, 2022; County Counsel (Cynthia O'Neill, Principal Assistant County Counsel, 387-5455) on August 22, 2022; Human Resources (Gina King, Deputy Director, 387-5570) on August 22, 2022; Finance (John Hallen, Administrative Analyst, 388-0208) on August 25, 2022; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on August 25, 2022.

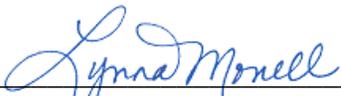
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Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

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

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: September 13, 2022



cc: HS - Baxter w/agree  
Contractor - C/O HS w/agree  
File - w/agreee  
CCM 09/30/2022