

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

January 10, 2023

FROM

LEONARD X. HERNANDEZ, Chief Executive Officer, County Administrative Office

SUBJECT

Adoption of Ordinance Amending the San Bernardino County Code Relating to Compensation and Terms and Conditions of County Officials, Exempt Group Employees, Public Service Employees and Law Clerk Employees

RECOMMENDATION(S)

Adopt **Ordinance No. 4454** amending the San Bernardino County Code relating to compensation and terms and conditions of Exempt Group, Elected Officials, Public Service Employees and Law Clerk, which was introduced on December 13, 2022, Item No.89. (Presenter: Leonard X. Hernandez, Chief Executive Officer, 387-4811)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

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

Improve County Government Operations.

Operate in a Fiscally Responsible and Business-Like Manner.

Ensure Development of a Well-Planned, Balanced, and Sustainable County.

FINANCIAL IMPACT

Approval of this item will result in the use of additional ongoing Discretionary General Funding (Net County Cost) of approximately \$775,000 in 2022-23, \$1.3 million in 2023-24, \$1.4 million in 2024-25, \$1.4 million in 2025-26 and \$1.5 million in ongoing years. The total estimated cost associated with the proposed amendments to the ordinance is \$775,000 in 2022-23, \$3.4 million in 2023-24, \$3.8 million in 2024-25, \$3.8 million in 2025-26 and \$3.9 million in ongoing years. Approval of the necessary budget adjustments is not requested at this time but may be included on a future quarterly budget report presented to the Board of Supervisors (Board) for approval, if necessary. Sufficient appropriation will be included in future recommended budgets.

BACKGROUND INFORMATION

The Ordinance sets the terms and conditions of Exempt Group and non-represented employees covered by the ordinance, as well as County Officials, including the members of the Board and county-wide elected officials.

It is proposed that Section 13.0613 of the San Bernardino Code, relating to the Salaries and Working Conditions of the Exempt Group be amended to make the following updates:

- Effective January 14, 2023, add a new top step at approximately 2.5% above the then current top step for all non-trainee salary ranges.
- Effective July 15, 2023, add a new top step at approximately 2.5% above the then current top step for all non-trainee salary ranges.

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- Update classification and salary range structure to reflect changes approved in the County's Budget Report.
- Reflect discontinuation of the Variable Group Life Insurance policy that was effective September 1, 2022 and was replaced by a group life insurance policy option.
- Update sections of the Medical and Dental Coverage Insurance provision to provide clarity for administration.
- Effective February 24, 2024, increase the Peace Officer Standards and Training (POST) Pay by 1%, equaling a total of 6%.
- Effective February 22, 2025, increase the POST Pay by 1%, equaling a total of 7%.
- Update eligibility for Healthy Lifestyles Program.
- Add new Code section to allow the Director of Human Resources, in consultation with County Counsel, to authorize administrative leave or a lump sum payment for an eligible employee in cases of separation from County employment.
- Add the Assistant Probation Chief Officer to the eligible list of classifications for the auto allowance.
- Effective January 14, 2023, provide approximately 2.5% equity adjustment to salary Safety Range 83C.
- Clean up to section 12.0613(c)(4)(D) of the Salary Rates and Step Advancements article regarding demotions to provide placement of demoted employees on a salary step within the demoted salary range.

It is proposed to amend Subsections 13.0614(a), 13.0614(b), 13.0614(c), 13.0614(e), and 13.0614(f) of the San Bernardino County Code, relating to the Salaries and Working Conditions of the Elected Officials.

It is proposed that Section 13.0617m of the San Bernardino County Code, relating to Law Clerk employees be amended as follows:

- It is proposed to combine the Law Clerk I and Law Clerk II classifications into one classification of Law Clerk to allow Human Resources to develop and implement salary ranges specifically to reflect hourly rates aligned with duties for entry level, mid-level, and professional positions.

It is proposed that Section 13.0660 of the San Bernardino County Code relating to Public Service Employees be amended to update the maximum hourly rate for a Public Service Employee to \$25.00 per hour to comply with the California minimum wage and to remain competitive in the market.

Approval of this item would adopt the ordinance relating to the amendment of Section 13.0613, 13.0617m, and 13.0660 of the San Bernardino County Code and become effective immediately upon the date of final passage. The portions of the ordinance amending County Code sections 13.0614(a), 13.0614(b), 13.0614(c), 13.0614(e), 13.0614(f), shall become effective 30 days from the date of final passage.

PROCUREMENT

Not applicable.

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REVIEW BY OTHERS

This item has been reviewed by County Counsel (Cynthia O'Neill, Principal Assistant County Counsel, 387-5455) on December 14, 2022; Human Resources (Diane Rundles, Director, 387-5570) on December 16, 2022; Human Resources (Leonardo Gonzalez, Deputy Director/Labor Chief, 387-5568) on December 14, 2022; Finance (Abigail Grant, Administrative Analyst, 387-4603; and County Finance and Administration (Matthew Erickson, County Chief Financial Officer, 387-5423) on December 15, 2022.

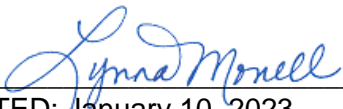
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Record of Action of the Board of Supervisors
San Bernardino County

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: January 10, 2023



cc: File - Administrative Office w/ ordinance
JLL 01/13/2023