

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

November 5, 2019

FROM

PHALOS HAIRE, Director, Preschool Services Department

DIANE RUNDLES, Interim Director, Human Resources

SUBJECT

Preschool Services Department Supervising Case Management Nurse Classification and Standard Employment Contract Template

RECOMMENDATION(S)

1. Establish the contract classification and salary rate for Preschool Services Department Supervising Case Management Nurse, Preschool Services Supervisory Unit, Range 68B (\$47.71/hour - \$50.12/hour).
 2. Approve standard employment contract template for the position of Preschool Services Department Supervising Case Management Nurse, Preschool Services Supervisory Unit, R68B (\$47.71/hour - \$50.12/hour) in the Preschool Services Department for the period of November 5, 2019 through March 19, 2021.
 3. Authorize the Director of Preschool Services Department to execute the standard employment contract template and extension amendments for three successive one-year periods on behalf of the County, subject to review by County Counsel.
- (Presenter: Phalos Haire, Director, 383-2005)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

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

FINANCIAL IMPACT

This item does not impact Discretionary General Funding (Net County Cost). All costs associated with this contract position are 100% state and federal funded. Adequate appropriation and revenue have been included in the Preschool Services Department's (PSD) 2019-20 budget and will be included in the 2020-21 recommended budget.

BACKGROUND INFORMATION

On March 20, 2018 (Item No. 27), the Board of Supervisors (Board) approved standard employment contract templates for all contracted positions to be executed by the PSD Director. After the initiation of these templates, PSD determined that an additional standard employment contract template was needed for a position responsible for the supervision of registered nurses and program support staff in order to provide oversight under the direction of PSD Administration. Human Resources conducted a study at the request of PSD and determined a new contract classification was necessary to provide oversight of the Low Income First Time (LIFT) Program and related nursing and clerical staff that support the program; therefore, PSD is requesting approval of a new standard employment contract template for the position of PSD Supervising Case Management Nurse.

**Preschool Services Department Supervising Case Management Nurse
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As provided in the County Employee Relations Ordinance (ERO) Section 13.0205(b), the County makes the initial determination on the assignment of each new classification to a bargaining unit. Currently, the Contract PSD Nurse is assigned to the PSD Non-Supervisory Unit. The recommended new PSD Supervising Case Management Nurse contract classification will perform supervisory duties of the Contract PSD Nurse, therefore, PSD is recommending that this new contract classification be assigned to the PSD Supervisory Unit, which is represented by Teamsters Local 1932. On October 3, 2019, the County provided Teamsters Local 1932 notice of the proposed new classification. On October 8, 2019, Teamsters Local 1932 agreed to the terms and conditions of the proposed new classification.

The PSD Supervising Case Management Nurse duties will include, but will not be limited to: supervision of professional nursing and related health personnel, review daily service delivery, including complaint resolution, and maintain overall compliance with standards of external regulatory agencies as needed.

PSD has been utilizing standard employment contract templates for existing contract classifications since 1999 when the Board approved the transition of PSD employees into County service.

Approval of this item will allow PSD to establish the contract classification of PSD Supervising Case Management Nurse in the PSD Supervisory Unit and the utilization of a standard employment contract template for the position, for the period of November 5, 2019 through March 19, 2021, with the option of three successive one-year extensions to be executed by the PSD Director. The standard employment contract template includes termination language that the contract may be terminated at any time, without cause, upon 14 days prior written notice to the other party. The County may terminate the contract immediately for just cause.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by Human Resources (Mark DeBoer, Human Resources Division Chief, 387-5564) on September 30, 2019; County Counsel (Cynthia O'Neill, Supervising Deputy County Counsel, 387-5455) on October 2, 2019; Human Services Contracts (Jennifer Mulhall-Daudel, Contracts Manager, 388-0241) on October 16, 2019; Finance (Paul Garcia, Administrative Analyst, 386-8392) on October 15, 2019; and County Finance and Administration (Tanya Bratton, Deputy Executive Officer, 388-0332) on October 17, 2019.

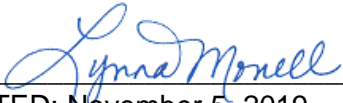
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Record of Action of the Board of Supervisors
County of San Bernardino

APPROVED (CONSENT CALENDAR)

Moved: Robert A. Lovingood Seconded: Janice Rutherford
Ayes: Robert A. Lovingood, Janice Rutherford, Dawn Rowe, Curt Hagman, Josie Gonzales

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: November 5, 2019



cc: File- Preschool Services Department w/attach
la 11/7/2019