

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

January 5, 2021

**FROM**

**DIANE RUNDLES, Director, Human Resources**

**SUBJECT**

Sheriff's Bureau of Administration - Classification Actions

**RECOMMENDATION(S)**

1. Approve the following Reclassifications:
  - a. Position Nos. 002890 and 015312 (both vacant) from Accountant II, Administrative Services Unit, R50 (\$51,688 - \$71,032) to Accountant III, Administrative Services Unit, R56 (\$59,883 - \$82,306) within the Sheriff/Coroner/Public Administrator, effective pay period 02/21.
  - b. Position No. 004042 (vacant) from Staff Analyst I, Administrative Services Unit, R50 (\$51,688 - \$71,032) to Accountant III, Administrative Services Unit, R56 (\$59,883 - \$82,306) within the Sheriff/Coroner/Public Administrator, effective pay period 02/21.
  - c. Position No. 012632 (vacant) from Staff Analyst I, Administrative Services Unit, R50 (\$51,688 - \$71,032) to Staff Analyst II, Administrative Services Unit, R56 (\$59,883 - \$82,306) within the Sheriff/Coroner/Public Administrator, effective pay period 02/21.

(Presenter: Diane Rundles, Director 387-5570)

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

**Improve County Government Operations.**

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

**FINANCIAL IMPACT**

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). Approval of the recommended classification actions will cost approximately \$125,342 annually and will be funded within the Sheriff/Coroner/Public Administrator's (Sheriff) existing budget allocation. Adjustments to the 2020-21 Budget are not requested at this time, but will be included in a future quarterly budget report brought to the Board of Supervisors (Board) for approval, if necessary.

**BACKGROUND INFORMATION**

As part of a review of current organizational structure for the Bureau of Administration, and the need to provide for continuity of operations, the Sheriff submitted four vacant position reclassification requests to the Human Resources Department (HR) on November 13, 2020. HR conducted classification studies of the four positions and recommends approval of the requested reclassifications. Two Accountant II positions and one Staff Analyst I position are recommended to be reclassified to Accountant III positions based on the level of responsibility and complex accounting duties required of the positions, including preparation and analysis of financial data and reports, provision of historical trends and future projections, and research of

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legislation and potential financial impacts. In addition, one Staff Analyst I position is recommended to be reclassified to Staff Analyst II as the position provides advanced contract and procurement duties including preparation of Requests for Proposals (RFP), reviews of bids/proposals, and requires technical knowledge of County, State, and Federal procurement guidelines and procedures, and advanced knowledge of the County's ePro and SAP systems. The reclassification of these positions accurately describes their assigned functions and responsibilities.

These classification actions were not included as part of the 2020-21 First Quarter Budget Report, presented to the Board on this date, as the requests were made after the deadline for inclusion in the report. HR recommends approval of the reclassification actions effective pay period 02/21, to align with the reclassification actions included in the 2020-21 First Quarter Budget Report.

**PROCUREMENT**

Not Applicable.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Richard D. Luczak, Deputy County Counsel, 387-5455) on December 14, 2020; Finance (Carolina Mendoza, Administrative Analyst, 387-0294; and Jessica Trillo, Administrative Analyst, 387-4222) on December 14, 2020; and County Finance and Administration (Kelly Welty, Deputy Executive Officer, and Robert Saldana, Deputy Executive Officer 387-5423) on December 15, 2020.

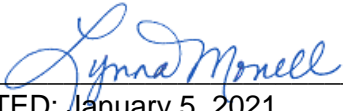
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Record of Action of the Board of Supervisors  
County of San Bernardino

**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: January 5, 2021



cc: File- Human Resources/Classifications  
LA 01/8/2021