

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

July 27, 2021

**FROM**

**ENSEN MASON, Auditor-Controller/Treasurer/Tax Collector**

**SUBJECT**

Employment Contract for Auditor-Controller/Treasurer/Tax Collector Business Systems Analyst III

**RECOMMENDATION(S)**

1. Approve **Employment Contract No. 21-559** with Florencia Fliehmman to provide service and support to the Auditor-Controller/Treasurer/Tax Collector's Information Technology Division as a Business Systems Analyst III for the period of July 31, 2021, through July 26, 2024, for the estimated annual cost of: \$158,043 (Salary - \$100,027, Benefits - \$58,016), with the option to extend the term of the contract for a maximum of three successive one-year periods.
  2. Authorize the Auditor-Controller/Treasurer/Tax Collector to execute amendments to the contract to extend the contract term for a maximum of three successive one-year periods on behalf of the County, subject to review by County Counsel.
  3. Direct the Auditor-Controller/Treasurer/Tax Collector to transmit all amendments in relation to this contract to the Clerk of the Board of Supervisors within 30 days of execution.
- (Presenter: Douglas R. Boyd, Assistant Auditor-Controller/Treasurer/Tax Collector, 382-7004)

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

**Improve County Government Operations.**

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

**FINANCIAL IMPACT**

Approval of the recommended employment contract will not result in the use of additional Discretionary General Funding (Net County Cost). Sufficient appropriation and revenue have been included in the Auditor-Controller/Treasurer/Tax Collector's (ATC) 2021-22 budget and will be included in future recommended budgets.

**BACKGROUND INFORMATION**

The existing Tax Collector (TROL) and Property Tax (PI) legacy systems were written in the 1980s and were declared obsolete in 2004. The County still relies on these systems to prepare and extend the annual tax charge; and collect, allocate, and distribute approximately \$3.4 billion of tax revenue to the hundreds of taxing agency accounts in San Bernardino County. While we have been able to get additional years from the system by applying patches, it is becoming more difficult to address changing business requirements. In September 2019, ATC began documenting the system business requirements to develop a Request for Proposal (RFP) to replace TROL and PI with a new system. This is a very large and complex project that requires

**Employment Contract for Auditor-Controller/Treasurer/Tax Collector  
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the appropriate resources and time to plan a successful robust system that will serve the County for the next 30 years.

Due to the leadership and management experience needed, project timeline, and funding limitations, ATC's current Departmental IS Administrator is assigned to lead the Legacy Systems Replacement Project (Project) in addition to his existing duties of overseeing the Information Technology Division (ITD) and providing technical leadership and support for all divisions within ATC. ITD management's workload and responsibilities have also increased substantially as business requirements for technology services and ATC mandated functions continue to grow. The contract Business Systems Analyst III (BSA III) will provide the most complex business systems analysis services to departmental customers, lead large information technology projects, and lead teams of Business Systems Analysts and Programmer Analysts.

Recommendation No. 1 will allow ATC to utilize the recommended employment contract to employ a BSA III to lead the application development project team and be responsible for the business systems analysis and project management for business application and information technology needs within ATC.

Recommendation No. 2 will allow ATC to execute a maximum of three successive one-year amendments to the employment contract with the selected candidate as provided for in the contract. The employment contract can be terminated by either party at any time without cause, with 14 days' prior written notice. The contract may be terminated immediately by the County, for just cause.

**PROCUREMENT**

A formal recruitment was completed for the BSA III contract position. Human Resources referred a total of 30 applications to ATC. Of the seven candidates contacted, five accepted an interview. ATC recommends the appointment of Florencia Fliehmman for the employment contract due to her skills and experience, which exceed the minimum qualifications of the classification.

Ms. Florencia has over 20 years of professional level experience in management of enterprise level information systems and business process changes in both the private and public sector. Over the last 20 months, Ms. Florencia has worked for San Bernardino County as a Project Manager on a number of information technology implementation projects for the County Administrative Office and Board of Supervisors. She has a Bachelor's degree in Computer Science from the University of Phoenix.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Cynthia O'Neill, Principal Assistant County Counsel, 387-5455) on July 2, 2021; Human Resources (Gina King, Deputy Director, 387-5565) on July 2, 2021; Finance (Carl Lofton, Administrative Analyst, 387-5404) on July 12, 2021; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on July 12, 2021.

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Business Systems Analyst III  
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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: July 27, 2021



cc: ATC - Le w/agree  
Contractor - C/O ATC w/agree  
File - w/agree  
CCM 07/28/2021