

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

October 5, 2021

FROM

ENSEN MASON, Auditor-Controller/Treasurer/Tax Collector

SUBJECT

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

RECOMMENDATION(S)

1. Approve employment **Contract 21-722** with Van Nguyen to provide service and support to the Auditor-Controller/Treasurer/Tax Collector's Information Technology Division as a Business Systems Analyst I for the period of October 9, 2021, through October 4, 2024, for the estimated annual cost of \$101,878 (Salary - \$65,728, Benefits - \$36,150), 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) for the Property Tax Legacy Systems Replacement (PTLSR) of TROL and PI with a new system. The PTLSR Project requires the appropriate resources and time to plan a successful robust system that will serve the County for the next 30 years.

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The ATC Information Technology Division (ATC-IT) is responsible for providing the business analysis and project management services for the PTLSR Project along with its existing duties of providing the technical leadership and support for all divisions within ATC. Currently, ATC-IT only has one full-time Business System Analyst III (BSA III) available for the PTLSR Project. As the project is moving to the implementation phase, an additional Business System Analyst I (BSA I) is required for the project's requirements tracking, configuration documentation, test planning, test execution, training, and communications.

Recommendation No. 1 will allow ATC to utilize the recommended employment contract to employ a BSA I to support the PTLSR Project team and be responsible for business systems analysis during the completion of the RFP process and the system implementation. This Contract BSA I will also provide the other 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

Van Nguyen is currently a Public Service Employee. He started in October 2019 and has worked on the PTLSR Project, developing the Property Tax and Tax Collector Division Business Process Use Cases, Requirements, and Process Flow Diagrams. In support of other ATC-IT projects, Mr. Nguyen has developed a few Business Requirements Documents, supported technical staff with moving Accounts Payable workflows onto SharePoint via PowerApps, and programmed the robotic automated solutions for Tax Collector to update parcel information. ATC recommends the appointment of Mr. Nguyen for the employment contract due to his skills and experience, which exceed the minimum qualifications of the classification.

Mr. Nguyen has over eight years of experience in pharmacy and two years as an information technology professional. He has a bachelor's degree in biology from California State University, San Bernardino, and a Doctor of Pharmacy degree from Loma Linda University. Mr. Nguyen meets the minimum education requirements for this BSA I position by having 30 semester units of college coursework in information technology and business management.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Cynthia O'Neill, Principal Assistant County Counsel, 387-5455) on September 13, 2021; Human Resources (Gina King, Deputy Director, 387-5565) on September 17, 2021; Finance (Carl Lofton, Administrative Analyst, 387-5404) on September 21, 2021; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on September 21, 2021.

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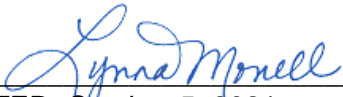
Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Joe Baca, Jr. 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: October 5, 2021



cc: ATC- Le w/agree
Contractor- C/O ATC w/agree
File- w/agree
LA 10/6/2021