



# San Bernardino County

## Legislation Text

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**File #: 3123, Agenda Item #: 60**

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

**October 27, 2020**

**FROM**

**CORWIN PORTER, Director, Department of Public Health**

**SUBJECT**

Employment Contract for the Department of Public Health Laboratory

**RECOMMENDATION(S)**

Approve employment contract with Linda Ward, Public Health Laboratory Director, in the estimated annual cost of \$201,147 (\$134,098 Salary, \$67,049 Benefits), for the period of January 1, 2021 through June 30, 2022.

(Presenter: Corwin Porter, Director, 387-9146)

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

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

**Pursue County Goals and Objectives by Working with Other Agencies.**

**FINANCIAL IMPACT**

This item does not impact Discretionary General Funding (Net County Cost). The estimated annual cost of the employment contract is estimated to be \$201,147. Adequate appropriation and revenue have been included in the 2020-21 Department of Public Health (DPH) budget and will be included in the 2021-22 recommended budget.

**BACKGROUND INFORMATION**

Per California Code of Regulations 22 CCR §64817, DPH is required to designate a Laboratory Director for each laboratory facility. By Federal law, all hospital and public health laboratories have the same requirements for lab directors: a doctoral level degree, laboratory work experience, and board certification. Additionally, California is the only state that also requires Laboratory Directors to also be certified Public Health Microbiologists. This limits the number of otherwise qualified applicants that may apply from out of state.

Due to the critical nature of this position and the requirement for a designated Laboratory Director, DPH is recommending an employment contract with Linda Ward with a salary of \$64.59 per hour. Ms. Ward is currently filling this position on a full-time contract basis. Her knowledge, expertise, and experience is critical in managing the Public Health Laboratory.

The recommended employment contract will be effective January 1, 2021 and remain in effect until June 30, 2022, but may be terminated earlier pending successful recruitment and transition to a new Public Health Laboratory Director. The contract may be terminated by either party without cause upon a 30-day written

notice to the other party.

**PROCUREMENT**

On January 23, 2018 (Item No. 32), the Board of Supervisors (Board) approved Contract No. 18-28 with Linda Ward, Program Manager Laboratory, for a total annual cost of \$60,257, for the contract period January 23, 2018 through January 5, 2019.

On December 18, 2018 (Item No. 39), the Board approved an amendment to Contract No. 18-28 with Linda Ward, for extension through December 31, 2019, with no change to the total annual cost of \$60, 257.

On December 17, 2019 (Item No. 39), the Board approved Contract No. 19-849 with Linda Ward, Laboratory Director, for a total annual cost of \$201,147, for the contract period January 1, 2020 through December 31, 2020.

**REVIEW BY OTHERS**

This item has been reviewed by Human Resources (Gina King, Human Resources Division Chief, 387-5564) on September 15, 2020; County Counsel (Cynthia O'Neill, Supervising Deputy County Counsel, 387-5455) on September 17, 2020; Human Services Contracts (Jennifer Mulhall-Daudel, Contracts Manager, 388-0241) on September 17, 2020; Finance (Paul Garcia, Administrative Analyst, 386-8392) on October 8, 2020; and HS Finance and Administration (Tanya Bratton, Deputy Executive Officer, 388-0332) on October 8, 2020.