



# San Bernardino County

## Legislation Text

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**File #: 3269, Agenda Item #: 41**

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

**November 17, 2020**

#### **FROM**

**LEONARD X. HERNANDEZ, Chief Executive Officer, County Administrative Office**

#### **SUBJECT**

Employment Contract for Fifth District

#### **RECOMMENDATION(S)**

Approve new employment contract with Edward Chavez to provide support services for Fifth District as a Chief of Staff for an estimated annual cost of \$193,946 (Salary - \$115,128, Benefits - \$78,818), effective November 17, 2020.

(Presenter: Leonard X. Hernandez, Chief Executive Officer, 387-5417)

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

**Create, Maintain and Grow Jobs and Economic Value in the County.**

**Improve County Government Operations.**

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

#### **FINANCIAL IMPACT**

Approval of this item will not require the use of additional Discretionary General Funding (Net County Cost). The estimated annual cost of the employment contract for the Chief of Staff is \$193,946. For the transition period, the estimated cost of the employment contract is \$14,862. Sufficient appropriation exists within the County Administrative Office's 2020-21 budget to fund the costs related to this employment contract to support the transition of the Fifth District Supervisor. However, the costs of this employment contract will be funded with the Fifth District's 2020-21 budget after the Supervisor-elect takes office on December 7, 2020. Sufficient appropriation exists in the Fifth District 2020-21 budget to fund this employment contract and will be included in future recommended budgets.

#### **BACKGROUND INFORMATION**

Staff services to members of the Board are provided through contractual arrangement, as required by the County Charter. The Board's employment contracts, including those for the Fifth District, remain in effect until the end of the term of the respective District's Supervisor, or when the respective District's Supervisor otherwise leaves office. Supervisor Josie Gonzales will fulfill her last term and Joe Baca, Jr. has been elected as the Fifth District Supervisor, effective December 8, 2020. County Policy 02-03 allows transitional staff to commence work up to 45 days prior to the newly elected Supervisor's term, which begins on the first Monday in December following his/her election. Employment contracts for transitional staff, like regular staff, are to be presented to the Board for approval.

Either party may terminate the contract at any time without cause with a 14-day prior written notice to the other party. The contract may be terminated for just cause immediately by the County.

**PROCUREMENT**

Not Applicable.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Cynthia O'Neill, Supervising Deputy County Counsel, 387-5455) on November 12, 2020; Human Resources (Gina King, Human Resources Division Chief, 387-5571) on November 12, 2020; Finance (Stephenie Shea, Administrative Analyst, 387-4919) on November 12, 2020; and County Finance and Administration (Matthew Erickson, County Chief Financial Officer, 387-5423) on November 12, 2020.