



# San Bernardino County

## Legislation Text

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**File #: 4267, Agenda Item #: 4**

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

**June 8, 2021**

**FROM**

**JOE BACA, JR., Fifth District Supervisor, Board of Supervisors**

**SUBJECT**

Employment Contract Amendments for Support Services to the Fifth Supervisorial District

**RECOMMENDATION(S)**

1. Approve Amendment No. 2 to Employment Contract No. 20-1084 with Edward Chavez to continue to provide support services to the Fifth District Supervisor as Chief of Staff, adding the Portable Communications Device Allowance pursuant to the terms and conditions set forth in the San Bernardino County Exempt Group Working Conditions Ordinance, effective June 5, 2021, for an estimated annual cost of \$238,310 (Salary - \$154,020, Benefits - \$84,290).
2. Approve Amendment No. 1 to Employment Contract No. 20-1154 with Adam Acosta to continue to provide support services to the Fifth District Supervisor as Deputy Chief of Staff, adding the Portable Communications Device Allowance pursuant to the terms and conditions set forth in the San Bernardino County Exempt Group Working Conditions Ordinance, effective June 5, 2021, for an estimated annual cost of \$195,144 (Salary - \$120,515, Benefits - \$74,629).
3. Approve Amendment No.1 to Employment Contract No. 20-1155 with Kimberly Knaus to continue to provide support services to the Fifth District Supervisor as a Field Representative I, adding the Portable Communications Device Allowance pursuant to the terms and conditions set forth in the San Bernardino County Exempt Group Working Conditions Ordinance, effective June 5, 2021, for an estimated annual cost of \$86,195 (Salary - \$55,432, Benefits - \$30,763).
4. Approve Amendment No. 1 to Employment Contract No. 20-1156 with Sonja Pang to continue to provide support services to the Fifth District Supervisor as a Board of Supervisors Executive Secretary, adding the Portable Communications Device Allowance pursuant to the terms and conditions set forth in the San Bernardino County Exempt Group Working Conditions Ordinance, effective June 5, 2021, for an estimated annual cost of \$69,035 (Salary - \$42,162, Benefits - \$26,873).
5. Approve Amendment No. 1 to Employment Contract No. 20-1157 with Laura Mancha to continue to provide support services to the Fifth District Supervisor as a Community Services Liaison, adding the Portable Communications Device Allowance pursuant to the terms and conditions set forth in the San Bernardino County Exempt Group Working Conditions Ordinance, effective June 5, 2021, for an estimated annual cost of \$41,803 (Salary - \$36,000, Benefits - \$5,803).
6. Approve Amendment No. 1 to Employment Contract No. 20-1158 with Otoniel Mejia to continue to provide support services to the Fifth District Supervisor as a Board of Supervisors Administrative Analyst, adding the Portable Communications Device Allowance pursuant to the terms and conditions set forth in the San Bernardino County Exempt Group Working Conditions Ordinance, effective June 5, 2021, for an estimated annual cost of \$155,105 (Salary - \$93,288, Benefits - \$61,817).

7. Approve Amendment No.1 to Employment Contract No. 20-1188 with Channing Hawkins to continue to provide support services to the Fifth District Supervisor as a Special Assistant, adding the Portable Communications Device Allowance pursuant to the terms and conditions set forth in the San Bernardino County Exempt Group Working Conditions Ordinance, effective June 5, 2021, for an estimated annual cost of \$178,952 (Salary - \$119,690, Benefits - \$59,262).
  8. Approve Amendment No. 1 to Employment Contract No. 20-1189 with Virginia Marquez to continue to provide support services to the Fifth District Supervisor as a Community Services Liaison, adding the Portable Communications Device Allowance pursuant to the terms and conditions set forth in the San Bernardino County Exempt Group Working Conditions Ordinance, effective January 5, 2021, for an estimated annual cost of \$26,226 (Salary - \$20,800, Benefits - \$5,426).
  9. Approve Amendment No. 1 to Employment Contract No. 21-156 with Roxanna Gracia to continue to provide support services to the Fifth District Supervisor as a Field Representative I, adding the Portable Communications Device Allowance pursuant to the terms and conditions set forth in the San Bernardino County Exempt Group Working Conditions Ordinance, effective June 5, 2021, for an estimated annual cost of \$91,988 (Salary - \$55,432, Benefits - \$36,556).
- (Presenter: Joe Baca, Jr., Fifth District Supervisor, 387-4565)

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

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

### **FINANCIAL IMPACT**

Approval of these employment contract amendments will not require the use of additional Discretionary General Funding (Net County Cost). Sufficient appropriation exists within the Fifth District's 2021-22 recommended budget to fund the costs related to these employment contract amendments and will be included in future recommended budgets.

### **BACKGROUND INFORMATION**

Staff services to members of the Board of Supervisors (Board) are provided through contractual arrangement, as required by the County Charter. The recommended contract amendments will add the Portable Communications Device Allowance of \$92.31 per pay period as a benefit to the respective employment contracts. These employment contract amendments will be effective June 5, 2021.

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

### **PROCUREMENT**

N/A

### **REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Cynthia O'Neill, Principal Assistant County Counsel, 387-5455) on May 19, 2021; Human Resources (Gina King, Human Resources Division Chief, 387-5571) on May 20, 2021; Finance (Stephenie Shea, Administrative Analyst, 387-4919) on May 17, 2021; and County Finance and Administration (Matthew Erickson, County Chief Financial Officer, 387-5423) on May 20, 2021.