



# San Bernardino County

## Legislation Text

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**File #: 5506, Agenda Item #: 37**

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

**February 8, 2022**

#### **FROM**

**DIANA ALEXANDER, Assistant Executive Officer, Department Operations - Human Services**

#### **SUBJECT**

Staff Analyst Employment Contract for the Children and Families Commission for San Bernardino County

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

1. Approve employment contract between San Bernardino County and Children and Families Commission for San Bernardino County and Ramon Salamat to provide services to Children and Families Commission as a Staff Analyst II, for the estimated annual cost of \$90,413 (\$61,090 Salary, \$29,323 Benefits), for the period of February 12, 2022 through February 11, 2025.
2. Authorize the Assistant Executive Officer of Department Operations to execute amendments to extend the term of the contract for a maximum of three successive one-year periods on behalf of the County, subject to County Counsel review.
3. Direct the Assistant Executive Officer of Department Operations to transmit all documents in relation to contract amendments to the Clerk of the Board of Supervisors within 30 days of execution.

(Presenter: Diana Alexander, Assistant Executive Officer, 387-4261)

#### **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 and Stakeholders.**

#### **FINANCIAL IMPACT**

This item does not impact Discretionary General Funding (Net County Cost). The estimated annual cost of the employment contract is \$90,413, and will be reimbursed by the Children and Families Commission's (Commission) Trust Fund. Adequate appropriation and revenue have been included in the Commission's 2021-22 budget and will be included in future recommended budgets.

#### **BACKGROUND INFORMATION**

The Staff Analyst II position is responsible for various research, evaluation, analytic and work effort oversight functions to enhance the viability and effectiveness of services promoting, supporting and improving the early development of children from the prenatal stage to five years of age. The recommended employment contract will be effective February 12, 2022 through February 11, 2025, subject to the termination provisions of the contract.

The Commission uses California's tax on cigarettes and tobacco products to provide services for the State's youngest residents and their families. The Commission collaborates with the community and child-serving

agencies to fulfill their mission of promoting, supporting, and enhancing the health and early development of children prenatal through age five, and their families.

On January 23, 2001 (Item No. 59), the Board of Supervisors (Board) approved Contract No. 01-50 with the Commission to maintain a cooperative working relationship to effectively and efficiently implement the Commission's mission. The terms and conditions of the contract require Human Services to provide the Commission with support for the administration of staff benefits, review and act on Board agenda items and personnel-related issues, and provide employment contract administration services. The contract has been amended several times to revise language regarding services or to add services provided by the County. The Commission fully reimburses the County for the cost of these services.

#### **PROCUREMENT**

At the request of the Commission, Human Resources provided a certification list of seven eligible candidates to fill the Staff Analyst II position. Three candidates were interviewed on November 16, 2021, by two members of the Commission's Executive Team. Based on his extensive professional experience, the Commission recommends an employment contract with Ramon Salamat as Staff Analyst II at starting salary of \$29.37 per hour, contingent on Board approval.

#### **REVIEW BY OTHERS**

This item has been reviewed by Human Services Contracts (Patty Steven, Contracts Manager, 388-0241) on December 15, 2021; County Counsel (Cynthia O'Neill, Principal Assistant County Counsel, 387-5455) on December 21, 2021; Human Resources (Gina King, Human Resources Division Chief, 387-5570) on December 28, 2021; Finance (John Hallen, Administrative Analyst, 388-0208) on January 7, 2022; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on January 10, 2022.