



AGENDA ITEM 2
SEPTEMBER 05, 2012

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Subject	Employment Contract - Christopher Espinoza
Recommendations	Approve employment contract between the County of San Bernardino, Children and Families Commission, and Christopher Espinoza for Staff Analyst II services, for a total annual cost of \$80,593 (\$54,455 Salary, 26,138 Benefits) effective September 22, 2012. (Affected Districts: All) (Presenter: Karen E. Scott, Executive Director, 387-1502)
Background Information	<p>Approval of this item will allow the Children and Families Commission (Commission) to fill the Staff Analyst II position to meet their staffing needs. The contract will be effective September 22, 2012, remain in effect for one year, and be automatically renewed for one-year periods subject to termination provisions of the contract. The Staff Analyst II position oversees and monitors direct service contracts with contracted agencies; conducts procurements, contract negotiations, and compliance reviews; prepares reports on the performance of the Commission's program efforts, and serves as a subject matter resource for child health, development and community engagement.</p> <p>The California Children and Families First Commission uses California's tax on cigarettes and tobacco products to provide services for the State's youngest residents and their families. The San Bernardino County 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.</p> <p>Under a Board of Supervisors (Board) approved agreement, the County and Commission maintain a cooperative working relationship to effectively and efficiently implement the Commission's mission. The terms and conditions of the agreement require Human Services to provide the Commission with support for the administration of staff benefits, review and action of Board agenda items, review and action of personnel-related issues, and provide employment contract administration services. The Commission reimburses the County for the cost of these services.</p> <p>The Staff Analyst position has been vacant since May 2011 when the incumbent Analyst II began serving as Interim Contract Supervisor. The Commission obtained a certified list of qualified Staff Analyst II applicants from the County's Human Resources Department. Four candidates were interviewed on June 21, 2012. Interviews were conducted by two Commission Supervisors and based on the interviews, resumes, and reference checks, the Commission found Christopher Espinoza as the candidate best qualified for the position and offered employment at the rate of \$26.08 per hour contingent upon Commission and Board approval.</p> <p>Mr. Espinoza holds a Bachelor of Science Degree and has more than ten years of experience in the private sector, including research and preparation of RFPs, budget management and analysis, strategic planning and performance management.</p>
Financial Impact	This item has no impact on discretionary general funding (net county cost). The annual cost of \$80,593 (\$54,455 Salary, 26,138 Benefits) is fully reimbursed by the Children and Families Commission's Trust Fund. The cost has been included in the Children and Families Commission's 2012-13 adopted budget and will be included in subsequent fiscal year budgets.

Review

This contract was approved by the Children and Families Commission at a meeting held on September 5, 2012 and reviewed by Human Resources (Mark DeBoer, Human Resources Officer III, 387-5564) on August 23, 2012, Human Services Contracts (Lory Klopfer, Contracts Manager, 388-0205) on July 26, 2012 and the Office of County Counsel (Kenneth C. Hardy, Deputy County Counsel, 387-5401) on August 28, 2012. This item has also been reviewed by Human Services Administration (Michael De La Rosa, Deputy Director, 252-4858) on August 24, 2012 and the County Administrative Office (John Hallen, Administrative Analyst, 388-0208) on August 24, 2012.

Report on Action as taken
Action:
Moved: _____ Second: _____
In Favor:
Opposed:
Abstained:
Comments: _____
Witnessed: