



AGENDA ITEM 3
SEPTEMBER 05, 2012

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Subject	Employment Contract for Merri McIntyre
Recommendations	<p>Approve employment contract between the County of San Bernardino, Children and Families Commission and Merri McIntyre, for Office Assistant II services, for a total annual cost of \$17,376 (\$13,374 Salary, \$4,002 Benefits) effective September 22, 2012.</p> <p>(Affected Districts: All) (Presenter: Karen E. Scott, Executive Director, 387-1502)</p>
Background Information	<p>Approval of this item will allow the Children and Families Commission (Commission) to fill the Office Assistant 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 the termination provisions of the contract. The Office Assistant II position provides a broad range of clerical support duties including data entry, copier operation, file maintenance, correspondence, reception, and appointment scheduling.</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>In January 2011, one of two, full-time, contract Office Assistant II positions became vacant. To perform the duties of this position, Merri McIntyre was first hired as a temporary employee in February 2011, and then, as a Public Service Employee in August 2011. On July 9, 2012, the Commission determined that the staffing needs of the vacant, full-time, contract Office Assistant II position could be filled by a part-time position. The Commission recommends Merri McIntyre to fill this position. The position will include prorated leave (sick, holiday, and vacation) and will not exceed more than 20 hours per week. Based on her experience with the Commission, the Commission recommends that she begin employment at a rate of \$12.68 per hour.</p>
Financial Impact	<p>This item has no impact on discretionary general funding (net county cost). The annual cost for this contract is \$17,376 and 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.</p>
Review	<p>The contract was reviewed by Human Resources (Mark DeBoer, Human Resources Officer III, 387-5564) on August 20, 2012, Human Services Contracts (Lory Klopfer, Contracts Manager, 388-0205) on July 18, 2012 and the Office of County Counsel (Kenneth C. Hardy, Deputy County Counsel, 387-5401) on August 20, 2012. This</p>

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 23, 2012.

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