



**AGENDA ITEM 4
OCTOBER 24, 2012**

Subject	Employment Contract – Ruth Ann Martinez, Staff Analyst II
Recommendations	Approve employment contract between the County of San Bernardino, Children and Families Commission, and Ruth Ann Martinez for Staff Analyst II services, for a total annual cost of \$80,593 (\$54,455 Salary, \$26,138 Benefits) effective November 17, 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 November 17, 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>In May 2012, one of the Commission’s Staff Analyst II positions was vacated. On May 30, 2012 at the request of the Commission, Human Resources provided a certified list of qualified Staff Analyst II applicants. Two Commission Supervisors held interviews with four candidates on June 21, 2012. Based on the interview, resume, and references, Ms. Martinez was offered the Staff Analyst II position contingent upon Commission and Board approval.</p> <p>Ms. Martinez holds a Bachelor’s Degree in Public Administration and has six years of experience in project development/management and coordinating child development and literacy programs. Due to her education and experience, the Commission recommends Ms. Martinez begin employment at the rate of \$26.08 per hour.</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

Regina Coleman, Commission Counsel and Ken Hardy, County Counsel

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