

**Materials Related to County Ordinance
Relating to Compensation and Working
Conditions of the Exempt Group**

Attachment 3

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

101

December 15, 2015

**FROM: GREGORY C. DEVEREAUX, Chief Executive Officer
County Administrative Office**

**SUBJECT: INTRODUCTION OF AN ORDINANCE RELATING TO COMPENSATION AND
WORKING CONDITIONS OF THE EXEMPT GROUP**

RECOMMENDATION(S)

1. Consider proposed ordinance relating to compensation and working conditions of the Exempt Group
2. Make alterations, if necessary, to proposed ordinance.
3. Approve introduction of proposed ordinance.
4. Read title only of proposed ordinance; waive reading of the entire text and SCHEDULE FOR FINAL ADOPTION ON TUESDAY, JANUARY 12, 2016, on the Consent Calendar.
5. Establish the classification of Investment Officer, Exempt C, FLSA Exempt. Establish salary for new classification at R71 as a Minute Order Amendment to the Salary Ordinance.
6. Authorize the addition of one new position classified to Investment Officer, Exempt C, R71.
7. Consider proposed ordinance amending Ordinance 1904, by adding Investment Officer (Position No. 89406) to the Unclassified Service of the County.
8. Make alterations, if necessary, to proposed ordinance.
9. Approve introduction of proposed ordinance.
10. Read title only of proposed ordinance; waive reading of the entire text and SCHEDULE FOR FINAL ADOPTION ON TUESDAY, JANUARY 12, 2016 on the Consent Calendar.
11. Direct the Clerk of the Board to amend the County Conflict of Interest Code List of Designated Employees to include the new classification of Investment Officer in disclosure category 5.
(Presenter: Gregory C. Devereaux, Chief Executive Officer, 387-5418)

BOARD OF SUPERVISORS COUNTY GOALS AND OBJECTIVES

Create, Maintain and Grow Jobs and Economic Value in the County.

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

FINANCIAL IMPACT

The total estimated ongoing cost for the Exempt Group compensation ordinance is \$370,000 in 2015-16 (partial year), \$2.0 million in 2016-17, \$4.1 million in 2017-18 and \$6.7 million in 2018-19. This will result in the use of additional ongoing Discretionary General Funding (Net County Cost) of \$170,000 in 2015-16 (partial year), \$940,000 in 2016-17, \$1.9 million in 2017-18 and \$3.1 million in 2018-19. Approval of the necessary budget adjustments for 2015-16 is not requested at this time, but will be included on a future quarterly budget report presented to the

Board of Supervisors for approval. Sufficient appropriation will also be included in subsequent recommended budgets.

BACKGROUND INFORMATION

Recently, seven bargaining units represented by SBPEA Teamsters Local 1932 (Union), which represents approximately 11,000 employees, agreed to compensation and benefit enhancements, which included across the board wage increases, establishment of new differentials, and an increase in the medical premium subsidy.

To ensure consistency, it is proposed that the Exempt Group classifications receive the following:

- A one percent (1.0%) across-the-board wage increase effective January 9, 2016, a one percent (1.0%) across-the-board wage increase effective July 23, 2016, a two percent (2.0%) across-the-board wage increase effective July 22, 2017, and a three percent (3.0%) across-the-board wage increase effective July 21, 2018; and
- An annual \$750 Certified Public Accountant (CPA) Certification Stipend for employees in certain classifications who, in addition to the requirements of their classification, attain and maintain a valid CPA License;
- An increase to the existing recruitment bonus from \$500 to up to \$1,000;
- A two percent (2.0%) Auditing Pay Differential for employees in certain classifications who are required to directly oversee auditing functions;
- A two percent (2.0%) 15-year longevity pay, effective December 10, 2016;
- An increase to the fixed dollar bi-weekly Medical Premium Subsidy by \$4.50 for Employee Only, \$8.96 for Employee + 1, and \$12.70 for Employee + 2, effective July 21, 2018.

The proposed ordinance will become effective in the pay period immediately following its adoption, which will be pay period 3 of 2016 should the Board adopt the ordinance on January 12, 2016.

A recent reorganization of the Treasurer and Investment Divisions of the Auditor-Controller/Treasurer/ Tax Collector Department includes the addition of a position to assist the Chief Deputy Treasurer in the oversight of the Investment Division Staff and the County's investment portfolio with the authority to make investment and trading decisions. Due to the high level and sensitivity of decision making authority granted this position, a new classification in the unclassified service is recommended: Investment Officer, Range 71, Exempt C.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (W. Andrew Hartzell, Principal Assistant County Counsel, 387-5455) on December 7, 2015; Human Resources (Bob Windle, Assistant Director, 387-5570) on December 2, 2015; Finance (Ginger Porter, Administrative Analyst, 387-4883) on December 2, 2015; and County Finance and Administration (Katrina Turturro, Deputy Executive Officer, 387-5423) on December 7, 2015.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

ORDINANCE NO.

**AN ORDINANCE OF THE COUNTY OF SAN BERNARDINO,
STATE OF CALIFORNIA, AMENDING THE SAN
BERNARDINO COUNTY CODE, RELATING TO
COMPENSATION AND TERMS AND CONDITIONS OF
EMPLOYMENT OF COUNTY EMPLOYEES.**

The Board of Supervisors of the County of San Bernardino, State of California,
ordains as follows:

SECTION 1. Subsection 13.0602(b) is added to Chapter 6 of Division 3 of Title 1
of the San Bernardino County Code, to read:

13.0602 Basic Salary Schedules.

(b) The following wage increases shall be included in the salary schedules for
Exempt Group employees and all non-represented employees, as are on file with the
Clerk of the Board of Supervisors:

Effective January 9, 2016, the County shall provide all classifications in
the Exempt Group other than those classifications listed in Section 13.0604(a) with a
one percent (1.00%) across the board salary increase.

Effective July 23, 2016, the County shall provide all classifications in the
Exempt Group other than those classifications listed in Section 13.0604(a) with a one
percent (1.00%) across the board salary increase.

Effective July 22, 2017, the County shall provide all classifications in the
Exempt Group other than those classifications listed in Section 13.0604(a) with a two
percent (2.00%) across the board salary increase.

Effective July 21, 2018, the County shall provide all classifications in the
Exempt Group other than those classifications listed in Section 13.0604(a) with a three
percent (3.00%) across the board salary increase.

///

///

SECTION 2. Section 13.0604 of the San Bernardino County Code is amended,
to read:

13.0604 List of Exempt Group Classifications.

(a) Exempt – Executive County Administrators

(1) Table 1

Classifications	Exempt Group	Annual Salary A Effective 1/9/16	Annual Salary B Effective 1/9/16
Agricultural Commissioner/Sealer	B	\$144,590	\$148,204
Assistant Executive Officer-Finance and Administration	A	\$213,237	\$218,568
Assistant Executive Officer-Human Services	A	\$213,237	\$218,568
Behavioral Health Medical Director	C	\$287,850	\$295,046
Chief Executive Officer	A	\$308,050	\$315,751
Chief Information Officer	A	\$192,592	\$197,407
Chief Probation Officer	B	\$172,952	\$177,276
Clerk of the Board of Supervisors	B	\$139,468	\$142,954
County Chief Financial Officer	A	\$192,097	\$196,900
County Clerk	N/A	\$10,007	\$10,258
County Counsel	A	\$232,418	\$238,229
County Librarian	B	\$140,739	\$144,258
Director of Aging and Adult Services	B	\$140,791	\$144,311
Director of Airports	B	\$137,317	\$140,750
Director of Architecture and Engineering	B	\$139,640	\$143,130
Director of Arrowhead Regional Medical Center	A	\$256,516	\$262,928
Director of Behavioral Health	B	\$186,939	\$191,612
Director of Central Collections	N/A	\$14,946	\$15,320
Director of Child Support*	B	\$178,576	\$183,040
Director of County Museum	B	\$129,974	\$133,223
Director of County Safety and Security	N/A	\$28,019	\$28,720
Director of Economic Development	B	\$136,490	\$139,902
Director of Facilities Management	B	\$129,974	\$133,223
Director of Fleet Management	B	\$129,974	\$133,223
Director of Human Resources	A	\$188,277	\$192,984
Director of Land Use Services	B	\$166,250	\$170,406
Director of Preschool Services	B	\$140,791	\$144,311
Director of Public Works	B	\$190,749	\$195,518

1	Director of Purchasing	B	\$133,833	\$137,179
2	Director of Real Estate Services	B	\$129,974	\$133,223
3	Director of Risk Management	B	\$131,853	\$135,150
4	Director of Transitional Assistance	B	\$161,729	\$165,772
5	Director of Veterans' Affairs	B	\$129,974	\$133,223
6	Director, Children and Family Services	B	\$182,770	\$182,770
7	Director, Community Development and Housing	B	\$136,490	\$139,902
8	Director, Regional Parks	B	\$130,762	\$134,031
9	Director, Workforce Development	B	\$136,490	\$139,902
10	Economic Development Administrator	B	\$171,206	\$175,486
11	Public Defender	B	\$210,639	\$215,905
12	Public Health Director	B	\$162,846	\$166,918
13	Redevelopment Administrator	B	\$136,490	\$139,902
14	Registrar of Voters	B	\$150,107	\$153,860

15 Employees who were in a classification listed under this subsection (a)(1) on March 21, 2015 and have completed 2,080 service hours in that classification will advance to the corresponding salary provided in the "Annual Salary B" on January 9, 2016. Employees who were in a classification listed under this subsection (a)(1) on March 21, 2015 and who have not completed 2,080 service hours in that classification, and employees hired into one of these classifications after March 21, 2015, but before March 19, 2016, will remain at the corresponding salary provided in the "Annual Salary A" and will advance to the corresponding salary provided in the "Annual Salary B" upon completion of the required service hours (i.e., 2,080) or on March 19, 2016, whichever is sooner.

17 Employees hired into a classification listed under this subsection (a)(1) on or after March 19, 2016 will be immediately eligible for the corresponding salary provided in the "Annual Salary B."

18 *Salary effective January 9, 2016, \$172,266 upon position vacancy.

19 (2) Table 2

20	Classifications	Exempt Group	Annual Salary Effective 7/23/16	Annual Salary Effective 7/22/17	Annual Salary Effective 7/21/18
21	Agricultural Commissioner/Sealer	B	\$149,686	\$152,680	\$157,260
22	Assistant Executive Officer-Finance and Administration	A	\$220,754	\$225,169	\$231,924
23	Assistant Executive Officer-Human Services	A	\$220,754	\$225,169	\$231,924
24	Behavioral Health Medical Director	C	\$297,996	\$303,956	\$313,075
25	Chief Executive Officer	A	\$318,909	\$325,287	\$335,046
26	Chief Information Officer	A	\$199,381	\$203,369	\$209,470
27	Chief Probation Officer	B	\$179,049	\$182,630	\$188,109
28	Clerk of the Board of Supervisors	B	\$144,384	\$147,272	\$151,690

1	County Chief Financial Officer	A	\$198,869	\$202,846	\$208,931
2	County Clerk	N/A	\$10,361	\$10,568	\$10,885
3	County Counsel	A	\$240,611	\$245,423	\$252,786
3	County Librarian	B	\$145,701	\$148,615	\$153,073
4	Director of Aging and Adult Services	B	\$145,754	\$148,669	\$153,129
5	Director of Airports	B	\$142,158	\$145,001	\$149,351
5	Director of Architecture and Engineering	B	\$144,561	\$147,452	\$151,876
6	Director of Arrowhead Regional Medical Center	A	\$265,557	\$270,868	\$278,994
7	Director of Behavioral Health	B	\$193,528	\$197,399	\$203,321
8	Director of Central Collections	N/A	\$15,473	\$15,782	\$16,255
8	Director of Child Support*	B	\$184,870	\$188,567	\$194,224
9	Director of County Museum	B	\$134,555	\$137,246	\$141,363
10	Director of County Safety and Security	N/A	\$29,007	\$29,587	\$30,475
10	Director of Economic Development	B	\$141,301	\$144,127	\$148,451
11	Director of Facilities Management	B	\$134,555	\$137,246	\$141,363
12	Director of Fleet Management	B	\$134,555	\$137,246	\$141,363
12	Director of Human Resources	A	\$194,914	\$198,812	\$204,776
13	Director of Land Use Services	B	\$172,110	\$175,552	\$180,819
14	Director of Preschool Services	B	\$145,754	\$148,669	\$153,129
14	Director of Public Works	B	\$197,473	\$201,422	\$207,465
15	Director of Purchasing	B	\$138,551	\$141,322	\$145,562
16	Director of Real Estate Services	B	\$134,555	\$137,246	\$141,363
16	Director of Risk Management	B	\$136,502	\$139,232	\$143,409
17	Director of Transitional Assistance	B	\$167,430	\$170,779	\$175,902
18	Director of Veterans' Affairs	B	\$134,555	\$137,246	\$141,363
18	Director, Children and Family Services	B	\$184,598	\$188,290	\$193,939
19	Director, Community Development and Housing	B	\$141,301	\$144,127	\$148,451
20	Director, Regional Parks	B	\$135,371	\$138,078	\$142,220
21	Director, Workforce Development	B	\$141,301	\$144,127	\$148,451
21	Economic Development Administrator	B	\$177,241	\$180,786	\$186,210
22	Public Defender	B	\$218,064	\$222,425	\$229,098
23	Public Health Director	B	\$168,587	\$171,959	\$177,118
23	Redevelopment Administrator	B	\$141,301	\$144,127	\$148,451
24	Registrar of Voters	B	\$155,399	\$158,507	\$163,262

25 *Salary effective July 23, 2016, \$173,989; July 22, 2017, \$177,469; July 21, 2018,
26 \$182,793 upon position vacancy.

27 ///

28 ///

(b) Exempt – Associate Administrators

Classification	Exempt Group	Grade
Administrative Analyst I	D	56
Administrative Analyst II	C	66
Administrative Analyst III	C	73
Administrative Analyst Trainee	D	45T
ARMC Chief Compliance Officer	C	75
ARMC Chief Financial Officer	B	100
ARMC Chief Operating Officer	B	98
ARMC Medical Director	C	108
ARMC Project Administrator	C	57
Assistant Administrator, Economic Development Agency	B	85
Assistant Agricultural Commissioner/Sealer	C	75
Assistant Assessor-Recorder	B	80
Assistant Chief Information Officer	C	86
Assistant Chief Probation Officer	C	85
Assistant County Librarian	C	73
Assistant Director of Airports	C	73
Assistant Director of Behavioral Health	C	86
Assistant Director of Child Support	C	85
Assistant Director of Children & Family Services	C	85
Assistant Director of Facilities Management	C	73
Assistant Director of Human Resources	C	87
Assistant Director of Land Use Services	C	84
Assistant Director of Preschool Services	C	78
Assistant Director of Public Health	C	82
Assistant Director of Real Estate Services	C	77
Assistant Director of Real Estate Services - Project Mgmt Division	C	77
Assistant Director of Risk Management	C	77
Assistant Director of Transitional Assistance	C	84
Assistant District Attorney	B	97
Assistant Hospital Administrator - Ambulatory Services	C	74
Assistant Hospital Administrator - Behavioral Health	C	75
Assistant Hospital Administrator - Nursing Services	C	75
Assistant Public Defender	C	97
Assistant Recorder	B	80
Assistant Registrar of Voters	C	78
Assistant Sheriff	C	93

1	Associate Hospital Administrator Patient Services	C	82
2	Associate Hospital Administrator Professional Services	C	82
3	Asst Auditor-Controller/Treasurer/Tax Collector	B	84
4	ATC Project Administrator	C	57
5	Auditor-Controller Division Chief	C	76
6	Auditor-Controller Manager	C	71
7	Board of Supervisor's Administrative Analyst	B	73
8	Board of Supervisor's Chief of Staff	B	84
9	Building Official	C	79
10	Chief Administrative Analyst	C	80
11	Chief Appraiser	C	76
12	Chief Assistant County Counsel	B	98
13	Chief Assistant District Attorney	B	100
14	Chief Compliance Officer -Behavioral Health	C	72
15	Chief Deputy Clerk of Board of Supervisors	C	73
16	Chief Deputy County Museum	C	65
17	Chief Deputy District Attorney	C	94
18	Chief Deputy Public Defender	C	94
19	Chief Deputy Recorder	C	76
20	Chief Deputy Registrar of Voters	C	65
21	Chief Deputy Treasurer	C	76
22	Chief Learning Officer	C	78
23	Chief Medical Information Officer	C	90
24	Chief Nursing Officer	C	90
25	Chief of Animal Care and Control	C	80
26	Chief of Assessment Services	C	76
27	Chief of Clinical Operations	C	71
28	Chief of Community Health and Nursing Services	C	80
	Chief of County Counsel's Administration	C	70
	Chief of District Attorney Administration	C	73
	Chief of Environmental Health Services	C	80
	Chief of Public Defender's Administration	C	70
	Chief Public Works Engineer	C	82
	Child Support Chief Attorney	C	90
	Children's Network Officer	C	69
	Code Enforcement Chief	C	79
	Community Services Finance and Operations Chief	C	73
	Contracts and Compliance Officer	C	75
	County Chief Operating Officer	B	98
	County Counsel Research Attorney I	C	62T

1	County Counsel Research Attorney II	C	71
2	County Surveyor	C	82
3	Department Technology Chief	C	82
4	Departmental IS Administrator	C	80
5	Deputy Chief of Community Health Services	C	73
6	Deputy Chief of Network Services	C	77
7	Deputy Chief Probation Administrator	C	77
8	Deputy Chief Probation Officer	C	81
9	Deputy County Counsel I	C	62T
10	Deputy County Counsel II	C	71T
11	Deputy County Counsel III	C	78T
12	Deputy County Counsel IV	C	84C
13	Deputy County Counsel V	C	87C
14	Deputy Director Behavioral Health - Program Services	C	83
15	Deputy Director DAAS	C	73
16	Deputy Director of Alcohol & Drug Abuse Program Services	C	83
17	Deputy Director of Governmental & Legislative Affairs	B	73
18	Deputy Director of Regional Parks	C	77
19	Deputy Director of Risk Management	C	71
20	Deputy Director, Behavioral Health - Admin Services	C	83
21	Deputy Director, Behavioral Health Quality Management	C	83
22	Deputy Director, Child Support	C	73
23	Deputy Director, Children and Family Services	C	73
24	Deputy Director, Community Development and Housing	C	74
25	Deputy Director, Economic Development	C	74
26	Deputy Director, Facilities Management	C	71
27	Deputy Director, Preschool Services	C	73
28	Deputy Director, Program Development	C	73
	Deputy Director, Redevelopment Agency	C	74
	Deputy Director, Sheriff's Coroner Division	C	75
	Deputy Director, Transitional Assistance	C	73
	Deputy Director, Workforce Development	C	74
	Deputy Executive Officer	B	89
	Deputy Public Information Officer	C	66
	Director of Governmental Legislative Affairs	B	80
	Director of Public Relations and Marketing	C	68
	District Attorney Assistant Chief	C	83
	District Attorney Chief Investigator	C	89
	District Attorney, Public Affairs Officer	C	67

1	Division Chief, Disease Control	C	80
2	Division Chief, Program Integrity and Development	C	80
3	Economic Development Manager	C	69
4	EMACS Manager	C	71
5	Employee Relations Chief	C	80
6	Ethics Resource Officer	D	64
7	Field Representative	B	63
8	Franchise Programs Analyst	C	65
9	Government Relations Analyst I	C	58
10	Government Relations Officer	B	63
11	Government Relations Analyst II	C	66
12	Health Officer	C	96
13	Homeless Services Officer	C	72
14	HS Administrative Manager	D	60
15	HSS Auditing Manager	C	75
16	HSS Program Integrity Division Chief	C	73
17	Human Resources Analyst I	D	60
18	Human Resources Analyst II	D	65
19	Human Resources Analyst III	C	71
20	Human Resources Analyst Trainee	D	47T
21	Human Resources Benefits Chief	C	85
22	Human Resources Deputy Director	C	84
23	Human Resources Division Chief	C	80
24	Human Resources Officer I	C	65
25	Human Resources Officer II	C	71
26	Human Resources Officer III	C	76
27	Human Resources Section Manager	C	73
28	Information Services Division Chief	C	82
29	Information Services Finance Officer	C	71
30	Information Services Security Officer	C	71
31	Investment Officer	C	71
32	Labor Negotiator	C	80
33	Labor Relations Financial Analyst	D	57
34	Legislative Analyst I	D	56
35	Legislative Analyst II	C	66
36	Legislative Analyst III	C	73
37	Legislative Program Manager	C	66
38	Network Services Division Chief	C	82
39	Payroll Supervisor	C	68
40	Planning Director	C	82
41	Principal Administrative Analyst	C	77

1	Principal Appraiser	C	65
2	Principal Assistant County Counsel	B	92
3	Principal Management Analyst	B	84
4	Probation Health Services Manager	C	73
5	Public Health Chief Financial Officer	C	80
6	Public Health Division Chief	C	80
7	Public Health Medical Director	C	92
8	Public Information Officer	B	83
9	Public Works Chief Financial Officer	C	80
10	Real Estate Services Manager	C	67
11	Risk Assessment Officer	C	70
12	SBCERA Assistant Chief Investment Officer	B	89
13	Sheriff Deputy Director of Administrative Services	C	84
14	Sheriff's Administrative Manager	C	73
15	Sheriff's Captain	C	82
16	Sheriff's Deputy Chief	C	88
17	Sheriff's Financial Manager	C	73
18	Sheriff's Health Services Manager	C	75
19	Small Business Development Manager	C	69
20	Solid Waste Management Division Manager	C	82
21	Special Assistant Deputy District Attorney	C	88
22	Special Assistant to the District Attorney	B	97
23	Supervising Deputy County Counsel	C	90
24	Systems Development Division Chief	C	82
25	Systems Support Division Chief	C	82
26	Undersheriff	B	98
27	Victim Services Chief	C	71

The designation of "T" is for purposes of the County's EMACS payroll system.

(c) Exempt – Executive Assistants

Classification	Exempt Group	Grade
Administrative Aide (K)	C	57
Administrative Aide to County Counsel	C	57
County Counsel Law Clerk	C	58
County Counsel Lead Secretary	D	48
County Counsel Paralegal	D	50
Executive Assistant	D	57

1	Executive Assistant to the District Attorney	D	57
2	Executive Secretary I	D	40
3	Executive Secretary II	D	45
4	Executive Secretary III -Classified	D	50
5	Executive Secretary III-Unclassified	C	50
6	Executive Secretary, Board of Supervisors	C	52
7	Secretary, Civil Service Commission	D	45
8	Sheriff's Special Assistant	C	57

SECTION 3. Subsection 13.0613(a)(1) of the San Bernardino County Code is amended, to read:

13.0613 Exempt Group Working Conditions.

(a) Salary Rates and Step Advancements.

(1) Eligibility for Step Advancement. New employees shall be hired at step 1 of the established base salary range, except as otherwise provided in this subsection. Variable entrance steps may be established if justified by recruitment needs through step 7 with the approval of the appointing authority and through the top step with the approval of the Director of Human Resources.

Within the base salary range, all step advancements will be made at the beginning of the pay period in which the employee completes the required number of service hours. However, when an employee reaches the required number of service hours with 80 hours in each pay period, the step advance will be made at the beginning of the next pay period. Approval for advancement shall be based upon completion of the required length of service hours in the classification, satisfactory work performance, and appointing authority recommendation.

Completed service hours shall be defined as regularly scheduled hours in a paid status, up to 80 hours per pay period. Overtime hours, disability payments, medical emergency leave, and time without pay shall not count toward step advancements. Unless otherwise approved by the Board of Supervisors, step advancements within a base salary range shall be based upon a one step increment,

1 approximately two and one-half percent (2.5%). The employee shall be eligible for the
2 first step advancement after completion of 1,040 hours and subsequent step
3 advancements after completion of additional increments of 2,080 hours until the top
4 step of the range is reached.

5
6 SECTION 4. Subsection 13.0613(i)(1)(B)(I) of the San Bernardino County Code
7 is amended, to read:

8 **13.0613 Exempt Group Working Conditions.**

9 (i) Medical Insurance and Retirement System Contributions.

10 (1) Medical Insurance Contributions.

11 (B) Medical and Dental Subsidies.

12 (I) The County has established a Medical Premium
13 Subsidy (MPS) to offset the cost of medical and dental plan premiums charged to
14 eligible employees. The MPS shall be applied first to medical plan premiums and then
15 to dental plan premiums. The applicable MPS amount shall be paid directly to the
16 providers of the County-sponsored medical and dental plans in which the eligible
17 employee has enrolled. In no case, shall the MPS exceed the total cost of the medical
18 and dental insurance premium for the coverage selected.

19
20 The following are the MPS amounts:

21

	Scheduled for 40 to 60 Hours	Scheduled for 61 to 80 Hours
Employee Only	\$115.00	\$230.00
Employee + 1	\$176.12	\$352.23
Employee + 2	\$241.32	\$482.64

22
23
24
25
26
27

28 Effective 7/21/18 the following MPS amounts apply:

	Scheduled for 40 to 60 Hours	Scheduled for 61 to 80 Hours
Employee Only	\$117.25	\$234.50
Employee + 1	\$180.60	\$361.19
Employee + 2	\$247.67	\$495.34

SECTION 5. Subsection 13.0613(i)(3) of the San Bernardino County Code is amended, to read:

13.0613 Exempt Group Working Conditions

(i) Medical Insurance and Retirement System Contributions.

(3) Flexible Spending Account (FSA) for medical related expenses.

The County has established a medical expense reimbursement plan, flexible spending account (FSA) for Exempt Group employees in regular positions. The Exempt FSA is established in accordance with the provisions of Internal Revenue Code section 125. The Employee Benefits and Services Division will serve as the plan's administrator and will administer the Exempt FSA in accordance with the County's exempt medical expense reimbursement plan document.

Eligible employees may contribute to the Exempt FSA, on a pre-tax basis, up to the IRC maximum per biweekly pay period. The County will contribute up to \$40.00 per biweekly pay period, matching employee contributions dollar for dollar. Upon enrolling in the Plan, employees may not change their designated biweekly contribution amount or discontinue making contributions for the remainder of the plan year except as permitted by the IRC. Any unused amounts remaining in an employee's account at the end of the Plan year shall be forfeited except as permitted by the IRC and the County's exempt medical expense reimbursement plan document.

1 SECTION 6. Subsection 13.0613(v)(3)(A) of the San Bernardino County Code is
2 amended, to read:

3 **13.0613 Exempt Group Working Conditions.**

4 (v) Recruitment and Referral Bonus Programs.

5 (3) Recruitment Bonus.

6 (A) Bonus Amount and Method of Payment. The eligible
7 employee hired into a position/ classification certified for participation in the program
8 shall receive no less than five hundred dollars (\$500.00) and no more than one-
9 thousand dollars (\$1,000) upon hire. An additional \$1,000.00 shall be paid to the
10 employee upon completion of 2,080 service hours in the position/classification for which
11 the original bonus was granted. Each bonus payment shall be considered taxable
12 income and subject to withholding.

13
14 SECTION 7. Subsection 13.0613(jj) is added to Chapter 6 of Division 3 of Title 1
15 of the San Bernardino County Code, to read:

16 **13.0613 Exempt Group Working Conditions.**

17 (jj) Longevity Pay.

18 Effective December 10, 2016, Exempt Group employees shall be eligible
19 for longevity pay above the base rate of pay, as indicated below, based on total hours of
20 completed continuous service with the County. Longevity pay shall be excluded when
21 determining the appropriate rate of pay for a promotion or demotion.

22

Total Completed Service	Compensation
31,200 Continuous Service Hours (15 years)	2.0%

23
24
25

26 For purposes of longevity pay only, a year of completed County service is
27 defined as 2,080 service hours with the County.

28

1 SECTION 8. Subsection 13.0613(kk) is added to Chapter 6 of Division 3 of Title
2 1 of the San Bernardino County Code, to read:

3 **13.0613 Exempt Group Working Conditions.**

4 (kk) Certified Public Accountant Stipend.

5 Effective Pay Period 15 of 2016, the County shall establish a \$750 annual
6 Certified Public Accountant (CPA) Stipend for employees in the following classifications
7 who attain and maintain a valid CPA License:

- 8 • Administrative Analyst I
- 9 • Administrative Analyst II
- 10 • Administrative Analyst III
- 11 • ARMC Chief Financial Officer
- 12 • Assistant Auditor-Controller/Treasurer/Tax Collector
- 13 • Assistant Executive Officer-Finance & Administration
- 14 • Auditor-Controller Division Chief
- 15 • Auditor-Controller Manager
- 16 • Chief Administrative Analyst
- 17 • Chief Deputy Treasurer
- 18 • County Chief Financial Officer
- 19 • Deputy Executive Officer - Finance and Admin
- 20 • Director of Central Collection
- 21 • HSS Auditing Manager
- 22 • Labor Relations Financial Analyst
- 23 • Principal Administrative Analyst
- 24 • Public Health Chief Financial Officer
- 25 • Public Works Chief Financial Officer
- 26 • Sheriff's Financial Manager

27 The annual CPA stipend shall be paid in a lump sum to eligible employees in
28 regular positions who are licensed CPAs, and are in paid status in the pay period that

1 includes July 1 of each year. An eligible employee in a regular position who is part-time
2 or job-sharing shall be eligible for a prorated lump-sum payment based on regularly
3 scheduled hours. An employee who is licensed as a CPA after July 1, or who is
4 appointed after July 1, shall receive a prorated CPA stipend payment at the time of
5 licensure or appointment, as applicable. Such proration shall be based upon the
6 remaining number of pay periods in the fiscal year nearest his or her appointment.

7 Eligible employees who are not in paid status (i.e., not coding paid hours) in the
8 pay period that includes July 1 shall receive a prorated CPA stipend payment upon
9 return to paid status. Such proration shall be based upon the remaining number of pay
10 periods in the fiscal year nearest their return to paid status. However, an employee who
11 is not in paid status during the entire fiscal year (i.e., not in paid status from pay period
12 15 of one year through pay period 14 of the following year) shall not receive the annual
13 CPA stipend for the fiscal year(s) during which he/she was not in paid status at all. For
14 example, if an employee is not in paid status from June of 2016 through September
15 2017, and then returns to paid status in October 2017, the employee shall receive a
16 prorated CPA stipend payment for FY 2017/2018 upon their return to paid status but
17 shall not receive the FY 2016/2017 stipend because the employee was not in paid
18 status for the entire 2016/2017 fiscal year. Any employee separating from County
19 employment at the conclusion of a leave of absence shall not receive the CPA stipend.

20
21 SECTION 9. Section 13.0613(II) is added to Chapter 6 of Division 3 of Title 1 of
22 the San Bernardino County Code, to read:

23 **13.0613 Exempt Group Working Conditions.**

24 (II) Auditing Pay Differential.

25 Effective January 9, 2016, employees in the classifications
26 designated below who are required by the appointing authority to directly oversee the
27 auditing functions shall receive a differential of two percent (2.0%) above the
28 employee's base rate of pay for all hours actually worked, up to eighty (80) hours per

1 pay period:

- 2 • HSS Auditing Manager
- 3 • Auditor-Controller Manager
- 4 • Auditor-Controller Division Chief

5
6 Audits must have resulted in the preparation of reports indicating the audits were
7 conducted in accordance with the AICPA, IIA, IFAC, GAGAS, SSAE or PCAOB or other
8 comparable national or international organization or state or federal regulation
9 standards and/or regulations. Eligibility for this differential is at the discretion of the
10 appointing authority.

11
12 SECTION 10. Effective September 15, 2015, the second paragraph of Section
13 13.0613(w)(9) is deleted.

14
15 SECTION 11. This ordinance shall take effect immediately upon adoption,
16 pursuant to the provisions of Government Code section 25123.

17
18 _____
19 JAMES RAMOS, Chairman
20 Board of Supervisors

21 SIGNED AND CERTIFIED THAT A COPY
22 OF THIS DOCUMENT HAS BEEN DELIVERED
23 TO THE CHAIRMAN OF THE BOARD

24 LAURA H. WELCH, Clerk of the
25 Board of Supervisors

26 _____

27
28

1 STATE OF CALIFORNIA)
2) ss.
3 COUNTY OF SAN BERNARDINO)

4 I, LAURA H. WELCH, Clerk of the Board of Supervisors of the County of San
5 Bernardino, State of California, hereby certify that at a regular meeting of the Board of
6 Supervisors of said County and State, held on the _____ day of _____, 2016,
7 at which meeting were present Supervisors: _____

8 and the Clerk, the foregoing ordinance was passed and adopted by the following vote,
9 to wit:

10 AYES: SUPERVISORS:
11 NOES: SUPERVISORS:
12 ABSENT: SUPERVISORS:

13 IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official
14 seal of the Board of Supervisors this ____ day of _____, 2016.

15 LAURA H. WELCH, Clerk of the
16 Board of Supervisors of the
17 County of San Bernardino,
18 State of California

19 _____
20 Deputy

21 Approved as to Form:

22 JEAN-RENE BASLE
23 County Counsel

24 By: _____
25 KENNETH C. HARDY
26 Deputy County Counsel

27 Date: _____
28