



CONFIRE

STAFF REPORT

DATE: February 28, 2024

**FROM: Nathan Cooke
Interim Director**

TO: Board of Directors

SUBJECT: Additional CONFIRE Positions

Recommendation

It is recommended that the CONFIRE Board of Directors (BOD) approve the addition of the following full-time positions to CONFIRE:

- (1) Payroll Specialist
- (1) Human Resources Analyst-I

Background Information

On September 26, 2023, the CONFIRE Board of Directors approved an agreement between the County of San Bernardino and CONFIRE, which codified the services that are provided by the County to CONFIRE.

These services include Human Resources, Labor Negotiations, Classification and Compensation Studies, Equal Employment Opportunity, Employee Benefits, Employee Health and Wellness Services and Pre-Placement Physicals, Performance, Education and Resource Centers, Employee Management and Compensations System Processing and Development Team Services, County Auditor-Controller/Treasurer/Tax Collector Services, and County Purchasing Department Services.

Prior to the written agreement between our agencies, it was understood that the County likely provided services to CONFIRE for decades that were not being charged for or were outside the standard scope of services. It was also understood that CONFIRE would likely not fully realize these impacts and the types and kinds of services, until the agreement was executed. As a result of executing the agreement, we have realized the impacts to our payroll program and our human resources services.

In order to effectively manage our payroll processing and related duties, we need to hire a full-time Payroll Specialist.

We also need to hire a full-time Human Resource Analyst-I to serve as the conduit and liaison to our Worker's Compensation/Risk Management provider (CIRA), retirement provider (SBCERA), and to serve as our Recruitment/Hiring/Promotion personnel officer. These services are not being provided or offered to CONFIRE by the County, through our current agreement.

Fiscal Impact

The (2) additional positions will cost approximately \$253,053, annually.

The following is the financial breakdown of each position:

Payroll Specialist- \$89,273 (fully encumbered)

Human Resource Analyst I- \$163,780 (fully encumbered)