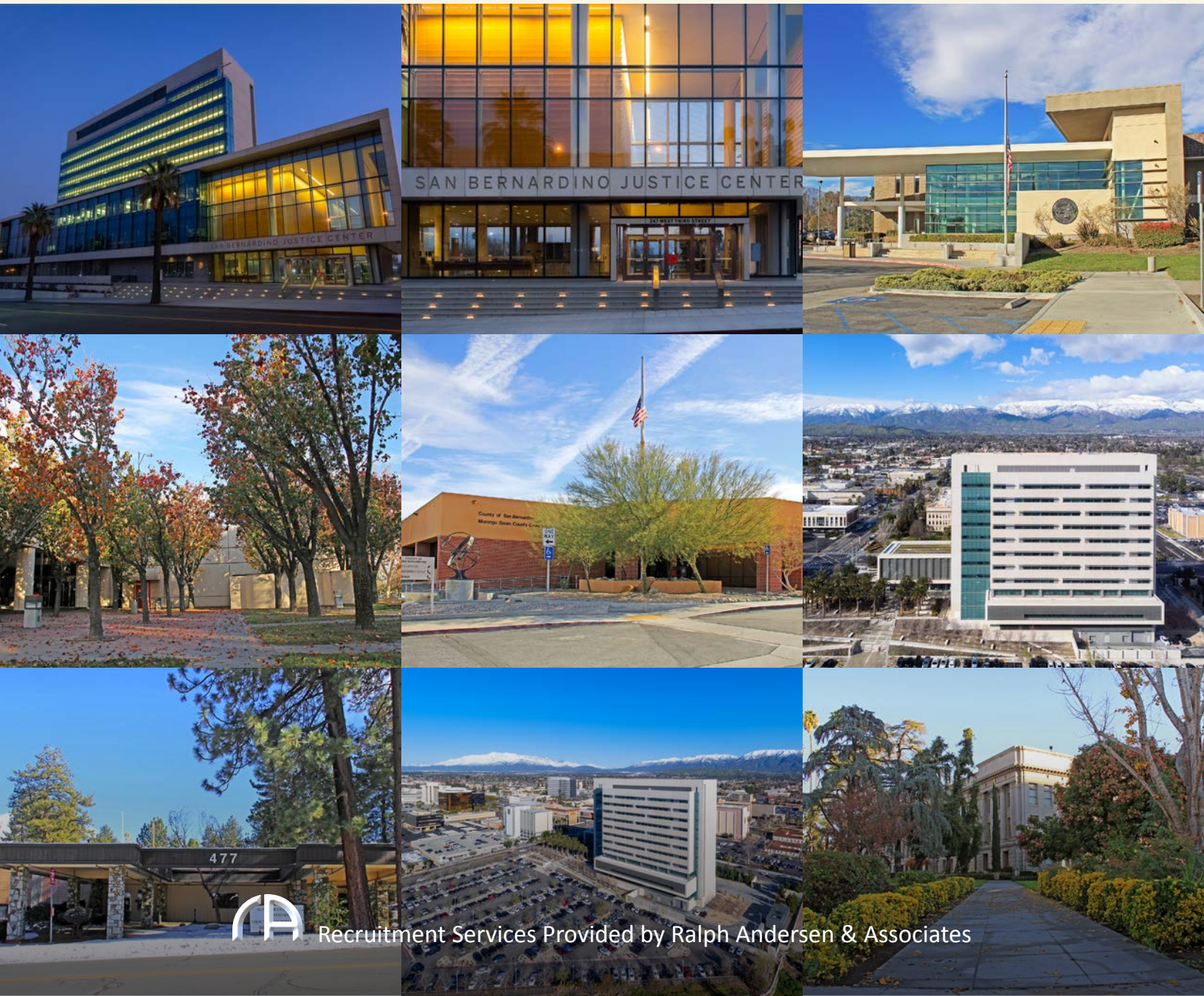




**SUPERIOR COURT OF CALIFORNIA
COUNTY OF SAN BERNARDINO**

invites your interest in the position of

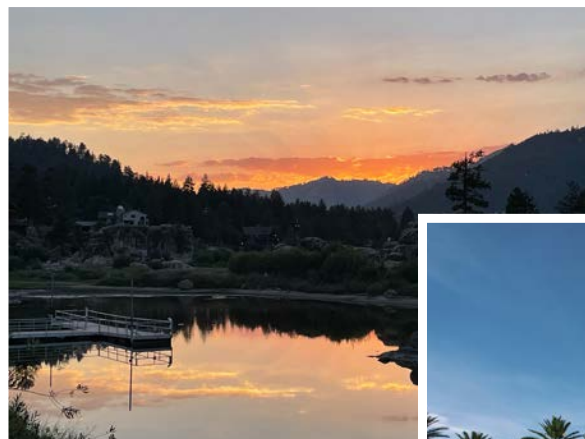
**CHIEF DEPUTY COURT EXECUTIVE OFFICER
OF ADMINISTRATIVE SERVICES**



Recruitment Services Provided by Ralph Andersen & Associates

Outstanding Career Opportunity

The San Bernardino Superior Court is seeking a dynamic and experienced professional with exceptional leadership and management experience as its Chief Deputy Court Executive Officer of Administrative Services (Chief Deputy). This position is responsible for overseeing and managing various functions of the court including facilities, records management, capital project planning, contract oversight, and risk assessment and safety. This role may administer and direct the functions of other court-wide programmatic areas and support services. It will also participate in the implementation of the court's five-year strategic plan. This top professional is expected to have a collaborative nature, effective interpersonal and communication skills, and a strong passion for public service.



The Region

The San Bernardino Superior Court (SBSC) is located in San Bernardino County. San Bernardino County (County), frequently referred to as the **“Inland Empire”**, is in beautiful Southern California and is one of the fastest growing areas in the country. The County encompasses over 20,000 miles of diverse geography and climate and serves a population of more than 2 million. It has three distinct geographical areas: **desert, valley, and mountains**. Each geographical area is home to one or more court districts.

The County provides access to a variety of community resources, major businesses, and generous shopping opportunities, as well as cultural activities and quality education through its museums, theaters, and excellent schools. There are mountain and desert resorts, oak trees, pine trees, and palm trees – all in your backyard.

There are many choices to live within this expansive region that offers choices for every lifestyle. The region also provides superb outdoor recreational settings for skiing, hiking, biking, camping, and golfing, and includes Lake Arrowhead, Big Bear, and Joshua Tree National Monument. For sports enthusiasts, the area is home to three baseball teams and the California Speedway. Numerous colleges and universities, including Loma Linda University, California State University at San Bernardino, and the University of Redlands, provide residents with outstanding opportunities for education. In addition, many of Southern California’s major attractions, beaches, and an international airport, are within close proximity – all this and affordable housing!



The Organization

The San Bernardino Superior Courts serves the largest geographic county in the contiguous United States – reaching south of the San Bernardino Mountains to the Nevada border and the Colorado River, encompassing 24 cities and 104 unincorporated communities and a population of over 2,225,586.

The Fiscal Year (FY) 2023-24 Budget is \$214 million and is supported by approximately 1,200 employees and 103 judicial officers who serve the needs of the court and community by providing operational, administrative, and clerical support. This year's share of state funding marks the first time that the Court has been funded at 95% of its workload need and allows for the necessary resources to allow SBSC to continue to invest in innovation, renovation, strengthen its infrastructure to improve service delivery, and modernize business processes.

San Bernardino Superior Court has 85 judges and 18 commissioners who hear proceedings in the following 12 court facilities:

- Barstow
- Big Bear
- Fontana
- Needles
- Joshua Tree
- Rancho Cucamonga
- Victorville
- 4 downtown San Bernardino locations
- Arrowhead Regional Medical Center Courtroom



The Position

The Chief Deputy is an at-will position, reporting directly to the Court Executive Officer (CEO). This executive management level position will lead the Administrative Services Department, providing technical guidance, leadership, and support. The selected candidate will be a skilled and experienced professional with a strong focus on introducing and enhancing programs and strategic initiatives. This position is responsible for planning, managing, coordinating, administering, and evaluating all aspects of a centralized administrative operation, which include facilities, contract oversight, security operations, capital project planning, and other administrative functions.

The Chief Deputy is expected to represent SBSC both at the local and state level, and is required to make presentations to judicial officers, court staff, and stakeholders at the state and local level.

Other key responsibilities include:

- Assisting in formulating court-wide policies and procedures in consultation with the Court Executive Officer, Executive Team, and operational managers; developing and implementing strategic and case management plans consistent with the Court's mission.
- Identifying short and long-term needs and resources required for successful operations; plan, analyze and resolve operational problems and internal and external customer complaints.
- Directing programs of the Court through subordinate management; advising and directing subordinate administrators and managers in the resolution of issues to increase efficiencies, comply with policy, and conform to applicable legislation.
- Overseeing and directing the Court's Continuity of Operations Plan to ensure the continuance of essential services during and following an emergency or disaster; facilitating targeted training in alignment with Continuity of Operations and Emergency Preparedness plans.
- Partnering with external stakeholders, task forces, committees and agencies regarding emergency management and threat assessment.
- Directing programs of the Court; advising and directing subordinate administrators and managers in the resolution of issues to increase efficiencies, comply with policy, and conform to applicable legislation.
- Participating in regional, state, and national Court meetings and conferences to represent the Court and stay abreast of trends related to administrative and court operations.

The Ideal Candidate

The ideal candidate for Chief Deputy will be a strategic thinker with excellent judgment and decision-making skills. The selected individual will be an engaging and effective communicator who is comfortable making formal and informal presentations to a wide variety of audiences, presenting complex information in a non-technical manner. Problem solving and critical thinking skills are also essential for this role, as is a customer service-oriented mindset. The ideal candidate will be solutions driven and able to quickly adapt to changing priorities.

Successful performance in this key position requires the candidate to be skilled at managing and creating a strategic plan for a large government entity, working collaboratively across the organization, building relationships, organizing, and leading people. The selected candidate will be a self-starter who is able to prioritize projects and has a proven track record of successfully building partnerships with county, state, and federal agencies particularly as it pertains to facility and security system matters. This individual will have a demonstrated ability to manage a broad range of operations, effectively directing and overseeing facility services and capital project functions including design development, space allocation, maintenance, refurbishment, emergency and disaster preparedness, and operation budget preparation.

The ideal candidate will provide collaborative leadership to the Administrative Services Department and lead with compassion, integrity, and honesty. Top candidates will have the demonstrated ability to build consensus, respect, and trust among staff at all levels. The successful candidate will be able to establish and maintain cooperative relationships, being attentive and aware of the perspectives of various internal and external stakeholders. Prior experience in a comparable, diverse, high-performing organization is highly desirable.



Qualifying Experience and Education

Any combination of training, experience, and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Graduation from an accredited four (4) year college or university with a major in court administration, public administration, business administration, or other related field, and seven (7) years' progressively responsible experience at a management-level in one or more of the following areas: facilities management, including facilities procurement and cost center budget preparation, project management, or capital projects. A Master's Degree is preferred.

Compensation and Benefits

The annual salary for the Chief Deputy Court Executive Officer of Administrative Services is \$188,208 to \$240,868. Starting salary will depend upon qualifications, career history, and overall match with the requirements for this executive-level position. It should be noted that this position has also been approved for a 3% COLA effective October 2024.

San Bernardino Superior Court offers a competitive benefits program, which will include:

Retirement and Deferred Compensation Plans

Retirement: The Court is a 1937 Act employer. More detailed information may be found by contacting SBCERA at (909) 885-7980 or toll-free at 1-877-722-3721 or by visiting the website at San Bernardino County Retirement Association. The Court does not pay into the Social Security system; however, it does contribute to Medicare. Retirement benefits subject to change. Current contribution rates can be accessed [here](#). General information pertaining to SBCERA may be found [here](#).

Deferred Compensation: Employees are eligible to participate in the Court's 457 and/or the 401(k) Deferred Compensation Plans. These are supplemental retirement plans that permit employees to defer a certain portion of their pre or post tax salary, within certain Internal Revenue Service (IRS) limits, to an account maintained by an investment service provider. Participating employees in the pre-tax option postpone paying taxes on the deferred portion of their income.

- ▣ **401(k):** Optional tax-deferred plan that includes an employer match not to exceed 4% of employee biweekly salary.
- ▣ **457:** Optional pre or post tax investment of a percentage of their salary, or a flat dollar amount. There is no employer match.



Retirement Medical Trust: This plan helps with the high cost of health care expenses after retirement. Active employees with ten (10) years of public sector service are eligible to participate. Under this plan, eligible retired participants pay for qualified expenses on a non-tax basis. All contributions, earnings, and reimbursements are tax free. The trust is funded by the eligible cash value of the participant's sick leave upon separation of service and Court contributions. The Court contributes .5% of the employee's biweekly salary to the trust.

Health and Welfare Benefits

Medical: The Court offers a variety of comprehensive health plan options to fit individual employee needs. The Court contributes up to \$200.00 in benefit plan dollars each pay period to help full-time employees pay for health premiums. In addition, the health plan subsidy the court contributes toward employee cost ranges from 58% to 59% of the lowest cost HMO plan based on the plan and level of coverage. Effective January 1, 2024, the court contribution will increase from 58.5% to 60%.

Benefit Plan Section 125: The Court provides \$200 per pay period to help employees pay for out-of-pocket health expenses.

Flex Spending Allowance (Healthcare): Employee can contribute a minimum of \$5 per pay period/up to annual maximum of \$3,050. The Court contributes a dollar for dollar match up to \$20 per pay period/annual maximum of \$500.

Dental: The dental subsidy is equivalent to 100% of the employee only DPPO.

Vision: Court-paid plan for employees and eligible dependents. No co-pay/deductible for eye exams; frames and standard lenses or contact lenses (in lieu of standard lenses) every twelve (12) months.

Health and Welfare Benefits *continued*

Short-Term Disability: Court-paid benefit that provides partial income replacement in the event that an employee is unable to work due to a non-work-related disability.

Long-Term Disability: Court-paid benefit that provides partial income replacement in the event that an employee is unable to work due to a non-work-related disability.

Life Insurance: Court-paid basic life insurance benefit of \$100,000. Additional supplemental life and AD&D insurance benefits may be purchased voluntarily.

Health & Fitness Club Reimbursement: Maximum reimbursement of \$324 annually.

Leave Allowance

Vacation: Annual front load of 80 hours, 120 hours, or 200 hours based on years of service. Annual accrual cap of 400 hours.

Administrative Leave: Eighty (80) hours of additional leave to be used during the calendar year, prorated depending upon start date. Cash out option is available for any unused leave.

Holiday: Fourteen (14) paid recognized holidays and the accrual of two (2) floating holidays annually.

Sick Leave: Employees in regular positions accrue approximately 3.69 hours of sick leave per pay period to use instances of authorized absences due to illness, injury, or medically related appointments.

Voluntary Time Off (VTO): Employees are eligible to receive up to one hundred twenty (120) hours of unpaid leave annually.

Additional Benefits

Tuition Benefit: The Court shall provide \$50.00 per pay period to be used for job related education or career development or to reimburse membership dues in professional organizations.

Car Allowance: The Court contributes \$276.92 plus mileage or \$346.15 without mileage, per pay period.

Cell Phone: The Court may provide reimbursement of \$80.00 per month.

Flexible Work Schedule: 9/80 work schedule, remote work options may be available.

Employee Assistance Program (EAP): A robust program provided at no cost to the employee.

Commuter Services: This program assists with providing information on carpools, rideshare matching, and public transportation options. The Court offers incentives for employees eligible to participate in Ridesharing activities.

Application and Selection Process

This position is open until filled. The first review of resumes will take place on **Monday, April 8, 2024**. Interested candidates are requested to submit a cover letter and a comprehensive resume via email to apply@ralphandersen.com. This is a confidential recruitment and will be handled accordingly throughout the various stages of the process. References will not be required with submittal and will be requested once mutual interest has been established.

Only the most qualified candidates will be invited to an initial screening (via video) conducted by Ralph Andersen & Associates. Top contenders will be advanced to a video panel interview to be held in May 2024. In-person interviews will be held thereafter for a select group of finalist candidates.

Candidates should be prepared to undergo a detailed background and reference check as part of the final steps in a comprehensive evaluation and selection process.

Any specific questions should be directed to Ms. Heather Renschler or Ms. Serena Wright-Black at 916-630-4900 or alternatively, a specific request for a confidential discussion should be directed to scheduling@ralphandersen.com.

San Bernardino Superior Court is an equal opportunity employer and will provide reasonable accommodations to all applicants who are qualified individuals under the ADA.



www.sb-court.org