



SUPERIOR COURT OF CALIFORNIA COUNTY OF SAN BERNARDINO

invites your interest in the position of

DIRECTOR OF HUMAN RESOURCES



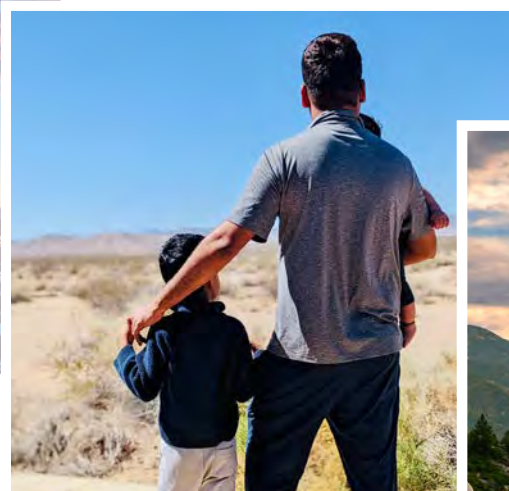
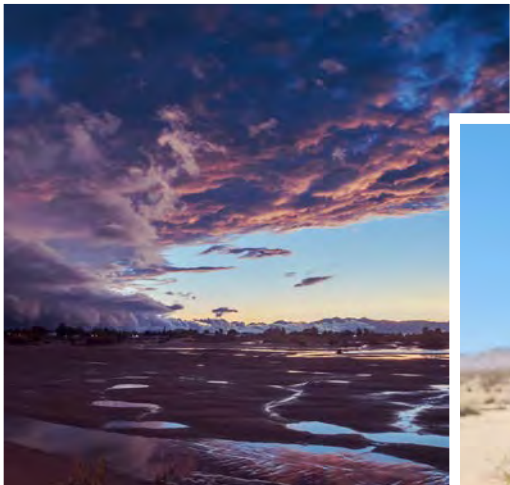
Outstanding Career Opportunity

The San Bernardino Superior Court is seeking an experienced and solutions-oriented human resources professional to serve as its next Director of Human Resources (Director). The Director will be responsible for overseeing the day-to-day operations of the Human Resources Department, ensuring the timely delivery of key initiatives to support and advance the organization.



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 Region *continued*

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. The region provides superb outdoor recreational settings for skiing, hiking, biking, camping, and golfing, and includes Lake Arrowhead, Big Bear, and Joshua Tree National Park. For sports enthusiasts, the area is also home to three baseball teams.

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 Court 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 2,225,586.

The Fiscal Year (FY) 2023-24 Budget is \$214 million and is supported by approximately 1,200 employees who serve the needs of the court and community by providing operational, administrative, and clerical support providing access to justice. 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

Human Resources Department

The Director of Human Resources will oversee a talented team of approximately 31 FTEs and serve as a trusted business partner and advisor to operating departments.

The Position

The Director of Human Resources reports directly to the Chief Deputy Court Executive Officer of Human Resources and Finance and is responsible for developing, planning, organizing, and managing a wide range of human resource programs including recruitment and selection, classification and compensation, training and organizational development, employee benefits, payroll, leaves, workers compensation and safety, diversity and inclusion, and employee and labor relations.

This position manages, directs, and coordinates the administrative human resources functions of the organization, consulting with executive and management leadership on strategic planning and serving as a resource for all court employees. The incumbent is required to collaborate frequently with internal and external stakeholders, using excellent judgment and open communications to promote trust and confidence.

Other key responsibilities of the Director of Human Resources include:

- Develops and implements human resources strategies and programs in alignment with Court objectives and priorities; Directs the development, implementation and administration of comprehensive human resources management programs, policies, guidelines, and procedures; provide guidance, advice and support to judicial officers, executives, managers, and supervisors on matters related to personnel policies and administration.
- Directs the development and implementation of court-wide training strategies and learning initiatives for non-judicial staff.
- Through subordinate managers, ensures the maintenance of the classification plan and the timely recruitment and selection of staff; oversees onboarding and training of employees; directs the administration of cash compensation and health/welfare and retirement benefit programs; ensures accuracy and efficiency of payroll processes and procedures; directs the workers' compensation program.
- Directs labor relations including negotiation and administration of multiple labor agreements; advises executives, managers and supervisors on employee relations matters, including performance improvement plans, grievance and disciplinary procedures and actions; supports the Court in Skelly processes, dispute settlement, mediation and arbitration; builds strong working relationships with employee and labor organizations to resolve problems; proposes and implements new and revised employee relations policies.
- Provides internal consulting and guidance and training on a variety of complex, sensitive and confidential organizational and employee-relations issues; confers with legal counsel on personnel matters and labor relations issues.
- Develops and implements policies and methodologies to ensure compliance with applicable laws and Court rules, enhance service, and facilitate effective handling of personnel matters; directs the preparation of status reports and workload statistics, data collection, analysis, and reporting.
- Analyzes new legislation and statutes for impact on human resources policies and procedures; confers with executive leadership, judicial council staff; attorneys, and other governmental agencies on interpretation of laws; directs the revision and implementation of policies and procedures to comply with new legislation.



The Ideal Candidate

The top candidate for this position will have a passion for public service and be dedicated to supporting court leadership and staff through the delivery of outstanding human resources programs and services. This experienced professional will be a hands-on leader willing to work alongside staff and committed to mentoring and developing the professional capacity of both the Human Resources Department and all Court employees.

The new Director will be a strategic partner and able to interact confidently and collaboratively with individuals, with strong interpersonal and communication skills and abilities, at all levels throughout the organization. This trusted leader will have a commitment to ethics and have a leadership style and skills to innovate and implement best practices to support organizational priorities in collaboration and in support of executive and management leadership.

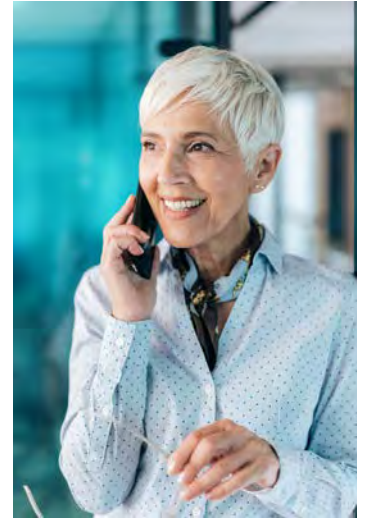
The ideal candidate will be a strong communicator who can clearly articulate ideas, processes, and concepts while also being an active listener welcoming and supporting diverse thoughts and opinions. The Director will embrace a philosophy that prioritizes initiative, anticipates needs, and communicates proactively by reaching out to management, employees, and union leaders in a consultative fashion. The top candidate will exercise leadership in instituting policies and operational processes that deliver high-quality services, using innovative strategies to enhance SBSC practices, services, and programs in collaboration with and in support of court leadership. The successful candidate will apply thoughtful change management skills, strong collaboration and communication skills and abilities, and develop an understanding of the impact human resources-related decisions have on operational effectiveness, court organization, service delivery and internal culture.

Additional desired capabilities include:

- Experience developing and managing a culture of teamwork and positivity; fostering an authentic commitment to promoting and supporting diversity, equity, and inclusion in the workplace.
- Ability to work cooperatively and communicate with individuals from all backgrounds, education, and socio-economic levels, as well as individuals with diverse viewpoints and opinions.

The Ideal Candidate *continued*

- Demonstrated success in developing and implementing new programs, policies, and procedures; identifying and implementing opportunities for service improvement.
- A history of creating effective working relationships across functional lines with a collaborative work style that is characterized by credibility, empathy, and ethical decision making.
- Creative approach to attract talent, increase employee retention, engagement and productivity, and support leadership in staff development and succession planning.



Qualifying Education and Experience

A Bachelor's degree from an accredited college or university with a major in public or business administration, personnel/human resources management, or a closely related field, and at least five (5) years of progressively responsible experience in human resources management. Additional human resources training/professional certification or a master's degree may be substituted for up to two years of experience.

Experience in a California court or public sector is preferred. Knowledge of California employment and labor relations laws is required.



Compensation and Benefits

The annual salary range for the Director of Human Resources is \$162,031 to \$190,882. The starting salary will be based upon qualifications and experience. It should be noted that this position has also been approved for a 3% cost of living adjustment (COLA) effective October 2024.

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

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%.

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.

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.

Medical Reimbursement Account: Flexible Spending Account (FSA) that helps participating employees lower their taxable income. Under this plan, employees elect to set aside pre-tax money each pay period to pay for eligible out-of-pocket medical expenses for themselves and their eligible dependents that are not paid by insurance or reimbursed by any other benefit plan. The Court contributes a dollar for dollar match up to \$20.00 per pay period up to a maximum of five-hundred dollars (\$500.00) per plan year.

Dependent Care Assistance Plan: This is a type of Flexible Spending Account (FSA) that helps participating eligible employees lower their taxable income. Under this plan, employees may set aside pre-tax dollars to pay for qualified childcare or dependent care expenses that are necessary for the employee and/or spouse to continue working.

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

Leave Allowance

Vacation: After completion of the requisite hours of continuous service, employees are eligible to use accrued vacation allowance. Depending on length of service, employees may accrue up to 200 hours annually.

Administrative Leave: Eighty (80) hours of additional leave to be used during the calendar year, prorated depending upon start date.

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 one hundred twenty (120) hours of unpaid leave annually.

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.



Retirement and Deferred Compensation Plans *continued*

401(k): The Court matches two (2) times the employee's contribution, not to exceed 4% or 8% of the employee's biweekly salary.

457: Employees may elect to have a percentage of their salary or a flat amount deferred for a pre or post tax investment.

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.



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 \$55.00 per month.

Flexible Work Schedule: The Court recognizes the importance of work/life balance. Employees may request alternative work scheduling or flexible work schedules when classifications meet the requirements.

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, January 15, 2024**. Interested candidates should apply immediately by submitting 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 until mutual interest has been established.

Only the most qualified candidates will be invited to an initial video screening conducted by Ralph Andersen & Associates. Top contenders will be advanced to a video panel interview to be held in February 2024. In-person interviews will then be held 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