



San Bernardino Superior Court

Human Resources Business Partner

Final filing date: Monday, September 2, 2024

First review of resumes: Friday, August 9, 2024

Salary range: \$83,563.48 - \$106,756.26

To apply: <https://koffassociates.com/hr-business-partner/>

THE POSITION

The salary range for this position is \$83,563.48 - \$106,756.26. (3% COLA increase effective October 2024).

The Human Resources Business Partner serves as a consultant supporting managers and supervisors with aligning the court division's business and operational goals with human resources practices in support of the court's human resource management programs in multiple functional areas. This includes policy interpretation and development, compliance with laws and regulations, classification and job evaluation, employee relations, performance management, organizational training and development; fostering positive relationships, driving organizational effectiveness, and performs related duties as assigned.

Incumbents work with a significant degree of independence and interact with all levels of management and external stakeholders. Expected to have proven experience with use of critical thinking skills and good judgment.

Responsibilities include but may not be limited to the following:

- » Provide internal consulting services on human resources policies, procedures and regulations to management, staff and the public.
- » Advise managers and supervisors on positive employee relations practices and the interpretation and application of Court rules.
- » Analyze and research innovative HR programs and operational data and develop recommendations to improve organizational structure, productivity and effectiveness.
- » Administer temporary employee, internship and volunteer staffing programs; assist with the development and facilitation of employee training programs as needed.
- » Provide leadership development, mentorship, and customer support and service.
- » Assist in labor relations including collective bargaining and meet and confer negotiations with employee groups; collects and analyzes data for use in formulating negotiation proposals.
- » Prepare and coordinate a variety of work reports, records and analyses; develop and maintain a variety of departmental key performance indicators and tracking reports.
- » Work in a union environment (three current labor associations include Teamsters, SEIU, and CFI).
- » Perform other duties as assigned.

THE IDEAL CANDIDATE

Seeking a dedicated and experienced candidate who will join our team. The ideal candidate will be proven proactive HR professional with a passion for fostering positive relationships, ensuring legal compliance, meeting deadlines, and embodying a team-oriented, "can-do" mindset.

The ideal candidate will be innovative with a balance of critical thinking and use of great judgment. As a problem solver with excellent communication skills, the successful candidate will have the necessary interpersonal skills to build positive working relationships with staff, department heads, leadership, labor, and elected officials. The successful candidate will be solutions-oriented, have strong political acumen, and have the ability to adapt to changing and competing priorities, ability to meet deadlines while maintaining high level of quality of work. A background in leadership and employee development, policy administration, human resources investigations, and team building are key. Experience in public employee relations and policy implementation is ideal. The ideal candidate will possess a passion for public service, pursuing professional success and efficiencies in alignment with the mission of the court.

The Superior Court of San Bernardino is currently focusing new strategic planning, including a people-centric direction with a growing human resources department (30-35 FTE's). This is a great time for a forward-thinking HR professional to come in with a 'roll up your' sleeves mindset and help transform an organization.



Key Attributes and Characteristics

- » The ability to lead through consultive communication, self-awareness, and building solid interpersonal relations.
- » A growth mindset, including personal and professional development.
- » A consultive and active listening style of communication.
- » Stays current in process improvements and best practices, HR innovation and technology.
- » A creative approach to problem solving.
- » A collaborator and consensus builder with a skill set to look at situations from different perspectives, assess, and find solutions and positive results.

QUALIFICATIONS

- » Graduation from an accredited four (4) year college or university with a major in human resources, business administration or a closely related field.
- » A minimum of three (3) years of progressively responsible experience in human resources management or equivalent combination of education, training and experience.
- » Experience in a public court is preferred. Additional human resources training/professional certification or a master's degree may be substituted for experience.



COMPENSATION AND BENEFITS

The salary range for this position is \$83,563.48 - \$106,756.26. (3% COLA increase effective October 2024).

The San Bernardino Superior Court offers a range of benefit programs for employees and their eligible dependents. These include medical, dental, vision, and life insurance, as well as a variety of voluntary benefits. Programs and benefit amounts vary and are based on bargaining unit, family size, hire date, plan selection, and number of hours worked. A summary of benefits is provided below.

Medical Benefits: Medical plans, court contribution ranging from 58.5% to 60%, increasing Plan Year 2026. Plus \$200/per pay period in benefit plan dollars, increasing to \$250 Plan Year 2026.

Short and Long Term Disability: 100% court paid.

Life Insurance: \$100,000 plan, 100% court paid, additional coverage available.

Retirement: SBCERA 2.0%@55 (highest 12- consecutive months) "classic" members, 2.5@67 for new members (PEPRA). The Court does not participate in Social Security. Additional information can be found at www.sbcera.org.

Retirement Medical Trust: Court contributes .5% of eligible compensation per pay period, based on eligibility for incumbents with prior public service and reciprocity.

401K: Optional tax-deferred plan that includes an employer match not to exceed 4% of employee biweekly salary.

457(b) plans: optional pre or post tax investment of a percentage of their salary, or a flat dollar amount. There is no employer match.

Dependent Care and Flexible Spending Account available.

Health & Fitness Club Reimbursement: maximum of \$324/ annually.

Cell Phone Stipend: \$40/per pay month.

Commuter Services Program: incentives to participate in ridesharing activities.

Telework and Flexible Work Schedule Programs, Tuition benefit up to \$1,500 per fiscal year, commuter services program incentives.

Vacation: 80 hours per calendar year (pro-rated based on start date) and available first day of employment. Accrual rate up to 200 hours annually for incumbents who have prior public sector retirement participation, based on eligibility.

Administrative leave: 80 hours per calendar year (pro-rated based on start date).

Sick Leave: Approximately 3.69 hours/per pay period.

Voluntary Time Off (VTO): up to 120 hours annually, based on eligibility.

26 pay periods per calendar year.



SAN BERNARDINO COUNTY SUPERIOR COURT

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 over 2,225,586.

The Fiscal Year (FY) 2024-25 Budget is \$209 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
- » Rancho Cucamonga
- » Big Bear
- » Victorville
- » Fontana
- » San Bernardino (four locations)
- » Needles
- » Arrowhead Regional Medical Center Courtroom
- » Joshua Tree

To learn more about the San Bernardino Courts, go to: www.sb-court.org

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing date is Monday, September 2, 2024.
First review of resumes is Friday, August 9, 2024.

To be considered, please electronically submit your resume, cover letter and a list of five professional references (references will not be contacted in the early stages of the recruitment) to: <https://koffassociates.com/hr-business-partner/>

Resumes should reflect years and months of positions held, detailing experience, and demonstrated career accomplishments relevant to this position along with the application.

For additional information please contact:



Amanda Kreller
(707) 687-2194

amanda_kreller@ajg.com

Website: <https://koffassociates.com/>

The first round of screening will occur the following week with the assigned recruiter from Koff & Associates. Koff & Associates will then present their findings in a report to the agency. The agency will then select candidates who will be invited to participate in a formal interview the week after.

The successful candidate must pass an employment background check, including a Department of Justice criminal records check. The successful candidate may also be required to pass a post-offer medical examination, which includes a drug test.



If you are an experienced and proactive HR professional with a passion for fostering positive relationships, we would love to hear from you.