



SAN BERNARDINO SUPERIOR COURT

Human Resources Business Partner

(Two Openings)



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THE COMMUNITY

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!

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) 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
- San Bernardino (four locations)
- Arrowhead Regional Medical Center Courtroom

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





THE POSITION

The Human Resources Business Partner supports 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 recruitment and selection, classification and job evaluation, employee relations, performance appraisal, organizational training and development; and performs related duties as assigned.

This position provides professional advice and counsel to managers, supervisors and employees in addition to providing technical expertise in multiple functional areas of human resources. Incumbents work with a significant degree of independence and interact with all levels of management and external stakeholders.

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.
- » Participate 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

The ideal candidate will be an innovative, flexible, and collaborative leader. 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. A background in public sector leadership and employee development, policy administration, and team building are key. Experience in employee relations and current recruitment strategies 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.

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 the employee cost is 58.5% of lowest cost HMO plan based on level of coverage (59% for employee +1 and 60% for employee +2 or more).

DENTAL: The dental subsidy is equivalent to 100% of the employee only DPPO plan (but not less than \$23.02 per pay period).

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 \$85,000. 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.

Leave Allowances

VACATION: Depending on length of service, employees may accrue from 80 to 200 hours annually.

ADMINISTRATIVE LEAVE: Eighty (80) hours of additional leave to be used during the calendar year, prorated depending on 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 during instances of authorized absence due to illness, injury, or medically related appointments.

BEREAVEMENT LEAVE: ALL employees are eligible to receive a maximum of thirty-two (32) hours of paid leave per occurrence for bereavement leave due to the death of a person in the immediate family.

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.

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): The Court matches up to 4% and doubles match to 8% of the employee's earnable compensation based on the employee contributions.

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. Participation is for those with ten (10) or more years of participation in SBCERA or where the individual contributed to a public sector retirement system or system(s) over a ten (10) year period and did not withdraw the contribution from the retirement system(s). 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 a percentage of the employee's salary to the trust per pay period.

Additional Benefits

TUITION BENEFIT: The Court shall provide \$1,500.00 per fiscal year to be used for job related education or career development, book fees or to reimburse membership dues in professional organizations.

CAR ALLOWANCE: Use of Court Vehicle.

CELL PHONE: The Court shall provide reimbursement of \$40.00 per month upon submission of proper forms and documentation.

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 participating in Ridesharing activities.



APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing date is Monday, May 13, 2024.

To be considered, please submit a resume, cover letter, and five work-related references (who 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.

For additional information, please contact:



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Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Koff & Associates will report the results to the agency. The agency will then select candidates to participate in agency interviews. Extensive reference and background checks will be completed on the selected candidate.

