

THE COUNTY OF SAN BERNARDINO INVITES APPLICATIONS FOR THE POSITION OF:

# HUMAN RESOURCES OFFICER II

## RETIREMENT BENEFITS

- Generous County Pension ([www.sbcera.org](http://www.sbcera.org))
- Vested after 5 years
- Eligible to participate in **401(k)** Defined Contribution Plan with County contribution of two (2) times employee contribution up to 8% of base salary (**up to \$8,009 annually**)
- Eligible to participate in **457(b)** Deferred Compensation Plan with County contribution of .5 times employee contribution up to .5% of base salary (**up to \$501 annually**)
- County contributes up to 2.75% of base salary to the Retirement Medical Trust Fund for qualifying medical expenses upon retirement (**up to \$2,753 annually**)
- **Reciprocity** with CalPERS, CalSTRS, and Act 1937 plans
- No deduction for Social Security

**Example:** employee with 30 years of service at age 60 receives retirement allowance of 79% (Tier 1) or 54% (Tier 2) of highest earning year's compensation for life.

## MEDICAL BENEFITS

- Health and dental insurance provided for employee and eligible dependents
- Medical and dental premium subsidies to offset the cost of insurance premium - up to **\$12,795 annually**
- Employer paid vision coverage for employee and eligible dependents
- Eligible to participate in Flexible Spending Account with up to **\$1,040 annual** County match

## PAID TIME OFF

- Vacation Leave up to four (4) weeks annually with cash-out option
- Administrative Leave 80 hours annually
- Sick Leave 12 days annually with unlimited accrual
- 14 Paid Holidays annually
- 16 hours Perfect Attendance Leave

## MISCELLANEOUS BENEFITS

- \$1,000 tuition reimbursement annually
- Health club membership up to \$324 annually
- Employer-paid term life insurance - \$50,000
- Variable group universal life insurance with County contribution of 25% of one (1) time annual base salary
- Long Term Disability 60% up to \$10,000 per month
- Short Term Disability 55% up to \$1,533 per week
- **Relocation assistance available**

**TOTAL**

**COMPENSATION:**

**UP TO \$125,208**

**PER ANNUM**

**GENEROUS  
EXECUTIVE BENEFITS  
PACKAGE**

## APPLICATION PROCESS

Applications will be accepted on a continuous basis and the recruitment may close at any time. Interested candidates are encouraged to **apply immediately**.

**APPLY ONLINE:** [www.sbcounty.gov/hr](http://www.sbcounty.gov/hr)

## COUNTY CONTACT

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# JOIN OUR EMPLOYEE RELATIONS TEAM!

THE COUNTY OF SAN BERNARDINO IS SEEKING EXPERIENCED HUMAN RESOURCES PROFESSIONALS TO HANDLE COMPLEX LABOR AND EMPLOYEE RELATIONS MATTERS.



## THE POSITION

**TOTAL COMPENSATION UP TO \$125,208 PER ANNUM  
INCLUDES CASHABLE BENEFITS  
BASE SALARY UP TO \$100,110 PER ANNUM**

**Human Resources Officers II** advise department managers on personnel matters and interpretation and application of County personnel rules and memoranda of understanding, as well as employment/labor laws. Key responsibilities of the Human Resources Officers include advising department managers on proposed disciplinary actions and appropriate level of discipline. Human Resources Officers assume First Chair responsibility in representing County departments at administrative proceedings and hearings pertaining to disciplinary actions and grievances; this includes responsibility for case preparation and presentation. Other responsibilities include recommending, developing, and implementing policies and procedures; analyzing new legislation and case law to determine impact on operations; developing communications and training materials; researching and analyzing a variety of organizational issues and recommending appropriate action; and participating in labor negotiations.

Human Resources Officers coordinate the delivery of personnel services to County departments regarding human resources compliance, performance management, policy interpretation, training, leave administration, and classification and recruitment matters.

The County of San Bernardino has a diverse workforce of approximately 16,000 employees who are represented by five employee organizations comprised of 16 bargaining units.

## THE SELECTION PROCESS

Please submit a completed county **application AND the supplemental questionnaire** for Human Resources Officer II. The most highly qualified candidates, as determined by an evaluation of qualifications, will be invited to participate in the remainder of the selection process.

## THE MINIMUM REQUIREMENTS

**Education:** A Bachelor's Degree in human resources management, industrial/organizational psychology, public or business administration, behavioral science or other job relevant field.

-AND-

**Experience:** Three years of professional level human resources experience which must include responsibility for advising and representing management on employee relations matters (e.g., employee grievances, investigations, disciplinary actions and hearings, labor negotiations, etc.) in an organization with union represented employees.

*An equivalent combination of qualifying professional level experience and relevant education that provides the required knowledge and abilities may be considered.*

## THE IDEAL QUALIFICATIONS

The ideal candidate will be an experienced human resources professional with in-depth knowledge of current labor laws, regulations, and best practices, and a demonstrated record of achievement in managing a wide variety of complex employee relations/labor relations matters for a **public sector agency**. Particularly desirable is the ability to independently and successfully resolve employee and labor grievances as well as extensive experience in **preparing and presenting cases before hearing officers and/or bodies**. Sound judgment, knowledge of case theory, and the ability to identify key issues to prepare and present cases at hearings are essential. Additionally, the ideal candidate must possess effective communication and interpersonal skills in order to secure the cooperation of all stakeholders in implementing sound personnel management practices.

**APPLY ONLINE: [WWW.SBCOUNTY.GOV/HR](http://WWW.SBCOUNTY.GOV/HR)**

## THE HUMAN RESOURCES DEPARTMENT

The Human Resources Department administers the County's human resources programs. This includes the responsibility for employee and labor relations; labor negotiations; recruitment, employment testing, and certification of eligible candidates; establishment and maintenance of classification and compensation systems and practices; employee benefits; systems and program administration for the Employee Management and Compensation System (EMACS); and the Equal Employment Opportunity Office. Human Resources also shares responsibility, through a partnership with Human Services, for countywide organizational and employee development.

**OUR MISSION** is to provide effective customer service to all departments, employees, and constituents of San Bernardino County through the timely delivery of innovative, quality human resources systems, programs, and services.

Learn more about us at [www.sbcounty.gov/hr](http://www.sbcounty.gov/hr)

