



The County of San Bernardino
invites application for the position of

Administrative Supervisor II-ARMC Payroll/Personnel

Job Number: 18-01095-01

SALARY

\$33.12 - \$45.59 Hourly \$5,740.80 - \$7,902.27 Monthly \$68,889.60 - \$94,827.20 Annually

APPLY BY: 05/04/18 05:00 PM

Applicants are encouraged to apply online: <http://www.sbcounty.gov/jobs>

THE POSITION



Future Salary Increase:

3.0% Effective July 21, 2018

Arrowhead Regional Medical Center (ARMC) is recruiting for an **Administrative Supervisor II** to plan, organize, coordinate and supervise the administrative operations of the **ARMC Payroll/Personnel Unit**. This position will oversee staff responsible for payroll and personnel transactions for all hospital staff, perform analysis of processes and procedures, and recommending and implementing changes for assigned areas of responsibility.

* **Official Job Title:** Administrative Supervisor II

For more detailed information, refer to the [Administrative Supervisor II](#)

This exciting career opportunity offers excellent benefit packages that include:



Paid Time Off

- Up to 4 weeks accruable **Vacation**
- **40 hours Annual Leave**
- **40 hours Administrative Leave** with cash-out option
- 11 days accruable Sick Leave
- 14 Paid Holidays
- 16 hours Perfect Attendance Leave



Health Benefits

- Medical and Dental – family coverage
- Premium subsidies up to \$12,555 annually
- Flexible Spending Account



Retirement

- Generous Pension
- 457(b) with .5-for-1 County match up to .5% of salary
- Retirement Medical Trust Fund – County contribution of 1.5% of salary
- **Retirement Reciprocity**



Additional Benefits

- \$600 Education/Membership Reimbursement
- Dependent Care Assistance Plan
- Life Insurance
- Short Term Disability
- Commuter Services

For additional benefits and details click here.

MINIMUM REQUIREMENTS

Education: A bachelor's degree from an accredited college or university in Public/Business Administration, Behavioral/Social Science, or other relevant field of study.

-AND-

Experience: (applicant must meet one of the options listed below)

Option A: Three (3) years of **professional-level** experience with primary responsibility for analyzing, interpreting, and making recommendations to management in one or more of the following fields: Budget/Financial Analysis; Requests for Proposals/Contracts; Facilities Planning/Property Management; Facilities Planning/Property Management; Grants Management, Organizational Analysis, or Project Management. Qualifying experience **must include** one (1) year of full-scope supervisory experience over a support services staff.

Option B: Three (3) years of **professional-level** experience in a centralized human resources department **AND** one (1) year of full-scope supervisory experience in an office setting. Qualifying experience **must include** one (1) year of full-scope supervisory experience over a support services staff.

DESIRED QUALIFICATIONS

The ideal candidate will have experience in overseeing personnel and payroll functions in a large, centralized human resources office. Qualified candidates must have excellent oral and written communication skills, have demonstrated leadership and problem solving skills, be flexible, and possess the ability to liaison effectively with other organizations.

SELECTION PROCESS

There will be a **competitive evaluation** of qualifications based on a review of the Application and or Resume and Supplemental Questionnaire; therefore it is important that all application materials and responses are complete and clear.

[Please click HERE for important Applicant Information and the County Employment Process.](#)

The Human Resources Department reserves the right to modify the examination process in accordance with the Personnel Rules and accepted selection practices.

Applications may be obtained and filed online at: <http://www.sbcounty.gov/jobs>

(909) 387-8304 • TTY Users: 711

157 West Fifth Street, 1st Floor, San Bernardino, CA 92415

An Equal Employment Opportunity and ADA Compliant Employer

Issue Date: 4/21/18 SZ