



The County of San Bernardino
invites application for the position of

Human Resources Officer II

Job Number: 19-16116-03

SALARY

\$41.53 - \$56.47 Hourly \$7,198.53 - \$9,788.13 Monthly \$86,382.40 - \$117,457.60 Annually

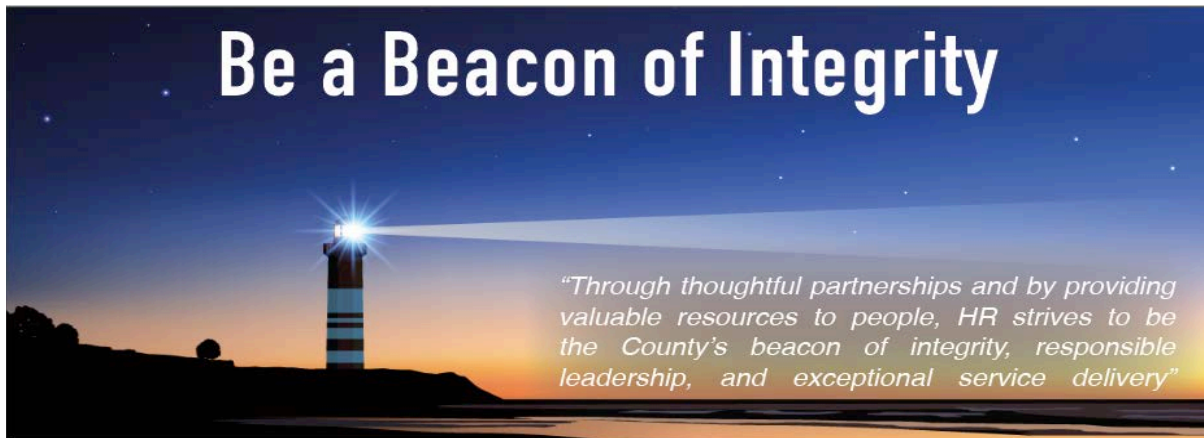
APPLY BY: Continuous

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

THE POSITION

IMMEDIATE VACANCIES - Apply ASAP

(The list established from this recruitment will be used to fill current and future vacancies)



SALARY AND BENEFITS

Our lucrative starting salary and benefits package is valued
Up to \$150,016 Annually

Plus

~Anticipated Salary Increase of 3% effective July 18, 2020

~Bi-annual step increases of 2.5% up to Step 14

Excellent Benefits & Retirement – Reciprocity with CalPers & '37 Act Counties

PAID TIME OFF

- Up to 4 weeks accruable Vacation
- 80 hours Administrative Leave
- 12 days Sick Leave with unlimited accrual
- 14 Paid Holidays
- 16 hours Perfect Attendance Leave

HEALTH BENEFITS

- Medical, Dental and Vision - family coverage
- Premium subsidies up to \$14,024 annually
- Flexible Spending Account with County match up to \$1,040

RETIREMENT

- Generous Pension
- 401(k) with 2-for-1 County match up to 8% salary
- 457(b) with .5-for-1 County match up to .5% of salary
- Retirement Medical Trust Fund - County contribution up to 2.75% of salary
- Retirement Reciprocity

ADDITIONAL BENEFITS

- Flexible Work Schedule (9/80)
- \$1,000 Education/Membership Reimbursement
- Health Club Membership
- Dependent Care Assistance Plan
- Life Insurance
- Long & Short Term Disability
- Relocation Assistance
- Commuter Services

CLICK HERE FOR ADDITIONAL BENEFITS AND DETAILS

Human Resources Officer IIs serve as strategic partners and trusted advisors to County leadership (e.g., department supervisors, managers, etc.) and employees by providing responsive and objective counsel to administer all aspects of human resources. This is accomplished with integrity and professionalism through collaboration to develop the workforce and positively impact the community served.

Key responsibilities include:

- Administer and coordinate all aspects of human resources, including compliance, performance management, policy and memorandum of understanding language interpretation, training, leave administration, classification and talent acquisition.
- Conduct investigations and advise department managers on proposed disciplinary actions and appropriate level of discipline
- Represent the County at administrative proceedings and hearings including, disciplinary actions and grievances
- Recommend, develop, and implement policies and procedures
- Analyze new legislation and case law to determine impact on operations
- Develop and deliver communications and training
- Research and analyze organizational issues and recommend appropriate action
- May participate in labor negotiations
- Keep abreast of current developments in the Human Resources field, including labor relations, new techniques for personnel administration, recent court decisions, applicable pending legislation, etc.

San Bernardino County has a diverse workforce of over 22,000 employees who are represented by eleven employee organizations comprised of 26 bargaining units. To learn more about San Bernardino County's Human Resources Department click [HERE](#).

MINIMUM REQUIREMENTS

Education: A Bachelor's degree from an accredited college or university in Business or Public Administration, Behavioral or Social Science, Human Resources Management, Organizational Psychology, Communications/Marketing or a closely related field.

-AND-

Experience: Eighteen (18) months of public sector or 24 months of private sector, professional level human resources experience with primary responsibility for advising and representing management on employee/labor relations matters, such as employee grievances, investigations, disciplinary actions and hearings, collective bargaining negotiations, and handling formal grievances, arbitration hearings, and unfair labor practices charges. All qualifying experience must be obtained within a public sector (i.e., government) agency or a large private sector employer with a large, union represented workforce (500+ regular employees).

Applicants with an acceptable combination of relevant education and qualifying experience that provides the required knowledge and abilities will be considered.

DESIRED QUALIFICATIONS

The **ideal candidate** will excel in the following:

- Has 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 large public sector agency
- Independently and successfully resolves employee and labor grievances; has extensive experience in preparing and presenting cases before hearing officers and/or bodies
- Has the functional/technical knowledge and skills to do the job at a high level of competency; has sound judgment and knowledge of case theory and the ability to identify key issues to prepare and present cases at hearings
- Possesses effective communication and interpersonal skills in order to secure the cooperation of all stakeholders in implementing sound personnel management practices
- Is dedicated to meeting the expectations and requirements of internal and external customers; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect; builds constructive and effective relationships; uses diplomacy and tact
- Listens to others and communicates in an effective manner; practices attentive and active listening; notices and interprets what others are feeling, based on their choice of words, tone of voice, expressions, and other nonverbal behavior; confirms understanding by paraphrasing or summarizing what others have said
- Ensures that regular consistent communication takes place where necessary; respects and maintains confidentiality
- Accepts personal responsibility for quality and timeliness of work; achieves results with little oversight
- Maintains composure in highly stressful or adverse situations; handles high workloads, competing demands, vague assignments, interruptions, and distractions with poise
- Maintains a positive attitude; is a team-player with a demonstrated ability to work collaboratively with various strategic partners, including all areas of HR, managers, stakeholders and labor representatives; can quickly find common ground and solve problems for the good of all; easily gains trust and support of peers; encourages and supports collaboration
- Possesses outstanding analytical and problem solving skills and develops innovative solutions that are both creative and practical; looks toward the broadest possible view of an issue/challenge; finds solutions that are acceptable to diverse groups with conflicting interests and needs
- Has excellent organizational skills with the ability to take initiative, adapt, prioritize and multi-task in a fast-paced environment
- Understands internal and external politics and their impacts on the organization; aligns resources and maneuvers politics to solve problems or reach goals
- Possesses excellent written and oral communication skills with the ability to capture, inform and engage all stakeholders
- Seeks and acquires new competencies, work methods, ideas, and information that will improve own efficiency and effectiveness on the job
- Gives and receives constructive feedback

SELECTION PROCESS

Application Procedure: To receive consideration for this excellent opportunity, please complete and submit the online employment application and supplemental questionnaire. *Resumes will not be accepted in lieu of completing the application and/or the supplemental questionnaire.*

To ensure timely and successful submission of your online application, please allow ample time to complete and submit your application before the posted filing deadline. Applicants will be automatically logged-out if they have not submitted the application and all required materials prior to the posted deadline. Once your application has been successfully submitted you will receive an onscreen confirmation and an email. We recommend that you save and/or print these for your records.

If you require technical assistance, please click [HERE](#) to review the Government Jobs [online application guide](#), or contact their Toll-Free Applicant Support line at (855) 524-5627. Please note that Human Resources is not responsible for any issues or delays caused by computer or browser used to submit the application.

Selection Process: The most highly qualified candidates, as determined by a competitive evaluation of qualifications based on their application and responses to the supplemental questions, will be invited to participate in the remainder of the selection process, which may include a writing exercise and/or oral examination. Candidates advancing in the selection process will receive further information/instructions via email.

[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: 7/6/19 SZ