



San Bernardino Superior Court  
**HUMAN RESOURCES BUSINESS PARTNER**

<b>SALARY</b>	\$3,090.37 - \$3,948.09 Biweekly \$80,349.62 - \$102,650.34 Annually	<b>LOCATION</b>	CA 92415-0312, CA
<b>JOB TYPE</b>	Full-Time Employment	<b>JOB NUMBER</b>	24-030
<b>DEPARTMENT</b>	Human Resources	<b>OPENING DATE</b>	08/11/2023
<b>CLOSING DATE</b>	Continuous		

**Description**

The Superior Court of California, County of San Bernardino is seeking a well-qualified and experienced Human Resources professional for the role of **Human Resources Business Partner**.

**FIRST REVIEW OF APPLICATIONS SEPTEMBER 4, 2023.**

Interested candidates are strongly encouraged to apply early in the process as applications will be accepted until the position is filled.

**STARTING SALARY RANGE: \$3,090.37 - \$3,948.09 Biweekly**

**UPDATES**

4% COLA increase effective October 2023; approximate salary range \$83,563 - \$106,756  
 3% COLA increase effective October 2024; approximate salary range \$86,070 - \$109,959

**Benefits**

**EXEMPT GROUP D**

**BENEFITS & RETIREMENT**

*The court is committed to offering benefit plans that provide employees options to choose their appropriate level of coverage and to help manage their wellness and retirement needs. Retirement reciprocity is available with an eligible California Public Sector retirement plans that operate under the County Employee's Retirement Law of 1937 (1937 Act) through San Bernardino County Employees' Retirement Association (SBCERA).*



**HEALTH BENEFITS**

- Medical, dental & vision coverage options for you & your family
- Flexible benefits subsidies & \$200.00 bi-weekly
- Flexible Spending Account (FSA) - Health Care



**RETIREMENT**

- Generous pension & survivor protection
- Retirement reciprocity
- 457(b) options
- 401(k) options with 4% employer matching
- Retirement Medical Trust employer contributions



**PAID TIME OFF**

- Up to four (4) weeks vacation annually
- Eighty (80) hours administrative leave annually
- Fourteen (14) paid holidays annually, plus (2) floating holidays



**ADDITIONAL**

- Flexible work schedule
- Education/ membership reimbursement
- Car allowance
- Cell phone allowance
- \$60,000 employer paid Term Life Insurance
- Other voluntary benefit options available

FOR A DESCRIPTION OF ALL BENEFITS OFFERED, SELECT THE BENEFITS TAB TO REVIEW.

**Telework/On-Site Opportunity**

This position is eligible for a combination of telework and on-site work assignments. Telework must be completed from a pre-designated home-based location within the State of California and employees may be required to report on-site to address business needs.

Telework is at the sole discretion of the Court and may be rescinded immediately, without prior notice, based on the needs of the San Bernardino County Superior Court.

### **About the Position**

Under general supervision, the Human Resources Business Partner supports managers and supervisors with aligning the court division's business and operational goals with human resources practices; performs responsible and complex professional activities in support of the court's human resource management programs in multiple functional areas, including recruitment and selection, classification and job evaluation, employee relations, performance appraisal, organizational training and development; and performs related duties as assigned.

### **Distinguishing Characteristics**

A Human Resources Business Partner provides journey-level human resources management support to one or more districts. Incumbents provide 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.

For full position details, review the job description by clicking [here](#).

### **Essential Functions**

1. Provides internal consulting services on human resources policies, procedures and regulations to management, staff and the public; provides resources and builds relationships in order to achieve the goals and objectives of the assigned division; assists management with business case development and change management through the development of human resources strategy.
2. Advises managers and supervisors on positive employee relations practices and the interpretation and application of Court rules, policies, procedures and laws; consults with employees and their representatives to identify and resolve employee/employer-related problems and issues; assists in the resolution of disputes through a variety of resolution options.
3. Supports management and employees on work and performance-related issues; researches and develops recommendations regarding employee relations procedures, issues and cases, such as grievances, disciplinary actions and contract application and interpretation; assists in conducting investigations regarding performance and misconduct issues, employee complaints and grievances; provides recommendations on improvements in the performance management system to align human resources practices with business performance goals.
4. Manages the day-to-day activities of one or more specific functional area of the district's human resources management program, such as overseeing the design and implementation of employee recruitment and selection programs; updating and maintaining the classification structure and job descriptions for recruitments; conducting recruitments and selections; counseling employees on leave and benefits options and ensuring proper submission of forms/documentation; working with third- party administrator and assisting in the investigation and administration of workers' compensation claims; reviewing work and public areas for possible safety issues; identifying accommodations for modified duty assignments; and monitoring the status of claims.
5. Analyzes program and operational data and develops recommendations to improve organizational structure, productivity and effectiveness; researches new and innovative human resources programs and trends and adapts and introduces programs to meet needs; evaluates program effectiveness and recommends program improvements, expansion or termination as needed.
6. Administers temporary employee, internship and volunteer staffing programs; assists with the development and facilitation of employee training programs.
7. Participates in labor relations including collective bargaining and meet and confer negotiations with employee groups; collects and analyzes data for use in formulating negotiation proposals; reviews and updates personnel handbooks and manuals; administers labor agreement provisions.
8. Prepares and coordinates a variety of work reports, records and analyses; develops and maintains a variety of departmental key performance indicators and tracking reports.

9. Represents the Human Resources department in designated meetings; leads or participates in committees and/or task forces; coordinates with county and state management staff.
10. Performs other duties as assigned.

## Minimum Qualifications

Graduation from an accredited four (4) year college or university with a major in human resources, business administration or a closely related field, and at least three (3) years of progressively responsible experience in human resources management; or an equivalent combination of education, training and experience.

Experience in the public sector is preferred. Additional human resources training/professional certification or a master's degree may be substituted for experience.

**Resumes will not be accepted in lieu of the required application and supplemental application.**

Human Resources will review applications to identify candidates who meet the minimum qualifications, therefore, it is to your benefit to include all pertinent work experience. When listing court experience, please include dates and classification of each position held, if more than one.

### Selection Process

- Applications will be reviewed to identify candidates who meet the minimum qualifications and/or desirables. Only those who meet the minimum qualifications and desirables (if applicable) will proceed to the next step in the recruitment process.
- Candidates' supplemental question responses may be evaluated and ranked. Depending on the number of applications, assessments and/or screening interviews may be conducted.
- Candidates who are successful in step 2 will be placed on the eligible list and may be considered for interview. *Placement on the eligible list does not guarantee an interview or employment.*

All candidates will be notified via email of their status at each step of the process. Additional steps in selection process will include background check and a reference check.

### **REASONABLE ACCOMMODATIONS:**

The Superior Court of California, County of San Bernardino is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA). Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process may contact the Human Resources Office at (909) 521-3700 or via email at [HR@sb-court.org](mailto:HR@sb-court.org). Individuals with hearing and/or speech impairments may also contact the recruiter for this position through the use of the California Relay Service by dialing 711.

## Physical Characteristics

The physical and mental demands described on the job description, or by clicking [here](#), are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**The Superior Court of California, County of San Bernardino is an Equal Opportunity Employer- M/F/D/V.**

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### Agency

San Bernardino Superior Court

### Address

247 W. Third St., First Floor

San Bernardino, California, 92415-0312

### Phone

909-521-3700

### Website

<http://www.sb-court.org/careers>

## HUMAN RESOURCES BUSINESS PARTNER Supplemental Questionnaire

### \*QUESTION 1

The information you provide on this questionnaire will be used to assess your relevant education and experience in a competitive evaluation of qualifications. Be as specific as possible and include all information requested. It is to your advantage to provide complete, organized, and detailed responses to each question. (Do not refer to a resume or other documentation.) If you do not have experience in an area, please answer "N/A". Following an administrative review of each application and supplemental questionnaire, only the most qualified candidates will be invited to an interview.

I understand the instructions above and certify that all statements made in this supplemental application are true and complete to the best of my knowledge.

### \*QUESTION 2

In detail, describe your professional experience with Employee and Labor Relations. Specify the employer, position held and dates when describing experience.

### \*QUESTION 3

In detail, describe your professional experience in recruitment, attracting and retaining top talent. Specify the employer, position held and dates when describing experience.

### \*QUESTION 4

In detail, describe your professional experience with conducting disciplinary and harassment investigations. Include experience in executing disciplinary actions and handling related administrative proceedings and/or hearings. Specify the employer, position held and dates when describing experience.

### \*QUESTION 5

In detail, describe your professional experience in supporting, consulting and collaborating with management and providing HR guidance. Specify the employer, position held and dates when describing experience.

### \*QUESTION 6

**EDUCATION VERIFICATION:** Upload a copy of EITHER your degree(s) or college transcript(s) to your application, prior to the close of the position to receive consideration.

I confirm I have uploaded a copy of education.

\* Required Question