



Assistant Director of Human Resources  
San Bernardino County, CA

# The Community

Located in the heart of Southern California, San Bernardino County thrives on the diversity of our communities that offer families affordable housing, excellent schools, and community resources, including libraries, parks, hospitals, and international airports. The County provides a safe, clean, and healthy environment with access to a variety of business and shopping opportunities, as well as cultural and educational enrichment opportunities through museums, theater, and higher education, including California State University, San Bernardino, University of Redlands, and Loma Linda University.

The County encompasses over 20,160 square miles of diverse geography and climate that includes snowcapped mountains, flowering deserts, pristine valleys, and lakes. The County's prime location allows for easy access to Southern California's premier beaches, resort destinations, and major metropolitan centers. The County has a population of over two million residents and is comprised of 24 incorporated cities and towns.

As an employer, the County strives to provide its employees work-life balance, where you can enjoy all the amenities the County has to offer along with excellent career opportunities, a supportive work environment, and a competitive total compensation package.

San Bernardino is a dynamic charter county governed by a five-member **Board of Supervisors**, who, working through its Chief Executive Officer – Luther Snoke, the County Administrative Office, and a workforce of over 20,000+ dedicated employees, are committed to sustaining a vision of “a complete county that capitalizes on the diversity of its people, its geography, and its economy to create a broad range of choices for its residents in how they live, work, and play.” For more information on the County, please visit: <http://www.sbcounty.gov/>

# The Department

The Human Resources Department provides a wide range of human capital services, including, but not limited to, benefits administration, recruitment services, wellness programs, employee relations, occupational health services, classification & equity studies, and PeopleSoft support. The Department also supports the Labor Relations Department during labor negotiations.

The Human Resources Department's goals for 2025 address the County's objectives of improving County Government Operations and Operating in a fiscally-responsible and business-like manner. Its goals continue to focus on improving efficiencies through the implementation of technology and begin the process to replace the County's Human Capital Management system. In addition, Human Resources will continue to leverage successful recruitment strategies to support County operations and build an onboarding experience that is both effective and engaging, as well as utilize new recruitment strategies planning outreach events and marketing campaigns to better target remote areas and diverse populations.

The Human Resources Department provides oversight to both the Equal Opportunity Commission and the Civil Service Commission.

# The Opportunity

The Human Resources Department administers the County's human resources and people programs to meet the needs of County departments. The Assistant Director of Human Resources will oversee the following areas of the Department:

- ▶ **Employee Relations** - Employee Relations as a business partner provides comprehensive guidance to departments across the entire employment cycle in a county setting. This includes support in areas such as performance management, conflict resolution, policy interpretation, labor relations, disciplinary actions, and employee engagement. By working closely with various departments, Employee Relations ensures that workplace policies align with legal and organizational standards while fostering a positive and productive work environment.
- ▶ **Central Investigations** - The Centralized Investigations Unit provides support to County departments in addressing employee complaints and misconduct by conducting in-depth investigations into a variety of employee complaints and concerns, analyzing investigative findings, writing investigation reports, corrective action records, and proposed formal discipline. The Unit manages the formal disciplinary process with department leadership from start to finish, which includes preparing materials for and attending skelly hearings, completing settlement negotiations, and preparing and presenting cases at Civil Service hearings. The Unit also identifies training needs and training programs to provide manager support with supervisory techniques and other HR related management topics.

- ▶ **Equal Employment Opportunity** - The Equal Employment Opportunity (EEO) Unit ensures compliance with anti-discrimination laws and promotes workplace equity, diversity, and inclusion. It investigates complaints of discrimination, harassment, and retaliation while providing policy guidance to departments. The unit also delivers training on topics like bias and harassment prevention, manages reasonable accommodation requests under the ADA, and oversees workforce data reporting. By fostering a fair and inclusive work environment, the EEO Unit helps mitigate legal risks and uphold the county's commitment to equal opportunity for all employees.
- ▶ **Employee Benefits and Services** - The Employee Benefits and Services Division (EBS), under the direction of the Human Resources Department, provides comprehensive benefits and services to eligible employees, retirees and their dependents through strategic planning, negotiation and implementation of County benefit programs. The benefit programs include the County's health, dental, vision and life insurance plans as well as its integrated leave and wellness programs.
- ▶ **Center for Employee Health and Wellness** - The responsibilities of the Center of Employee Health and Wellness (CEHW) include employee and applicant pre-placement and in-service medical examinations, medical records, representing the County in hearings before the Civil Service Commission regarding appeals of medical findings, and advising the County's management on compliance with Occupational Safety and Health Administration (OSHA) regulations and occupational medical problems.

The Assistant Director of Human Resources will have five direct reports. This position is open due to the retirement of the incumbent.

For more information, please visit: Department Website: [Human Resources](#).

## The Ideal Candidate

San Bernardino County is a team-driven organization which prides itself on inter-departmental collaboration and innovation. The County is looking for accomplished human resources professionals with a strong background in employee relations to fill the Assistant Director of Human Resources position. The successful candidate will be excited to contribute to a department that is currently implementing key initiatives related to technology, organizational efficiency, and succession planning.

The next Assistant Director of Human Resources will focus on the following priorities:

- ▶ **Organizational Review** – Evaluate current work efficiency, identify areas for improvement using data-driven insights, and continue to implement new technology to reduce redundancies and labor-intensive processes.
- ▶ **Administration** – Oversee the day-to-day operations of the divisions, focusing on mentoring and developing the existing talent, and establish a comprehensive succession plan.
- ▶ **Strategic Analysis** – Perform ongoing reviews of employee benefits and analyze healthcare costs to ensure cost-effectiveness while prioritizing the provision of high-quality services for employees.
- ▶ **Communication** – Manages all communication with non-Board of Supervisors elected officials, specifically the District Attorney, Sheriff, Auditor, and Tax Collector, and also with various Department directors.

The ideal candidate will be a committed and highly motivated team player who thrives in a “people serving people” philosophy. They will collaborate seamlessly with colleagues from other departments, promoting an environment that encourages both collaboration and creativity.

The selected candidate will have outstanding communication skills and be well versed at getting buy in from others. This person will have strong attention to detail, be politically astute and have confidence when stepping in for the Director of Human Resources when needed. Lastly, the ideal candidate will be passionate about the industry and actively engaged on what best practices can be implemented at the County.

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## Desired Education and Experience

- ▶ A bachelor's degree in human resources management, public or business administration, industrial/organizational psychology, or a related field (an MPA or MBA or related advance degree is desired); AND  
Five (5) years of supervisory and/or management level experience in a public sector environment.
- ▶ Experience with union negotiations is a plus.

# Compensation

As an employer, San Bernardino County strives to provide its employees a work-life balance; where one can enjoy all the amenities the County has to offer along with excellent career opportunities and a supportive work environment. The County provides a generous **Exempt C** compensation and benefits package including a competitive salary, commensurate with experience, with an annual salary up to \$220,500.80. Eligible for merit-based step increases every six (6) months contingent upon completion of applicable service hours.

The County also offers an alternative **MODIFIED BENEFITS OPTION (MBO)** that provides a wage differential of 4% above the base salary rate with modified benefits, including: Use of increased pay rate to calculate County contributions to RMT, 401(k), and 457(b) plans, leave cash outs, and retirement contribution rate.

## Retirement

- ▶ County pension ([www.sbcera.org](http://www.sbcera.org)) vested after five years of service.
- ▶ Retirement Reciprocity with CalPERS, CalSTRS, and 1937 ACT plans.
- ▶ 401(k) Defined Contribution Plan with 2 for 1 match, up to 8% of the base salary.
- ▶ 457(b) Deferred Compensation Plan with .5 for 1 match, up to .5% of the base salary.
- ▶ Retirement Medical Trust (RMT) with County Contribution (based on service hours).

## Medical (Exempt Level C Benefit Package)

- ▶ Medical and Dental Insurance for the employee and eligible family members with premium subsidies.
- ▶ County paid Vision Insurance for the employee and eligible family members.

## Additional Benefits

- ▶ County paid basic life insurance with voluntary supplemental life insurance options including accidental death and dismemberment.
- ▶ County paid short-term and long-term disability benefits.
- ▶ 15 paid holidays (14 fixed, 1 floating) annually.
- ▶ 80 hours of administrative leave with a cash out option annually.
- ▶ Traditional Leave Package with up to 160 hours of vacation accruals annually (based on service hours) with cash out option and paid sick leave with unlimited accrual.
- ▶ Tuition Loan Repayment Program up to \$10,000.

# How to Apply

Please apply **on-line** by **May 5, 2025** at [www.allianceRC.com](http://www.allianceRC.com). This is a confidential process and will be handled accordingly throughout all stages of the recruitment process. For questions, inquiries or candidate recommendations, please contact:

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## Alliance Resource Consulting LLC

LinkedIn: <https://www.linkedin.com/company/alliance-resource-consulting>

**EEO/ADA:** San Bernardino County is an **Equal Employment Opportunity (EEO)** and Americans with Disabilities Act (ADA) compliant employer, committed to providing equal employment opportunity to all employees and applicants.

**ADA Accommodation:** If you have a disability and require accommodations in the testing process, submit the **Special Testing Accommodations Request Form (Download PDF reader)** within one week of a recruitment filing deadline.

**Veterans' Preference:** Eligible veterans and their spouse or widow(er) who are not current County employees may be awarded additional Veterans' Preference points.