



DIRECTOR OF HUMAN RESOURCES AND RISK MANAGEMENT

SALARY RANGE

\$125,411 to \$184,333 Annually
Plus an excellent benefits package

The San Bernardino County Employees' Retirement Association (SBCERA) is recruiting for a Director of Human Resources and Risk Management.

BACKGROUND

The San Bernardino County Employees' Retirement Association (SBCERA) is a California public pension plan that manages benefits and pension assets for over 40,000 members and beneficiaries, and 18 participating employers. SBCERA is a Special District governed by its own board, the Board of Retirement (Board), which acts as a fiduciary agent for the accounting and control of employer and member contributions and investment income. For more information about SBCERA, please visit the website at www.SBCERA.org.

THE IDEAL CANDIDATE

SBCERA is building a high-performing executive management team focused on effective communication, superior member service and organizational excellence. The Director of Human Resources and Risk Management will help lead the way by streamlining and modernizing processes, creating and delivering or contracting for employee training; managing SBCERA's labor relations along with the Chief Executive Officer; and oversee recruitments, benefits and payroll.

The most successful candidate will be a cross-functional leader and hands-on contributor. He/she will be a confident and inspiring leader whose strong moral principles – honesty, integrity and ethics – and inclusive, supportive demeanor motivates employees. He/she will have a participative and collaborative workstyle, be adaptable and flexible, have effective organizational change management skills, and deal with performance issues firmly and kindly. A person who has a strong work ethic, warm personality, and good sense of humor will feel at home here.

CLASSIFICATION SPECIFICATIONS

DEFINITION

Under general administrative direction, plans, organizes, conducts and coordinates the human resources services and risk management programs of the San Bernardino County Employees' Retirement Association (SBCERA); and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a single position class characterized by responsibility to administer SBCERA's Personnel Management Program which includes Recruitment, Examination and Selection; Classification; Employee Relations; Equal Employment Opportunity; Organizational and Employee Development; and Personnel Records/Transactions. The position serves as principal advisor to

the Chief Executive Officer and the Executive Management staff on personnel matters. The position reports to the Chief Executive Officer or his/her designate.

EXAMPLES OF DUTIES

Duties include but are not limited to:

1. Oversees the maintenance of personnel-related records and correspondence and the processing of personnel transactions.
2. Provide information and guidance to SBCERA management and supervisors on personnel matters.
3. Develop and review personnel policies and procedures; recommend and implement changes.
4. Monitor and analyze developments, legal requirements and industry trends for impact on personnel programs.
5. Interpret and apply applicable laws, contract and compensation provisions, and related governing documents.
6. Interface with SBCERA's union representatives; actively participate in labor negotiations and interpretation of labor agreements.
7. Develop and manage SBCERA performance management program.
8. Oversee the administration of workers' compensation claims, litigation and case management.
9. Plan and conduct SBCERA recruitments using proficient skills; conduct job analyses; develop and administer examination and selection programs; coordinate hiring recommendations.
10. Conduct salary and classification studies; gather, tabulate, and analyze salary data required in the maintenance or revision of the compensation plan; compile studies of internal class relationships for compensation purposes; prepare recommendations on salaries and related compensation matters.
11. Investigate and recommend management action in matters involving employee performance or disciplinary actions and employee grievances and recommend appropriate courses of action.
12. Communicate benefits eligibility to staff and ensure effective leave management, including conducting interactive process meetings and determining reasonable accommodations as per applicable laws.
13. Act as liaison with County Human Resources Department on personnel related matters.
14. Exercise confidentiality whenever required or appropriate, and maintain security of records and information.
15. Lead SBCERA's risk management and safety coordination, including but not limited to ergonomic evaluations and training;
16. Act as SBCERA's training coordinator; develop training assessment plans; review training requests; evaluate potential programs; conduct and/or arrange for training sessions.
17. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Education: A Bachelor's degree in Business or Public Administration, Behavioral Science, Human Resources Management, Organizational Psychology, or a closely related field.

Experience: Five (5) years of professional level human resources experience in two or more of the following areas: benefits administration, recruitment and selection, classification, equal employment opportunity and/or employee relations.

SELECTION PROCESS

To be considered, candidate must submit a cover letter and resume to HR@sbcera.org or mail to:

SBCERA
Attn: Human Resources
348 W. Hospitality Lane, 3rd Floor
San Bernardino, CA 92415-0014

The cover letter and resume must be submitted by 5:00 p.m. PST March 22, 2019.

ADDITIONAL CLASS INFORMATION

Job Code _____
FLSA Status Exempt
Benefits Unit Exempt C
Pre-Placement IV
Workers' Comp Code Clerical

Rev Date: 10/1/18 DC