

SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS

601 North E Street, San Bernardino, CA 92415-0020 • Ted Alejandre, County Superintendent

**ASSISTANT SUPERINTENDENT
HUMAN RESOURCES**

SALARY: \$245,069.20 – \$274,488.40 Annually (Range 650)
LENGTH OF SERVICE: 227 Days per year
HEALTH AND WELFARE: Benefits Package (Medical, Vision, Dental & Life)
Employer pays annually up to \$22,000 for Blue Shield or Kaiser Permanente
APPLICATION DEADLINE: June 9, 2025 (5:00 pm PST)
LOCATION: 760 E. Brier Bldg., San Bernardino, CA

POSITION DESCRIPTION

The San Bernardino County Superintendent of Schools is seeking a highly qualified administrator to serve as Assistant Superintendent, Human Resources. The position also requires commitment to educational partnerships, relationship building and using data to establish equitable human resource systems. The candidate will have demonstrated successful experience administering transformative human resource practices at a public school (district, county office of education, college, or university), show evidence of a high degree of transformational leadership ability, display excellent interpersonal skills, and be driven by a commitment to service excellence.

The Assistant Superintendent, Human Resources is a Cabinet-level executive position, reporting directly to the County Superintendent. The Assistant Superintendent, Human Resources is responsible for all areas of employee recruitment, selection, employment, retention, transfer, promotion and separation; formulates and evaluates operations, policies and procedures; supervises the staff training and development programs; establishes and monitors the implementation of goals, objectives, and priorities in alignment with the Strategic Plan; develops, monitors, and evaluates the branch's budgets and expenditures; reports directly to and provides recommendations to the Superintendent; acts as the chief negotiator in collective bargaining; and supervises the County credential monitoring and unemployment services.

ESSENIAL JOB FUNCTIONS

- Serves as the Human Resources (HR) Branch Head for certificated and classified personnel services, credentials monitoring, support services, risk management, employee benefits, and unemployment services;
- Manages fingerprinting, short-term employment, substitutes, unemployment, and health and welfare benefits sections;
- Negotiates with the certificated and two classified bargaining units;
- Manages the classification and reclassification processes for classified personnel staff;
- Formulates and evaluates operations, policies, and procedures;
- Establishes and monitors the implementation of goals, objectives, and priorities;
- Develops strategies to resolve complex personnel operations and employee relations issues;
- Oversees recruitment, selection, employment, transfer, promotion, and separation processes;
- Monitors teacher induction, Teacher Support Network (TSN), Williams, and teacher credentialing implementation and compliance;
- Supervises and evaluates HR Directors, Managers, and support staff;
- Collaborates with state agencies, counties, districts, and bargaining units on personnel matters;
- Resolves complex personnel, employee relations, and operational challenges through strategic initiatives;
- Manages and promotes the "Employee Connection" program and related activities;
- Performs additional duties as assigned by Superintendent to further the organization's mission and objectives.

JOB REQUIREMENTS

Experience managing personnel service offices; administering personnel and staff development programs; negotiating with classified and certificated bargaining units; working with state credentialing regulations, policies and procedures; supervising professional and/or management staff; establishing and implementing personnel operational plans;

Skill establishing procedures and priorities, managing budgets, evaluating and implementing certificated and classified personnel operational processes; establishing and maintaining employee development systems and processes;

Knowledge of state credentialing programs, policies and procedures; budget development and monitoring; national, state, and local personnel laws and regulations including California Educational Code; organization, supervision and management practices, techniques and principles; and credentialing laws and guidelines;

Ability to effectively train and supervise staff; analyze, interpret and apply laws and regulations; establish and manage department priorities, processes and procedures; work independently; work flexible hours (not less than 40 hours); establish and maintain project deadlines; manage multiple projects; work with a variety of individuals and groups; communicate effectively both orally and in writing; ability to operate office machines and equipment; operate a motor vehicle; and travel;

Physical Abilities includes extended periods of sitting, standing and walking; pushing and pulling; reaching, twisting, turning, bending, and stooping; speaking and hearing, and fine manual dexterity. Specific visual abilities required include close vision, distance vision, peripheral vision, depth perception, field of vision and ability to adjust focus. The job is performed under minimal temperature variations, a generally hazard free environment and in a clean atmosphere. Exposure to hostile or abusive individuals is possible.

MINIMUM QUALIFICATIONS

- Possession of a Master's degree or higher in public administration, educational administration or a closely related field from a regionally accredited college or university;
- Possession of a valid California Clear Administrative Services Credential;
- Five (5) years public school administrative experience **and** three (3) years of experience as a Director or Assistant Superintendent of Human Resources;
- Experience as a leader or member of a management negotiating team.

DESIRED QUALIFICATIONS

- Experience as a special education teacher or administrator;
- Additional years of experience as a Director or Assistant Superintendent of Human Resources.

INSTRUCTIONS FOR APPLYING

Leadership Associates, an executive search firm, is assisting the San Bernardino County Superintendent of Schools in its search for the next Assistant Superintendent, Human Resources. If you are interested in this position, please visit the Leadership Associates [Active Searches webpage \(click here\)](#) and select this position for information on how to apply. You may also contact Penny Pyle, Search Support Specialist, at ppyle@leadershipassociates.org for additional information.

Applicants must meet the minimum qualifications and submit all the necessary materials by the deadline date for further consideration.

Copy of valid California Driver's License is required prior to start of employment.

APPLICATION PROCESS: See "Instructions for Applying" above. If you have special needs and require reasonable accommodations to complete the application process, please contact Human Resources at 760 East Brier Drive, San Bernardino, CA 92408 • (909) 386-9561. This facility is handicapped accessible.

As of January 1, 2025, in accordance with Education Code section 44939.5 (as amended by California AB2534) applicants for certificated positions by law are required to provide a complete list of every school district, county office of education, charter school and/or state special school with which you have previously been employed, regardless of the length of service. Please include any part-time and/or substitute work in addition to any full-time employment positions. Failure to disclose any previous educational employment may result in the disqualification of your application and/or may be deemed dishonesty in the hiring process and subject to discharge should you become employed.

The County Superintendent of Schools recognizes that the County Superintendent of Schools Office has primary responsibility for ensuring that it complies with applicable state and federal laws and regulations. The County Superintendent of Schools does not discriminate on actual or perceived sex, sexual orientation, gender, gender identity, gender expression, ethnic group identification, race, immigration status, ancestry, national origin, religion, color, mental or physical disability, age or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance or regulation, in its educational program(s) or employment. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which the application was made.

Some of our employment offers are made contingent upon ability to pass a pre-placement physical examination. State law requires all our employees to be fingerprinted for a confidential background investigation and prohibits the commencement of employment until the background investigation has been completed. Proof of freedom from active tuberculosis based upon an intra-dermal test must be furnished at time of employment. Public Law 99-603 (Immigration, Naturalization & Control Act of 1986) requires that all employees hired after November 6, 1986 provide proof of work eligibility. If hired, please be prepared to present appropriate documentation verifying identity and ability to work legally in the U.S. An Equal Opportunity Employer