



Human Resources Manager

Salary: \$133,103 - \$169,886 Annually

Departments: Behavioral Wellness and Public Works Departments

Application Deadline: Tuesday, July 22, 2025; 5:00 p.m.

Benefits: Explore the [Benefits Summary](#)

Join the County of Santa Barbara as our next Human Resources Manager! We are hiring **two (2)** experienced human resources professionals to fill the **Human Resources Manager** positions within the **Behavioral Wellness** and **Public Works Department**. This position is categorized as a Human Resources Manager II classification within the County's leadership series and is classified as at-will and exempt from Civil Service provisions.

Both positions are based in **Santa Barbara** with an expectation that onsite work is required. Hybrid telecommuting arrangements and/or flexible work schedules may be considered by the department after training/onboarding is completed based on the needs of the department and position requirements. This position may also require travel throughout the County as needed.

We are seeking a highly experienced professional with a proven track record of HR leadership and execution, a background in the public sector, and a genuine passion for people. This is a unique opportunity to further your human resources management career and support an organization that makes a significant impact in the local community. Come and be a part of a team of individuals who are dedicated, passionate, and committed to serving the community. If you are ready to lead with purpose, grow your career, and support the wellbeing of our community, we invite you to apply and make a difference with us.

BENEFITS

At the discretion of the CEO and Board of Supervisors, the County may provide reimbursement for reasonable relocation expenses, housing, student loan offsets, cash incentives, and/or the pre-accrual of vacation leave.

THE POSITION: The Human Resources Manager is a seasoned HR Generalist responsible for overseeing and managing staff performing human resources work in the areas of recruitment and selection, benefits administration, classification and compensation, employee and labor relations, and personnel records; coordinates assigned activities with staff in other divisions and departments; advises departmental leadership on a broad range of human resources matters; and performs other duties as assigned.

The Human Resources Manager regularly advises on complex employee relations such as workplace investigations, performance management and discipline, and leave and disability administration in a large department. This work involves confidentiality, accountability and decision-making responsibilities. Additionally, this role works collaboratively but exercises high-level of independence.

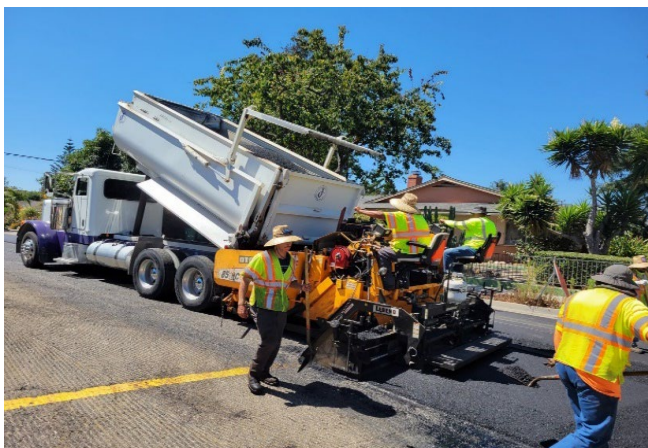
THE DEPARTMENTS:

THE BEHAVIORAL WELLNESS DEPARTMENT

Founded in 1962, it is the mission of the Department of Behavioral Wellness to promote the prevention of and recovery from mental illness and addiction among individuals, families and communities, by providing effective leadership and delivering state-of-the-art, culturally competent services. The Department provides treatment, rehabilitation, and support services to 10,000 clients with mental illness and substance use disorders annually through its professional staff of over 400, in addition to its many contracted Community-Based Organization (CBO) providers.

For more information, please visit:

www.countyofsb.org/behavioral-wellness



THE PUBLIC WORKS DEPARTMENT

The Santa Barbara County Public Works Department is a dynamic and diverse agency dedicated to enhancing the safety, sustainability, and quality of life for the county's residents through its six divisions—Transportation, Resource Recovery & Waste Management, Flood Control, Surveyor, the Laguna County Sanitation District, and Administration. With more than 300 employees and a multitude of services provided across the entire county, the department emphasizes innovation, environmental stewardship, and responsive service, working collaboratively to maintain roads, reduce waste, protect natural

resources, and support the community's long-term needs.

For more information, please visit: www.countyofsb.org/184/Public-Works

THE IDEAL CANDIDATE

The County is looking for someone who is solution-oriented, innovative, and influential, who brings a strong and diverse background in the field of Human Resources with experience in the following:

- Providing a wide array of HR support to a public sector or similar organization on: recruitment and selection, onboarding, workers' compensation, leave of absence, benefits, training, and performance management, etc.
- Principles and practices of labor relations including negotiating techniques and MOU

administration

- Strong customer service orientation
- Ability to effectively manage multiple situations occurring simultaneously
- Pertinent federal, state, and local laws, codes, and regulations including laws, court decisions, and practices involving labor relations, workers' compensation, OSHA, general liability
- Experience conducting personnel investigations
- High volume recruiting including working with an applicant tracking system
- Excellent written and verbal communication skills
- Knowledge of classification and compensation functions and apply classification and compensation principles to the organization and staffing of the agency
- Demonstrated ability to develop and maintain sound working relationships with diverse people and personalities
- Ability to assist others in effective preparation of written discipline and performance evaluations
- Ability to create and lead employee training

EXAMPLES OF DUTIES

These examples are not intended to reflect all duties performed within the job and not all duties listed are necessarily performed by each individual.

1. Serves as a member of the County's management team by planning, organizing, coordinating, and directing activities in areas such as recruitment and selection, benefits administration, classification and compensation, employee and labor relations, and performance management.
2. Establishes annual goals and priorities and influences the direction for new or revised services, programs, processes, standards, or operational plans, based upon the County's longer-term strategies.
3. Oversee, monitor, and manage employment leave programs such as FMLA, CFRA, unpaid leave, ADA (including managing the interactive process on behalf of the department). Provide technical guidance to managers and employees on complex leave and accommodation scenarios.
4. Manages the employee performance evaluation process, reviews evaluations, provides feedback to supervisors and managers, and monitors evaluations for timely completion.
5. Manages the workers' compensation and the return-to-work process, including receipt of return-to-work clearances and coordination with managers.
6. Conducts classification studies and compensation surveys; analyzes data and makes recommendations for new or revised classifications and pay ranges.
7. Prepare comprehensive and well-structured board letters, memos, reports, and presentations on a variety of human resources topics.
8. Serves as a departmental subject matter expert and uses technical and analytical skills to provide valuable insights and recommendations.
9. Researches, analyzes, develops, and reviews studies, allocations, reports, contracts, proposals, materials, presentations, and other documents; and develops and makes recommendations to higher-level staff.



10. Develops, implements, and evaluates services and programs to ensure adherence to strategic and performance goals; manages work systems and processes; maintains and updates procedures; research trends and best practices in area of assignment; and recommends and implements operational and /or program changes.
11. Supervises management, professional, paraprofessional, and support staff; and is responsible for conducting performance evaluations, employee development, hiring, discipline, and termination procedures.
12. Coordinates work with the general public, County staff, and external agencies; may represent the County on various professional committees; and may prepare and make presentations to the public, elected officials, boards, and other stakeholders.
13. Counsel and advise managers and supervisors regarding issues governed by the collective bargaining agreements.
14. Interpret Memoranda of Understanding (MOU) and County Ordinance provisions. Applying and explaining provisions and County Ordinances to ensure fair and consistent HR practices.
15. Performs other related duties as required.

EMPLOYMENT STANDARDS

The knowledge, skills, and abilities listed below may be acquired through various types of training, education, and experience. A typical way to acquire the required knowledge and abilities would be:

Equivalent of a bachelor's degree from an accredited four-year college or university in human resources, organization development, public or business administration, or related field; **and**,

Five (5) years of progressively responsible human resources experience in a medium to large-sized organization of at least 200 employees, including at least two (2) years as a supervisor or manager, or at least (2) years as a County of Santa Barbara HR Manager I.

Additional Requirements:

Successful candidates will demonstrate considerable expertise in more complex employee relations such as workplace investigations, performance management and discipline, and leave and disability administration.

Possession and maintenance of a valid California driver's license and the ability to meet automobile insurability requirements of the County or the ability to provide suitable transportation needs may be required.

For full description of the job classification including the knowledge and abilities for the position, click [here](#).

APPLICATION & SELECTION PROCESS

1. **Review applications and supplemental questionnaire** to determine those applicants who meet the employment standards.
2. **Supplemental Questionnaire:** Candidates who meet the employment standards will be emailed a Supplemental Questionnaire to further understand qualifications and expertise
3. **Phone screening:** Additionally, qualified candidates will be contacted for a phone screening to identify the most qualified candidates to advance in the selection process.
4. **Selection interviews:** The most highly qualified candidates will be invited to selection interviews.

Recruiters will communicate with applicants by e-mail during each step in the recruitment process.

Applicants are reminded to check spam filters continuously during the Selection Process steps to ensure they do not miss required deadlines.

CONDITIONAL JOB OFFERS:

PUBLIC WORKS: Once a conditional offer of employment has been made, the candidate will be required to successfully complete a background check, which includes a conviction history check, and satisfactory reference checks

BEHAVIORAL WELLNESS: Once a conditional offer of employment has been made, the selected candidate's appointment is contingent upon successful completion of **a Live Scan and background check** which includes a conviction history check, and satisfactory reference checks. A Live Scan is an electronic fingerprint scanning that is certified by the State Department of Justice. Further instructions about when and how to complete the Live Scan will be included in the offer letter.

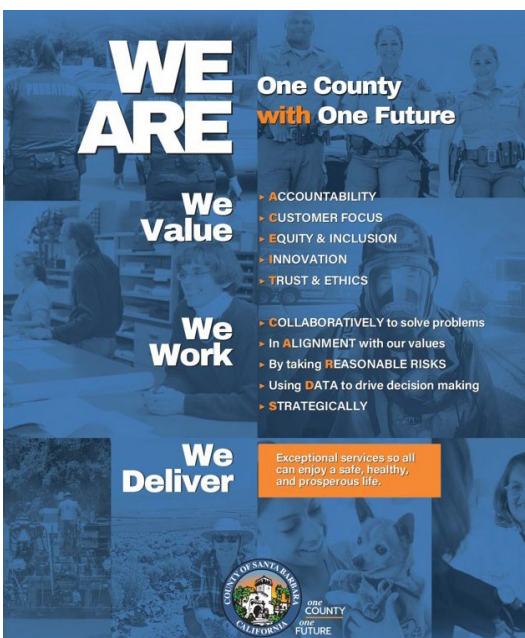
REASONABLE ACCOMODATION:

The County of Santa Barbara is committed to providing reasonable accommodation to applicants. Qualified individuals with disabilities who need reasonable accommodation during the application or selection process should contact the recruiter listed on the job posting. We require verification of needed accommodation from a professional source, such a Medical Provider or a learning institution.

Disaster Service Workers: Pursuant to Governmental Code section 3100, all employees with the County of Santa Barbara are declared to be disaster service workers subject to such disaster service. Activities as may be assigned to them by their superiors or by law.

Statement of Commitment: The County of Santa Barbara provides equal employment opportunities to all employees and applicants and prohibits discrimination, harassment, and retaliation of any type with regard to any characteristic or status protected by any federal law, state law, or Santa Barbara County ordinance. The County continues to be committed to a merit-based selection process and to eliminating barriers to attracting and retaining top qualified candidates. The County has a long-standing practice of providing a work environment that respects the dignity of individual employees and values their contributions to our organization.

HOW TO APPLY: Apply at www.sbcountyjobs.com by **July 22, 2025 AT 5:00 P.M. PST**



COUNTY GOVERNMENT: ORGANIZATIONAL TRANSFORMATION

The County embarked on the Renew transformation initiative in 2017 to address financial and organizational challenges and ensure that decisions and actions are aligned with our stated organizational values of accountability, customer-focus, equity and inclusion, innovation, and trust and ethics. This multi-year effort was also designed to ensure organizational resiliency, fiscal sustainability and operational efficiency. The pandemic accelerated many of the changes proposed in the Renew effort. Those efforts include better systems and technology; improved revenues, augmented reserves, and efficient services; increased responsiveness to our clients and customers; and greater retention and attraction of quality employees. By constantly learning and improving, and exploring ways to work differently, employees are equipped to thrive in the present, adapt to tomorrow, and anticipate the future.

To learn more, go to: www.countyofsb.org

For questions on this recruitment, please contact **Collin Graham** at cgraham@countyofsb.org