

Director of Human Resources



Moulton Niguel Water
WATER QUALITY AND SERVICE ARE #1

THE POSITION

The Director of Human Resources is a professional management position that provides overall direction and coordination, implementation, and evaluation for human resources functions, including all policies and employee records, and risk management for the District.

Under the direction of the General Manager, originates and implements practices and objectives that provide an employee-oriented, high performance culture that emphasizes empowerment and accountability, quality, productivity and standards, goal attainment, and high employee morale to produce a superior workforce. Provides overall direction and coordination, implementation, and evaluation for Human Resources and Risk Management functions.

Plan, direct, manage, and oversee the activities and operations of the Human Resources Department including classification and compensation, employment services, organizational development and training, employee relations, benefits administration, and Human Resource Information System (HRIS); coordinate assigned activities with other divisions/departments and outside agencies; and provide highly responsible and complex administrative support to the General Manager and Board of Directors.

Typical duties and responsibilities of the position include:

- Establishes organization design, staffing levels and resource needs of department in relation to human resources and employee development requirements; implements and monitors long-term plans, goals and objectives focused on achieving the District's mission and priorities; develops, implements and evaluates plans, policies, systems and procedures designed to achieve the departmental objectives and maintain work standards.
- Supervises Human Resources staff, including directing the selection, training, development, evaluation, compensation and disciplining of departmental staff pursuant to District policies, guidelines and agreements and advises other departmental representative in similar matters.
- Directs and oversees administration of a comprehensive program of Risk Management and loss control matters, including, but not limited to investigating and processing claims, accident investigation, employee health and safety analysis enforcement and safety training programs; directs the administration of workers' compensation benefits and employee return-to-duty procedures.
- Develops, prepares and administers the department budget; authorizes and monitors expenditures.

a public agency at:
27500 La Paz Road, Laguna Niguel, CA 92677-3489
Mailing Address: P.O. Box 30203, Laguna Niguel, CA 92607-0203

- Serves as a member of the District's negotiating team with the MNWD Employee Association; provides assistance in the preparation of Memoranda of Understanding.
- Advises District executives, Division Heads and other managers and supervisors on employee relations matters, including grievance and disciplinary procedures and actions; represents or supervises representation of the District in grievance and disciplinary actions; works with the MNWD Employee Association to resolve problems. Consults with labor counsel as necessary.
- Directs the District's classification, compensation and performance evaluation programs and coordinates payroll activities; recommends classification and/or salary allocations for new or existing positions.
- Manages and evaluates the District's employee benefit programs, including health, retirement and deferred compensation plans; negotiates benefit plan provisions and rates; administers and oversees specialized human resource programs, including Illness and Injury Prevention Program (IIPP) and employee assistance programs.
- Develops, proposes and administers new and revised personnel rules, policies and related administrative guidelines, to be included in the District's Personnel & Salary Policy.
- Assesses the District's training needs on a continuing basis and coordinates internal and external employee, supervisory and management training programs related to employee and management needs and human resources issues, including the District's tuition reimbursement program.
- Analyzes and interprets human resources and equal opportunity employment laws, regulations and legislation, and assures that the District complies.
- Participates on a variety of interdepartmental committees and task forces; attends and participates in professional group meetings to stay abreast of new trends and innovations in the field of human resources.
- Attends Personnel and Salary Committee meetings, oversees the preparation of agendas, materials and minutes for those meetings, and under the direction of the General Manager, provides briefings and recommendations to the Committee and the Board of Directors on Human Resources matters.

This is a newly created position. This position will serve as a member of the District's Management Team.

THE CANDIDATE

Education, Certifications and Experience

- Requires a bachelor's degree from an accredited college or university with major course work in human resources management, organizational development, personnel management/employee relations, business administration, or a related field (master's degree preferred);

- A minimum of five to eight years experience in an administrative or supervisory capacity. Experience working in a state/local government agency or special district environment is preferred.
- Senior Professional Human Resources (SPHR) or Professional Human Resources (PHR) certification (or in progress) from the Society of Human Resources Management (or similar professional organization) is preferred.
- Strong management, communications and interpersonal skills are required as well as the ability to solve problems.
- Must maintain a valid California driver's license and a safe driving record. The selected candidate must be insurable with the District's insurance carrier.

Areas of Expertise

The selected candidate should have expertise and knowledge in:

- Employee relations, including corrective actions, grievance procedures, legal and regulatory compliance, and documentation for terminations, layoffs, and all employee-related confidential records – consults with legal counsel, as appropriate;
- Knowledge and skills to be able to establish and implement all aspects of the District's Human Resources function.
- Employee relations, including corrective actions, grievance procedures, legal and regulatory compliance, and documentation for terminations, layoffs, and all employee-related confidential records.
- Performance management and improvement systems;
- Policy development and documentation – communicates changes to policies and procedures to employees through written communications and training sessions to staff, supervisory personnel, and management;
- Maintain a Human Resources recordkeeping and filing system that meets District HR information needs and requirements, complying with federal and state laws and regulations;
- Employee safety, welfare, wellness, and health;
- Employee services and counseling;
- Recruiting and staffing;
- Organizational development;
- Compensation and benefit administration;

- Risk Management;
- Investigation, negotiation, and conflict management; and
- Employee orientation and training.

Management Style and Personal Traits

The ideal candidate will have excellent written and verbal communication skills and be very comfortable presenting to and working with the Board of Directors. He/She will be a strategic, visionary and long-term planner. This person will be someone who sees both sides of the picture, and is able to work well with staff, peers and the Board.

The selected candidate will be easy going, trustworthy, committed and outgoing, while not being overbearing. He/She will have high energy and be able to think on his/her feet.

COMPENSATION

The salary for this position is within an established monthly range of \$ 8,500 to \$ 12,000 and will be dependent upon the qualifications and experience of the selected candidate. In addition, benefits are provided which include:

- PERS Retirement, 2% @ 55 with 3% COLA (Employer share paid by District)
- Medical, dental, vision insurance
- Short and Long Term Disability
- Deferred compensation match of up to 2%
- Flexible Spending Account (FSA, IRS Section 125 plan) that provides for pre-tax employee contributions to cover co-payments, deductibles, and other eligible medical and child-care expenses
- Vacation (80 hours accrued first year)
- 11 paid holidays (including two floating holidays)
- Sick leave (96 hours per year)
- Tuition assistance & computer loan program
- Life insurance coverage

HOW TO APPLY

A District employment application is required and can be obtained at www.mnwd.com, the District office, or by calling Amber Cutler at (949) 448-4070. The most qualified applicants will be invited to participate in the interview stage of this selection process. The selected applicant must receive satisfactory results from a thorough background investigation that includes a physical examination and an administrative review. Position will remain open until filled. The first review will be on December 30, 2011.

MNWD is an Equal Opportunity/ADA Employer