



Posted: September 2019

## THREE VALLEYS MUNICIPAL WATER DISTRICT

### **Human Resources Manager** **\$30.26 - \$37.08/hour (Part Time - 24 hours/week)**

**Closing date – Thursday, October 10, 2019**

**ABOUT THE DISTRICT:** Three Valleys (the District) is a government agency that was formed by a vote of the people in 1950. It is one of the 26 member agencies of the Metropolitan Water District of Southern California (MWD) that is authorized to deliver wholesale water supplies from the Colorado River and northern California. The District gets its name from the three areas that it serves: the Pomona, Walnut and East San Gabriel Valleys. There are 14 cities and water agencies that are within the District's service area, which covers an area of 133 square miles and a population of 525,000. The District's annual budget is about \$64 million, with most of the total involved in the purchase and sale of water. A publicly elected, seven-member Board of Directors presides over the District.

**ABOUT THE POSITION:** The Human Resources (HR) Manager will multitask in performing a variety of responsible duties for administering and conducting personnel and risk management functions in conformance with District policies, standards and statutes. The HR Manager will work a **part-time, 24-hour weekly schedule of six (6) hours per day**, with Friday/Saturday/Sunday as the normal off days. Periodic additional hours during a workday may be required. This is an FLSA non-exempt position, subject to an introductory period of one year. The position reports to the General Manager.

**THE IDEAL HUMAN RESOURCES MANAGER:** The ideal candidate will enjoy working in a smaller environment with a supportive and professional team of coworkers. They will be self-initiated, self-reliant, and possess broad skills in the field of human resources and risk management. They will readily take ownership of assignments, have a sense of humor, be dedicated to their chosen field and be willing to do whatever it takes to get a job done. They will show respect for all business contacts, even those with differing views and abilities. They must enjoy the excitement of working on multiple tasks and show good judgment in prioritizing assignments.

**TYPICAL DUTIES:** Performs a variety of highly responsible, professional and complex assignments for the district, including management of human resources programs, personnel relations, risk management, health and benefit program administration and updates of program policies and procedures. See Human Resources Manager job description for a more detailed list of duties.

**POSITION QUALIFICATIONS AND REQUIREMENTS:** Requires five (5) years of increasingly responsible, professional human resources and risk management experience, preferably in a special district, government or public agency. Bachelor's degree in Human Resources Management or a related degree with a concentration/emphasis on human resources is required; must have a valid California Class "C" driver's license. Prior educational coursework and training in Human Resources is required with the ability to attain SHRM or SPHR and an Associate in Risk Management (ARM) certification or equivalent certification within a year.

**DISTRICT BENEFITS:** Three Valleys offers an excellent benefits package, including PERS 2% @62 retirement (2% @55 for PERS Classic employees), medical (90%-100% District-paid premiums for employee/dependents), dental and vision (100% paid premiums), sick and vacation leave accrual, paid holidays. A 457 retirement plan, flexible spending plan, AFLAC supplemental insurance and credit union services are also offered for voluntary participation. **Some benefits are pro-rated due to the part-time nature of the Human Resources Manager position.**

**Filing Procedure and Deadline:** *Applicants may obtain an application packet by visiting our website at [www.threevalleys.com](http://www.threevalleys.com) or calling 909-621-5568.* Application may be submitted in person, by sending to: Three Valleys MWD, Attn: Kirk Howie, 1021 E. Miramar Ave, Claremont, CA 91711 or via email to: [khowie@tvmwd.com](mailto:khowie@tvmwd.com). A completed District application must be submitted in order to receive consideration. **Applications must be received by 5:00pm on Thursday, October 10, 2019.**

**NOTE:** The information contained in this job announcement is in abbreviated form. This is NOT an offer of employment and is NOT a complete list of the terms and conditions which affect District employment. Persons selected for employment will be required to pass a medical examination. They will also be required to present documents establishing personal identity and the legal right to work in the United States. Employment is contingent upon the successful completion of this process.



## Three Valleys Municipal Water District Job Classification

**Title:** HUMAN RESOURCES MANAGER

**Status:** Non-Exempt

**Rate Range:** \$30.26 - \$37.08/hour (PT)

This position will be responsible for coordinating, analyzing, and conducting personnel and risk management functions to ensure conformance with District policies, standards, and statutes; works closely with the General Manager, Executive Leadership Team, and other parties.

### **Supervision Received**

- Receives supervision from and reports to the General Manager.

### **Essential Functions**

- Plans, organizes, and completes human resources administration assignments and coordinates human resources and risk management programs, services, and records.
- Works closely with the Chief Administrative Officer in reviewing policies, procedures, and in resolving administrative and employee relations concerns.
- Administers recruiting, testing, and selection standards for District positions; participates in interviews and coordinates oral boards; maintains personnel files and confidential records.
- Coordinates employee orientation, open enrollment, and benefits plans; administers health and welfare plans; works closely with brokers and advisors to research and provide plan options to meet employee needs and control plan costs; initiates employee wellness activities.
- Conducts research and surveys related to employment, compensation, and benefits practices and provides results.
- Analyzes existing human resources policies and updates practices to be consistent with federal and State laws and regulations, including reporting requirements.
- Coordinates District safety and risk management programs, including the administration of all property and liability insurance claims and workers compensation.
- Meets with employees, supervisors, and managers to hear concerns, identify courses of action, and mediate conflicts involving employee relations.
- Administers District's performance evaluation program and coordinates training and development functions and operator certification records and reporting.
- Performs other related duties as assigned.

### **Qualification Requirements**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the background, knowledge, skill or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***Knowledge of:*** Fair employment, benefits, Workers' Compensation and general liability insurance laws, regulations, and requirements; personnel policies, practices, and insurance reporting requirements; employment, health and welfare benefits, paid time off, training, and safety programs; research and report writing methods; applicable Federal, State and local laws and regulations related to employment, benefits, and risk management; human resources and risk management records administration practices and privacy right protections; common Microsoft business computer applications such as Word, Excel, PowerPoint, Access, and the Internet.

***Ability to:*** Coordinate and perform human resources and risk management functions and interpret related policies, programs, and practices; analyze human resources and risk management problems and recommend solutions; prepare and present reports and recommendations; communicate effectively, both orally and in writing; establish and maintain effective working relationships with staff, applicants, management, vendors, contractors, consultants, the general public, and others; organize and manage multiple priorities and projects; communicate clearly and concisely, both orally and in writing; work effectively with a diversity of individuals, personalities, and organizations; demonstrate initiative, task-orientation, and follow-through in managing assignments; comply with District policies and safety requirements.

### **Education And Experience**

The HR Manager will possess a combination of education and experience equivalent to:

- Minimum of five (5) years of responsible, professional human resources and risk management experience is required, preferably including work in local government and with special districts.
- Bachelor's degree in Human Resources Management, or a related degree with a concentration/emphasis on human resources, is required.

### **Physical Demands And Working Conditions**

Requires ability to receive, understand, and act upon verbal and written communication from others, and to communicate to others. Requires ability to use hands and fingers to handle or feel objects, tools, or controls; to reach with hands and arms; to sit and stand; and to talk and hear. The work may occasionally lift supplies weighing up to 25 pounds.

Must be able to participate in job-related activities at times other than normal business hours, (i.e., evenings and weekends and at various locations).

**Certificates, Licenses and Registrations**

- Prior educational coursework and training in Human Resources is required for this job classification. Ability to attain certification in Human Resources through a professional association or extension program such as SHRM or SPHR is required within one year of assignment to the job classification. Ability to attain an Associate in Risk Management (ARM) or equivalent certification is required within one year of assignment to the job classification.
- Must have and maintain a current Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the District's Vehicle Insurance Policy standards.



## **TVMWD Benefits Summary – 2019**

### Current Part-Time Benefits as of January 1, 2019:

- PERS Retirement – 2% @62 formula. (2% @55 for “Classic”) Employee pays 7%. District participates in Medicare, but does not participate in social security.
- 457 deferred compensation plans – Available for voluntary employee participation.
- Medical – Anthem/Blue Cross PPO, High Deductible PPO, HMO and Kaiser plans available through ACWA. Employees pay 0-10% of medical premiums for individual/couple/family.
- Dental – Delta Dental plan available through ACWA. Premiums 100% paid by the District.
- Vision – Vision Service Plan (VSP) available through ACWA. Premiums 100% paid by the District.
- Health Savings Account – District pays up to \$800/annually for employees in the High Deductible PPO plan. Helps offset additional out of pocket medical costs.
- Flexible Spending Account (FSA) program available for voluntary participation.
- SDI – District-paid Short-term State Disability Insurance.
- AFLAC – Optional coverage available.
- Holidays – 9 days per year.
- Sick – 24 hours per year.
- Vacation – 48 to 96 hours per year, depending on years of service.
- Credit Union – Membership available with First Financial Credit Union.
- Jury Duty coverage; maximum one event within a 24-month period, 10 days max.

ACWA=Association of California Water Agencies

PERS=Public Employees’ Retirement System



# APPLICATION FOR EMPLOYMENT

**We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or disability, or any other legally protected status.**

**(PLEASE PRINT)**

<b>Position(s) Applied For</b>		<b>Date of Application</b>	
<b>How did you learn about us?</b>			
<input type="checkbox"/> Employment Agency		<input type="checkbox"/> School (Name: _____ )	
<input type="checkbox"/> Advertisement (Where: _____ )		<input type="checkbox"/> Walk-in	
<input type="checkbox"/> Friend (Name: _____ )		<input type="checkbox"/> Other _____	
<input type="checkbox"/> Relative (Name: _____ )			

<b>Last Name</b>		<b>First Name</b>		<b>Middle Name</b>		
<b>Address (Number and Street)</b>			<b>Apt/Unit #</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Telephone # (Home)</b>		<b>Telephone # (Cell)</b>		<b>E-Mail Address</b>		

If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes  No

Can you, after employment, submit verification of your right to work in the U.S.?  Yes  No  
*Proof of citizenship or immigration status will be required upon an offer employment.*

Are you currently employed?  Yes  No

May we contact your present employer?  Yes  No

Are you currently on "lay-off" status and subject to recall?  Yes  No

Have you ever filed an application with us before? If yes, give date: \_\_\_\_\_  Yes  No

Have you ever been employed with us before? If yes, give date: \_\_\_\_\_  Yes  No

Can you travel if a job requires it?  Yes  No

Are you available to work:  Full Time  Part Time  Shift Work  Temp  
*Check all that apply.*

On what date would you be available to work? Date: \_\_\_\_\_

## Employment Experience

Please provide your employment history in the space below (most recent employment first). If you need additional space, please continue on a separate sheet of paper.

You may exclude listing any memberships that would reveal sex, race, religion, national origin, age, ancestry, disability or other protected status:

<b>Employer</b>		<b>Dates Employed</b> (MM/YYYY) From	<b>Work Performed</b>
<b>Address</b>			
<b>Telephone Number(s)</b>		To	
<b>Your Job Title</b>	<b>Supervisor</b>		
<b>Reason for Leaving</b>			

<b>Employer</b>		<b>Dates Employed</b> (MM/YYYY) From	<b>Work Performed</b>
<b>Address</b>			
<b>Telephone Number(s)</b>		To	
<b>Your Job Title</b>	<b>Supervisor</b>		
<b>Reason for Leaving</b>			

<b>Employer</b>		<b>Dates Employed</b> (MM/YYYY) From	<b>Work Performed</b>
<b>Address</b>			
<b>Telephone Number(s)</b>		To	
<b>Your Job Title</b>	<b>Supervisor</b>		
<b>Reason for Leaving</b>			

<b>Employer</b>		<b>Dates Employed</b> (MM/YYYY) From	<b>Work Performed</b>
<b>Address</b>			
<b>Telephone Number(s)</b>		To	
<b>Your Job Title</b>	<b>Supervisor</b>		
<b>Reason for Leaving</b>			

### **Special Skills and Qualifications:**

Summarize special job-related skills and qualifications acquired from employment or other experience.

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## Education

Years Completed	High School				Undergraduate College/University				Graduate/Professional Trade School			
	9	10	11	12	1	2	3	4	1	2	3	4
School Name												
Location (City, State)												
Course of Study												
Diploma/Degree												

Describe any specialized training, apprenticeship(s), skills and extra-curricular activities:

Describe any honors you have received:

List professional, trade, business or civic activities and offices held:

*You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, disability or other protected status*

List any foreign languages you can speak, read and/or write:

State any additional information you feel may be helpful to us in considering your application:

Have you ever had any job-related training in the United States military?

Yes

No

If yes, please describe: \_\_\_\_\_

Do you have any physical condition or handicap which may limit your ability to perform the job for which you have applied?

Yes

No

If yes, what can be done to accommodate your limitation? \_\_\_\_\_

## References

Give name, address and telephone number of three references who are not related to you and are not previous employers.

Name	Address	Telephone #



# Applicant's Statement

**READ THIS STATEMENT BEFORE SIGNING BELOW**

I certify that the answers and responses given on this application are true and complete to the best of my knowledge. I have not knowingly withheld any information requested or not requested, which, if disclosed, might affect my application unfavorably. I understand that false or misleading statements on this application, or omissions, may result in me being discharged whenever they may be discovered.

I authorize investigation of all statements, answers and responses I have made on this application and will cooperate with you in obtaining information from previous employers about my qualifications for the job(s) for which I am applying. I agree to hold my former employers and other persons harmless on account of furnishing or verifying information related to this job application.

I also agree that you may give information about me to future employers who may inquire about my work record and experience with you. Such information would include a transcript of my personnel record, information as to my ability and job performance and the cause of my leaving your employment. I release you from any and all liability for damages related in any way to your furnishing such information.

I understand this application is not, and is not intended to be a contract of employment. This application is not an offer of employment and is not a complete list of the terms and conditions that affect employment with TVMWD. Persons selected for employment will be required to pass a physical examination, which may include drug screening. They will also be required to present documents establishing personal identity and the legal right to work in the United States. Employment is contingent upon the successful completion of this process.

If I am offered and accept a job with you, and unless we otherwise agree in writing, I understand that my employment status will be that of an "introductory" employee and may be terminated by either of us with or without cause for a period of twelve months, after which time I will have the opportunity to be classified as a "regular" employee of TVMWD. I further agree that, if employed by you, I will be required to abide by all your rules and regulations regarding employment, whether written or oral, as they may now exist or as you may change them at any time in the future. I also understand that only an authorized agent of the Board of Directors of Three Valleys Municipal Water District has the authority to make an agreement with me fixing the period of my employment for a specified period of time, and then only if such agreement is in writing and signed by the person(s) with such authority.

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Signature of Applicant

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Date