



Posted: March 2020

THREE VALLEYS MUNICIPAL WATER DISTRICT

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

Closing date – Thursday, April 2, 2020

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) / Risk 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 / RISK 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/Employment or calling 909-621-5568.* Application may be submitted in person or by mail to: Three Valleys MWD, Attn: Kirk Howie, 1021 E. Miramar Ave, Claremont, CA 91711 or via email to: khowie@tvmwd.com. A completed District application must be submitted in order to receive consideration. **Applications must be received by 5:00pm on Thurs., April 2, 2020.**

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.



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Three Valleys Municipal Water District Job Classification

Title: Human Resources / Risk Manager (Part-time)
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.
- Participates on the Wellness Committee to champion initiatives including the assessment, planning and implementation of wellness activities.
- 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.
- Prepare and present policy and procedure updates to board for review and approval.



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- Administer and oversee the training and development needs of employees.
- 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 and 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.



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Human Resource / Risk Manager (Part-Time – 24 hours per week)

Benefits offerings:

- PERS Retirement – 2% @62 formula. Employee pays 6.75% (changes each fiscal year). TVMWD participates in Medicare but does not participate in social security.
- Deferred compensation plans – Available for voluntary employee participation; no employer match.
- Medical – Anthem/Blue Cross PPO, High Deductible PPO, HMO and Kaiser plans. Employees pay 0-10% of medical premiums for individual/couple/family.
 - Opt-out available – employee may opt themselves and/or family members out of medical coverage during open enrollment or for a qualifying event with proof of comparable medical coverage. Opt out amount is 70% of the average plan cost (based on status).
- Dental – Delta Dental PPO or DeltaCare HMO. Premiums 100% paid by TVMWD.
- Vision – Vision Service Plan (VSP). Premiums 100% paid by TVMWD.
- Health Savings Account (HSA) – TVMWD contributes \$800/annually (pro-rated) for employees that select the High Deductible PPO plan.
- Flexible Spending Account (FSA) program available for voluntary participation.
- SDI – TVMWD-paid Short-term State Disability Insurance.
- AFLAC – Optional coverage available.
- Holidays – TVMWD approved holidays (no floating holidays)
- Sick – 24 hours per year, credited upon start date and each January 1st thereafter
- Vacation – 48 to 96 hours per year, depending on years of service. Credited at 60% of full-time employee accrual.
- Jury Duty coverage; maximum one event within a 24-month period, 10 days max.

Excluded benefits:

- Life insurance
- Retiree health
- Short-term/long-term disability
- Tuition reimbursement
- Technology loan program
- Health reimbursement account (HRA)
- Administrative leave