



***ANNOUNCING AN EXCITING
EMPLOYMENT OPPORTUNITY***

HUMAN RESOURCES MANAGER



*Recruiting
Services Provided
by Koff &
Associates*

The Opportunity

The Human Resources Manager works directly with the General Manager to strategically manage the District's Human Resources Program. The program areas include employee/ labor relations; recruitment, testing, and selection; classification and compensation; employee benefits administration; HRIS; soft-skills and mandated training; employee development; performance management; policy development; and HR records management. The position reports to the Business Services Manager and assists management staff in implementing Human Resources programs. The HR Manager supervises the Organizational Support Team comprised of six professionals in Human Resources, Occupational Health & Safety, Training, Quality/Organizational Performance, and Administrative Support staff.

The Bay Area

The San Francisco Bay Area, home to approximately 7.15 million people, encompasses the major cities and metropolitan areas of San Francisco, Oakland, and San Jose, along with smaller urban and rural areas. The nine-county Bay Area contains numerous cities, towns, airports, and associated regional, state, and national parks.

The Bay Area is renowned for its entrepreneurship and diversity. The region's natural beauty is enhanced by a rich commercial, retail, cultural, intellectual, artistic, and street life. In addition to professional ballet, symphony, opera, and theater, the Bay Area has outstanding restaurants, museums, healthcare, schools, universities, and teams from all professional sports leagues.



The Organization

Union Sanitary District (USD) is an award-winning, innovative special district formed in 1918 providing wastewater collection, treatment, and disposal services to the residents and business of Fremont, Newark, and Union City in the south-eastern San Francisco Bay Area. The District serves 340,000 residents and over 3,000 commercial and industrial parcels.

The agency is governed by a five-member Board of Directors elected from the Tri-cities and employs 137 employees. The District is a team-based organization with 14 teams in five work groups which include Treatment and Disposal Services; Collections Services; Fabrication, Maintenance and Construction; Technical Services and Business Services.

The District is a team based organization. USD's teams embody the District's commitment to collaboration. Professional, technical, and field operations employees are organized into teams led by "Coaches," or front-line managers. Team members have input into key decisions that affect their daily work lives and often have decision-making authority over these issues, e.g., equipment purchases, training budgets, and work schedules.

All of USD's teams strive to provide excellent customer service to both internal and external customers. Employees at all levels participate on task forces and committees to address District-wide issues, resulting in increased cooperation among different disciplines and greater appreciation for each other's expertise.

The Ideal Candidate Will Demonstrate

- Skill in addressing strategic human resources, management, and organizational issues.
- Strong leadership capabilities to solve problems, build consensus, provide effective feedback, establish a climate of openness and mutual respect, and maintain collaborative working relationships.
- The ability to work effectively in a team-based organization focused on continuous improvement; establish and maintain a positive customer service attitude and effective working relationships with customers; and demonstrate strong two-way communication skills.
- Commitment to working in partnership with unions and promoting a collaborative labor-management relationship.
- Values of honesty, stewardship, customer service, fiscal prudence, transparency, and a strong work ethic.
- Excellent verbal, presentation, and written communication skills.
- The ability to be an effective mentor and coach; motivate and empower staff to achieve established goals.

Key Responsibilities

- ❖ Administer and direct a comprehensive Human Resources program.
- ❖ Supervise the Organizational Support Team staff.
- ❖ Administer and direct the labor relations program; and represent the District in matters of concern to the Union, classified employees, and unclassified employees.
- ❖ Under Board direction and working with the General Manager and the District's labor relations consultant, participate in contract negotiations and oversee staff research on proposals.
- ❖ Oversee and conduct recruitment and selection activities, including assisting with analysis of staffing needs; recruitment strategies; creation of written, performance, and interview testing components.
- ❖ Conduct investigations of employee issues, including those that may lead to discipline.
- ❖ Interpret and apply the Memorandum of Understanding, Unclassified Employees Rules and Regulations, District policies, and state and federal regulations.
- ❖ Manage and direct the District's classified performance management program and oversee the administration of the unclassified employees' merit compensation plan.
- ❖ Manage, direct and conduct compensation studies; manage or conduct classification studies and job audits; recommend amendments to existing class descriptions; and direct or conduct salary surveys and recommend appropriate salary ranges.
- ❖ Develop and implement District policies and provide training to staff on these policies.
- ❖ Act as a trusted and confidential advisor to the General Manager.



Qualifications

- ❖ Completion of a four year degree or its equivalent, with major coursework in Human Resources or a related field;
- ❖ Seven (7) years of increasingly responsible Human Resources experience in recruitment and selection, employee relations, classification, compensation, training and employee development, organizational development, and benefits administration and at least three (3) years in a supervisory or management position;
- ❖ Excellent written and verbal communication skills.

Compensation & Benefits

The annual salary range is \$119,388 to \$156,697, depending on qualifications and experience.

The District offers a generous and competitive benefits package including:

- ❖ CalPERS retirement 2.5% at 55 formula. (If new to CalPERS or not from an agency with reciprocity with CalPERS, the formula is 2% at 62 by pension reform law.)
- ❖ Medical, dental and vision insurance substantially paid for by the District for the employee and family.
- ❖ Deferred compensation matching up to \$3,050 per year.
- ❖ Administrative leave of 40 hours per year, 16 hours of “floating holiday” leave per year, and vacation starting at two weeks per year.
- ❖ Retiree medical benefits up to \$550 per month depending on years of service.
- ❖ Work schedule options are a standard 40-hour schedule or a 9-80 schedule.



Important Application Information

To apply for this opportunity, please visit Koff & Associates’ website at www.koffassociates.com to download supplemental questions. Please submit a cover letter, resume, and supplemental questions by email to infokoff@koffassociates.com. As an alternative, you can mail the completed application materials to:

Koff & Associates
2835 7th Street
Berkeley, CA 94710

The deadline to apply is 4:00 p.m., May 15, 2015.

The Union Sanitary District is an equal opportunity employer encouraging workforce diversity.

The information contained herein does not constitute either an expressed or implied contract, and these provisions are subject to change.



RECRUITMENT SCHEDULE:

Recruitment Opens: April 8, 2015

Apply By: May 15, 2015 at 4:00 p.m.

Tentative Interviews: June 9-10, 2015

Tentative Start Date: July 2015 (or as agreed)