

# DUBLIN SAN RAMON SERVICES DISTRICT

**IS NOW HIRING**



## HUMAN RESOURCES ANALYST II

**\$9,791.00 - \$11,902.00 Monthly**

### ***Dublin San Ramon Services District***

The Dublin San Ramon Services District (DSRSD) is an independent special district founded in 1953. Serving more than 188,000 people in the Tri-Valley, the District provides water, recycled water, and wastewater treatment services to residents, businesses, industries, and governmental agencies. Specifically, the District provides: potable and recycled water service to Dublin and the Dougherty Valley area of San Ramon; wastewater collection and treatment to Dublin and southern San Ramon; and wastewater treatment and resource recovery provided by contract to the City of Pleasanton.

### ***The Position***

Under direction or general supervision of the HR & Risk Manager, performs a variety of professional human resources duties including: recruitment and selection, position classification, compensation, benefits administration, workers' compensation coordination, leave management, and employee development and training; provides analytical support to District management and supervisory staff; and performs a variety of other related duties as assigned. This position requires discretion to work with confidential and sensitive issues on a regular basis. **To see the classification specification click [here](#).**

### ***The Ideal Candidate***

The ideal candidate will have strong project management and written communication skills. They will maintain Human Resources Information System (HRIS) databases and other database applications; manage District-wide position control; write and update HRIS system queries and reports; and train users.

The ideal candidate will have journey level experience administering a comprehensive benefits program, including retirement, short- and long-term disability, medical, life, dental, vision, deferred compensation, and employee assistance. They will respond to employee and retiree questions; interface with third-party administrators to resolve claims appeals and provide guidance in policy interpretation and plan documents. The Human Resources Analyst II will be a team-player able to adapt, enjoy change, and be able to work collaboratively across Divisions.



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## Experience & Qualifications

Any combination of education, licensing and/or experience which has provided the knowledge, skills, and abilities necessary to perform the job satisfactorily may qualify the candidate for consideration.

Equivalent to a Bachelor's degree from an accredited college or university with major course work in human resources, business or public administration, or closely related field is required.

Two (2) years professional human resources administration experience performing duties comparable to a Human Resources Analyst I with the District.

## Certifications, Licenses, and Registrations

Possession of a Class C Driver's License required by the State of California, Department of Motor Vehicles, to perform the duties of the position. Continued maintenance of said driver's license in compliance with established District vehicle operation standards, and the ability to be insured for the operation of a vehicle/District vehicle in accordance with the terms and conditions of the District's insurance program are conditions of continuing employment.



## Compensation & Benefits

The base salary range for this position is **\$9,791.00-\$11,902.00 per month.**

- **Health Insurance**-The District provides up to \$2,072 for family premium plan
- **Dental Insurance**- full premium cost paid by the District.
- **Vision Insurance**- full premium cost paid by the District.
- **Retirement**- CalPERS; Classic 2.7@55; New member 2@62
- **Deferred Compensation 457 Plan**- District contribution equal to 100% of the first \$2,500 contributed by the employee in calendar year 2021.
- **Employee Leave Bank**- Beginning with the first year of employment; 120 hours.
- **Holidays**-Nine (9) designated holidays per year.
- **Sick**- eight (8) hours earned per month.
- **Flexible Spending & Transit Pass Reimbursement Accounts**
- **Computer Loan Program**
- **Education Reimbursement**

To see more about the applicable benefits click [here](#).

## Application & Selection Process

To be considered for this exceptional career opportunity, complete an application and answer the supplemental questions by clicking [here](#).

The deadline to apply for this position is **5:00 pm, Monday, November 1, 2021.**

For any questions, email Recruiter Joshua Boudreaux: [jboudreaux@koffassociates.com](mailto:jboudreaux@koffassociates.com)

*The Dublin San Ramon Services District is an Equal Opportunity Employer and does not discriminate based on race, religion, age, color, sex, sexual orientation, gender, national origin or disability.*



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