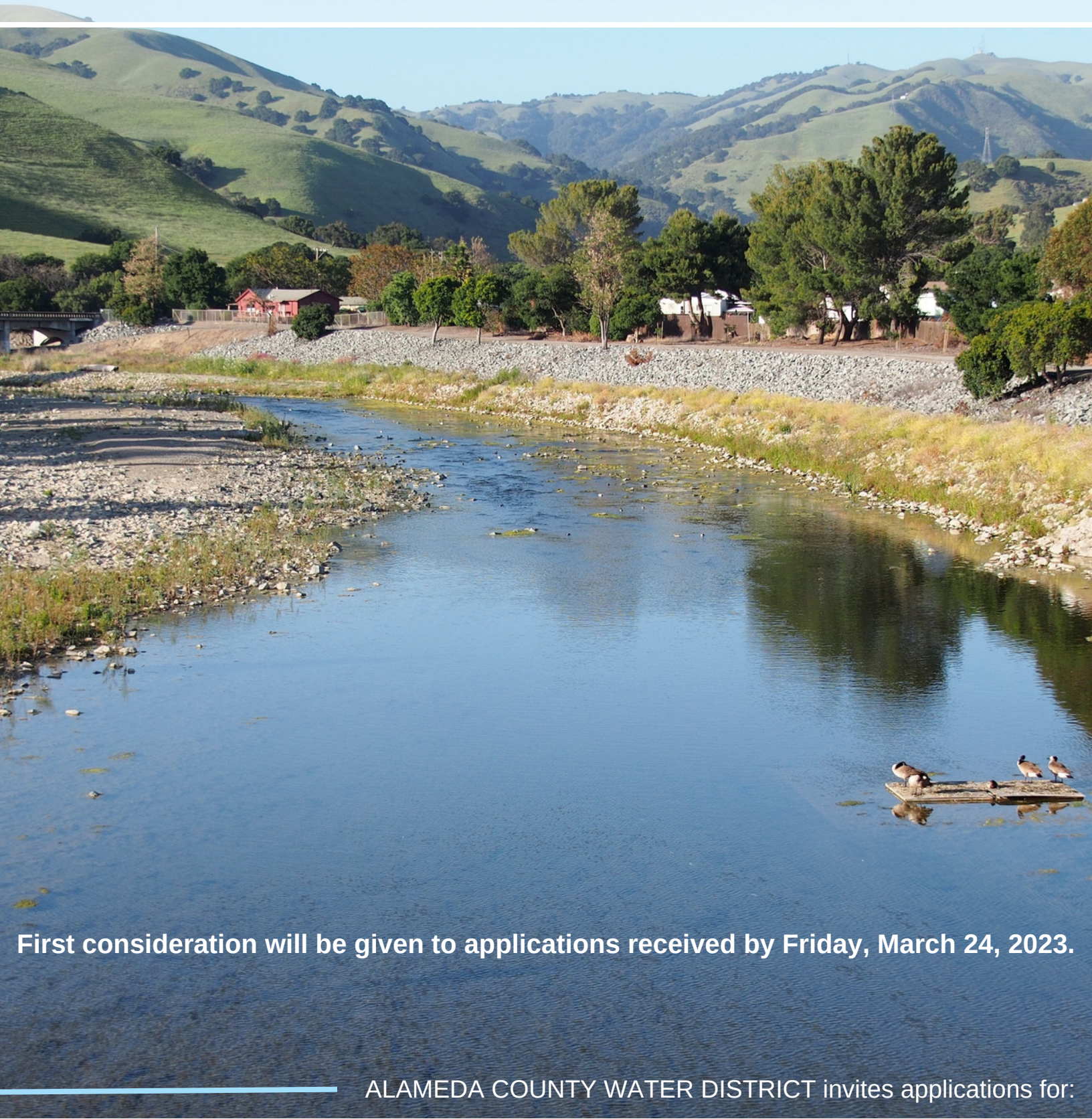


CAREER OPPORTUNITY



First consideration will be given to applications received by Friday, March 24, 2023.

ALAMEDA COUNTY WATER DISTRICT invites applications for:

HUMAN RESOURCES/RISK MANAGER

SALARY: \$176,174-\$214,149 PLUS EXCELLENT BENEFITS

RECRUITMENT IS OPEN UNTIL FILLED





THE COMMUNITY

THE ALAMEDA COUNTY WATER DISTRICT (ACWD) IS LOCATED IN THE CITY OF FREMONT and serves the Tri-City area. The Tri-Cities of Fremont, Newark and Union City are conveniently located, central to the San Francisco Bay Area, and combines the region's rich history with many fun things to do. They are near bustling activity hubs Oakland, San Jose, and San Francisco. With excellent schools and a diverse and vibrant community—it's a great place to raise a family. With a temperate year-round climate, there is ample opportunity to enjoy the outdoors, including the Alameda Creek Trail and Quarry Lakes Regional Recreation Area, and various outdoor hiking trails and scenic landscapes.

THE DISTRICT

ACWD is a special purpose public agency that provides drinking water to over 345,000 people in Fremont, Newark, and Union City (greater San Francisco Bay Area). ACWD supplies and treats water from three sources: 1) State Project water via the South Bay Aqueduct, 2) Hetch Hetchy water and treated local water purchased from the San Francisco Public Utilities Commission, and 3) groundwater from an aquifer recharged by both natural runoff and imported water flows. There are three major water production facilities using treatment technologies including primary ozone disinfection and reverse osmosis. The District encompasses more than 900 miles of distribution and transmission pipelines, as well as 13 tanks and reservoirs; it is currently implementing Advanced Metering Infrastructure at each of the District's 87,000 water services, and 4.5MW of solar arrays at District facilities. The annual average demand is 35 million gallons per day. ACWD has a staff of 244 employees and a budget of approximately \$175 million. The District is headquartered in Fremont, CA. For further District information, see our website at www.acwd.org.



ABOUT THE POSITION

The Alameda County Water District, in Fremont, California, is seeking an experienced professional with outstanding skills to serve as Human Resources and Risk Manager. Under direction from the Director of Finance & Administration, the Human Resources and Risk Manager plans, directs, and supervises professional, technical, and clerical support staff performing a variety of human resources and risk management activities; prepares the division's annual budget request; prepares and presents staff reports to senior management and the Board of Directors; provides confidential advice and counsel to the Board, General Manager, department directors, and division managers on human resources and risk management issues; provides highly responsible staff assistance to the Executive Team, and performs related work as required.

THE IDEAL CANDIDATE

- Be both a technical expert and an outstanding manager.
- Bring the values of honesty, stewardship, customer service, fiscal prudence, transparency, and a strong work ethic.
- Utilize proactive leadership, integrity, vision, and communication skills to lead the Human Resources & Risk Management Division and its staff to be a high-performing team.
- Work confidently and collaboratively with the Director of Finance and Administration

and the District's management team, make strong and educated recommendations and carry out the General Manager's direction while keeping in mind the District's overall interests.

- Lead the creation and implementation of the Division's strategic work-plan and establish measurements for the achievement of goals, objectives, and priorities, as well as ensuring continuous productivity of routine activities.
- Function as a mentor, coach, facilitator, and team player and set performance examples that can be reinforced across the District.

KEY RESPONSIBILITIES

- Responsible for planning, directing, and administering District-wide human resources and risk management programs and related activities
- Programmatic responsibilities include:
 - Recruitment & Selection
 - Classification & Pay
 - Benefits Administration
 - Employee/Labor Relations
 - Equal Employment Opportunity
 - Employee Training & Development
 - Workers Compensation & Risk Management
- Responsibilities are broad in scope and require leadership and independent judgment on issues that are complex, interpretive, and evaluative in nature.



MINIMUM QUALIFICATIONS

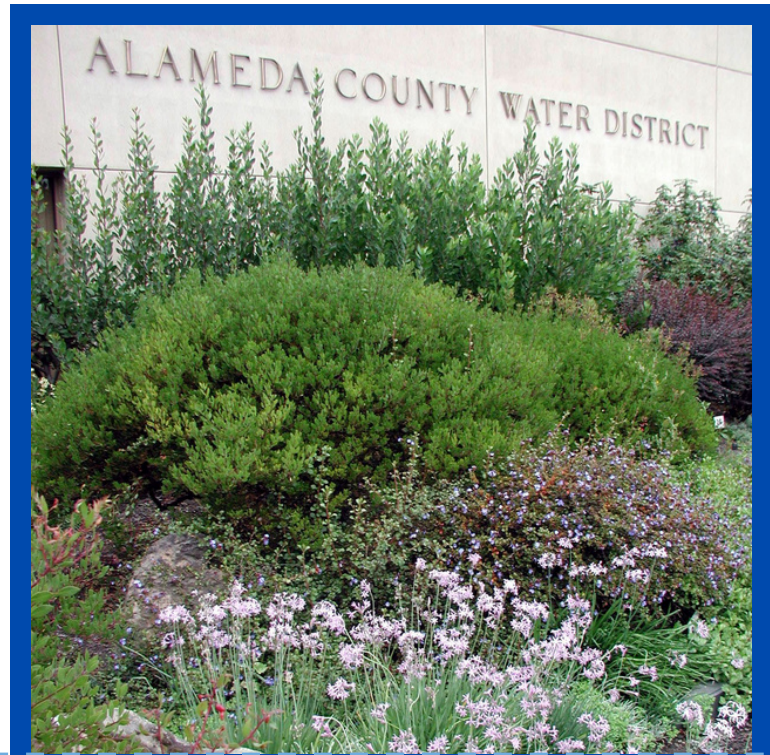
ANY COMBINATION OF EDUCATION AND EXPERIENCE that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- Possession of a Baccalaureate degree from an accredited college or university with a major in business administration, public administration, or a related field
- Six (6) years of progressively responsible human resource experience, including three (3) years of lead experience directing the work of others in the field and completion of at least 75% of the District's Leadership Skills Training Program.
- One (1) year of supervisory experience may substitute for completion of the District's Leadership Skills Training Program.
- Supervisory experience strongly desired

CERTIFICATIONS

- Must possess a valid driver's license and have a satisfactory driving record.

If not previously completed, completion of the District's Leadership Skills Training Program is required following hire.



ACWD OFFERS A COMPETITIVE BENEFITS PACKAGE THAT INCLUDES:

- **Health Insurance:** Coverage is provided through the CalPERS Health program. Employees contribute 1.0% of their salary toward the cost of their medical benefits. Under the Cafeteria Plan, employees will receive a flex dollar allowance to purchase healthcare coverage and qualifying voluntary products.
- **Dental and Vision:** The District fully pays for coverage of the employee and eligible dependents.
- **Retirement:** California Public Employees Retirement System (CalPERS) benefit depends on whether the employee is a "new" member or a "classic" member under state law
 - **Classic member:** Employee who is a member of PERS or reciprocal agency within six months of hire at ACWD. 2.5% @ 55 with 5.5% employee contribution. \$5000 Retired Death Benefit, 3% Annual Cost-of-Living Allowance Increase, Post-Retirement Survivor Allowance to Continue After Remarriage, Pre-Retirement Death Benefits to Continue After Remarriage of Survivor, Additional Opportunity to Elect 1959 Survivor Benefits, 1959 Survivor Benefit Level 4, Unused Sick Leave Credit, Public Service Credit for Peace Corps, AmeriCorps VISTA, or AmeriCorps Service, Military Service Credit as Public Service, Final Compensation 1 Year, Post-Retirement Survivor Allowance, Prior Service.
 - **New member:** Employees hired after 12/31/12 that were not members of PERS or a reciprocal agency within the last six months of hire at ACWD. 2% @ 62 with 7% employee contribution; effective 7/1/23 PEPPRA employee contributions will increase to 7.75%. \$5000 Retired Death Benefit, 1959 Survivor Benefit Level 4, 3% Annual Cost-of-Living Allowance Increase, Additional Opportunity to Elect 1959 Survivor Benefits, Final Compensation 3 Years, Military Service Credit as Public Service, Post-Retirement Survivor Allowance, Post-Retirement Survivor Allowance to Continue After Remarriage, Pre-Retirement Death Benefits to Continue After Remarriage of Survivor, Pre-Retirement Option 2W Death Benefit, Prior Service, Public Service Credit for Peace Corps, AmeriCorps VISTA, or AmeriCorps Service, Unused Sick Leave Credit.
- **Social Security/Medicare:** The District does not participate in Social Security but provides a 1.45% matching Medicare contribution.
- **Retiree Health Benefits:** Employees are provided contributions to a Retiree Health Savings Account towards their future retiree health benefits.
- **Life Insurance:** The District provides you with Basic Life Insurance and Basic AD&D Insurance of one- and one-half times your annual salary to a maximum of \$250,000. There is no cost to the employee for this insurance.
- **Long-Term Disability:** The District provides you with Long Term Disability Income Insurance of 66 2/3% of monthly earnings with a maximum monthly benefit of \$15,000.
- **Short-Term Disability:** Coverage is provided through the District for employees working more than 20 hours per week at 66 2/3% of base weekly earnings for the first 12 weeks up to a weekly benefit maximum of \$2,350
- **Deferred Compensation:** Optional deferred income plans allowing tax sheltering of current income and payment later as supplemental retirement income. The District matches up to \$1,750 per year to the employee's 401(a).
- **Vacation:** 10 days first year, increasing to 25 days after 20 years
- **Holidays:** 11 days per year
- **Management Leave:** 96 hours of Management Leave per calendar year.
- **Employee Assistance Program:** Up to 6 sessions for employees and family members for professional consultation and short-term counseling
- **Tuition Reimbursement:** The District will reimburse 100% of the total tuition and textbook costs incurred in taking courses outside of normal working hours related to District employment up to an annual maximum of \$5,250.



THE SELECTION PROCESS

TO APPLY, PLEASE VISIT:
www.acwd.org/jobs

Your application should include your resume, cover letter, and completion of supplemental questions.

Candidates who present the best job-related qualifications will be invited to participate in the first round of panel interviews with ACWD.

EMPLOYMENT INFORMATION

➤ Employment offers are normally made following the outcome of a reference check and are always contingent upon successful completion of a job-related pre-employment physical exam, which may include a drug screen, as well as a security background check. These exams are administered by the District at no cost to the applicant. All District employees are subject to the District's drug and alcohol policies.

➤ Employment is made contingent upon verification of identity and legal right to work in the U.S.A. pursuant to federal law, and the signing of a loyalty oath pursuant to state law.

