



# Irvine Ranch Water District

## SENIOR HUMAN RESOURCES ANALYST

The Irvine Ranch Water District is searching for candidates with strong recruitment/selection, classification/compensation, benefits administration, HRIS and/or leave management experience.



Koff & Associates  
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## THE COMMUNITY

Serving several communities in central Orange County, Irvine Ranch Water District (IRWD) encompasses approximately 181 square miles. IRWD extends from the Pacific Coast to the foothills, with elevations ranging from sea level to 3,200 feet. Orange County is a semi-arid region with a mild climate and an average annual rainfall of 12 to 13 inches. With a population over 3 million, Orange County is the third largest county in California and one of the largest in the United States.

Orange County is known for its numerous tourist attractions, cultural opportunities, Mediterranean climate, beautiful beaches, and large wilderness and natural areas. The County is a leading California business center and home to some of the nation's leading companies in the biotechnical, medical, electronic, computer, information, video gaming, cosmetic, clothing, finance, and other fields.

## THE DISTRICT

IRWD is a progressive, values-driven agency, with an international reputation for its leading-edge financial management practices, water recycling program, water use efficiency practices, water banking, urban runoff treatment, and energy generation and storage.

Established in 1961 as a California Water District under the provisions of the California Water Code, IRWD is an independent special district serving central Orange County. IRWD provides high-quality drinking water, reliable sewage collection and treatment, ground-breaking recycled water programs, and environmentally sound urban runoff treatment to its customers. As an independent, not-for-profit public agency, IRWD is governed by a publicly elected five-member Board of Directors. The Board is responsible for the District's policies and decision-making. Day-to-day operations are supervised by the General Manager. Additional information can be found at the District's website: [www.IRWD.com](http://www.IRWD.com).

## ABOUT THE POSITION

### SENIOR HUMAN RESOURCES ANALYST

The Irvine Ranch Water District is seeking a dynamic and experienced Senior Human Resources Analyst who is collaborative, communicative, customer service focused, detail-oriented, innovative, professional, skilled, committed to continuous process improvement, and demonstrates agility. The ideal candidate is one with strong verbal and written communication skills, a consultative style and approach, and the ability to think strategically and translate concepts into actionable items. The Senior Human Resources Analyst performs highly technical and professional level support.



## IRWD CORPORATE VALUES

IRWD believes that its values – when shared and practiced universally – drive the character, culture, and capacity of our organization. IRWD was built on values, and we weave them into the fabric of everything we do. Values are the ingredients in our recipe for both institutional and individual success. They are a code of conduct to promote positive outcomes for others and ourselves. They are more than words on a wall or a website. We live by them, every day. We pledge to keep them relevant in an ever- changing world.





## POSITION CHARACTERISTICS

### SENIOR HUMAN RESOURCES ANALYST

The Senior Human Resources Analyst class is the advanced journey level in the Human Resources Analyst series performing complex assignments including serving as specialists in highly technical human resources areas, and typically serving in a lead capacity. These assignments require considerable technical skill, specialized knowledge, and independent professional judgment. Positions in this class are distinguished from the lower-level class of Human Resources Analyst by the level of technical specialization and level of responsibility over these technical areas.

## ESSENTIAL DUTIES

**Recruitment and Selection:** Performs professional activities related to recruitment and selection of job candidates. Confers with managers and supervisors on related matters. Evaluates policies and procedures and recommends and implements changes to improve efficiencies or ensure compliance with guidelines, laws and regulations. Oversees the background and reference check process and schedules post-offer medical examinations. Participates in employee orientation and on-boarding programs. Develops a range of assessment tools, evaluates results and prepares and maintains applicant lists and records. Analyzes statistical information.

**Benefits Administration:** Performs analytical activities and participates in the administration and analysis of the District's benefit program operations including health, life, dental, disability, Unemployment Insurance, employee assistance programs, flexible spending accounts, deferred compensation, retirement and leave-of-absence administration. Develops and implements employee orientation and on-boarding programs. Participates, plans, organizes, and coordinates the District's Worker's Compensation programs with third-party administrators; monitors claims and reviews case outcomes; coordinates program activities. Coordinates medical examinations and the administration of drug and alcohol testing program, and coordinates and organizes the District's employee fitness and health program. Assists in the review and administration of benefit contracts and consultants providing benefit advice to the District; provides benefit information and related materials to all levels of District staff.

**HRIS Administration:** Participates in the pay and benefit bi-weekly HRIS processing and ensures accurate system implementation of pay and benefit changes. Prepares salary and benefit system updates and changes, as well as all related documents.

**Leave Management:** Enforces employee leave program laws, rules and policies. Develops and communicates employee leave program policy, procedures, and practices to departments. Provides leave management consultation to employees. Manages and tracks employee leave hours and coordinates and conducts employee interactive meetings under the ADA.

*IRWD employees enjoy working in a safe, supportive, and collaborative environment where they form strong bonds with fellow employees. To ensure effective communication and promote a team environment, employees work each day in the office or in the field, depending on their positions.*



## MINIMUM QUALIFICATIONS

### EDUCATION AND EXPERIENCE

A combination of education and experience equivalent to a bachelor's degree in Human Resources Management, Organizational Development, Psychology, Public Administration, Business Administration or a closely related field. Two years of technical experience in the Human Resources field is required. In addition, three years of professional Human Resources experience in the assigned area of responsibility related to recruitment and selection, benefits administration and leave management.

### LICENSES AND CERTIFICATIONS

Possession of a Society for Human Resources Management, Certified Professional (SHRM-CP) or Senior Certified Professional (SHRM-SCP), or Public Sector HR Association (PSHRA) - Human Resources, Certified Professional (IPMA-CP) or Senior Certified Professional (IPMA-SCP) desirable.





## ATTRACTIVE BENEFITS PROGRAM

**Salary Range: Monthly Base Salary**

**\$8,341.00 - \$11,419.00**

**Medical:** The District contribution of up to \$2,694.51 per month in 2024

**Dental:** The District pays 100% of the premium for dental coverage for eligible employees and their eligible dependents. Coverage is effective the first day of the month following the date of hire.

**Vision:** The District pays 100% of the premium for vision coverage for eligible employees and their eligible dependents. Coverage is effective the first day of the month following the date of hire.

**Pension:** CalPERS pension plan of 2%@62 (employees with prior CalPERS or reciprocal membership are eligible for CalPERS pension plan of 2%@60 provided the selected candidate has been a CalPERS or reciprocal member within six months of hire date with IRWD)

**Deferred Compensation:** The District matches employee contributions up to 3% of base pay after 1 year of employment.

**Paid Vacation:** Eligible employees begin accruing vacation benefits at the rate of 80 hours per year for the first 5 years of employment and are eligible to use paid vacation time after 6 months of employment. Employees accrue 120 hours per year after 5 years of employment and 160 hours per year after 10 years of employment.

**Paid Holidays:** The District offers 11 scheduled paid holidays plus one personal holiday per year.

**Sick Leave:** Eligible employees accrue 96 hours of sick leave annually

**Other Benefits:** Optional benefits include: educational reimbursement, employee assistance programs, commuter benefits, wellness reimbursement programs, cell phone allowance, flexible spending accounts; accident, critical illness, and hospital indemnity insurance, pet insurance, and legal services.

## APPLICATION AND RECRUITMENT PROCESS

**The final filing date is Monday, April 29, 2024**

To be considered, please electronically submit your resume, cover letter, and a list of five (5) professional references (references will **not** be contacted in the early stages of the recruitment) <https://koffassociates.com/opportunities/>

For more information, please contact:



Koff & Associate  
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**Website: <https://koffassociates.com/>**

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Koff & Associates will report the results to the District. The District will then select candidates to participate in panel interviews. Extensive reference and background checks will be completed on the selected candidate.

