



Irvine Ranch
Water District

Irvine Ranch Water District 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



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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.



IRWD 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.



ABOUT THE POSITION

HUMAN RESOURCES ANALYST

The Irvine Ranch Water District is seeking dynamic and experienced Human Resources Analyst who are collaborative, communicative, customer service focused, detail-oriented, innovative, professional, skilled, committed to continuous process improvement, and demonstrate 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 Human Resources Analyst performs technical and professional level support.

POSITION CHARACTERISTICS

The Human Resources Analyst is the journey level class in the professional human resources series. Assignments require knowledge, expertise, experience, and skills in a broad range of professional personnel administration areas, independence, initiative, and the ability to perform complex and difficult analytical tasks related to a broad range of assignments. The work requires creativity and resourcefulness to accomplish goals and objectives.

Incumbents are required to exercise judgment in interpreting established guidelines, policies, memoranda of understanding, goals, and objectives and in applying concepts, plans, and strategies. Incumbents in these confidential classifications regularly and independently complete assignments in a variety of human resources functions or may be assigned to support one human resources specialty area. This class is distinguished from Senior Human Resources Analyst in that the latter is responsible for technical and functional supervision of lower-level human resources staff and is capable of performing the most complex duties assigned to the department.

ESSENTIAL DUTIES

Recruitment and Selection: This category involves planning and developing recruitment materials, screening applications, and coordinating with hiring managers throughout the recruitment process. It also includes overseeing the background and reference check process, scheduling post-offer medical examinations, and participating in employee orientation and onboarding programs. Additionally, it involves developing assessment tools, evaluating results, and maintaining applicant records.

Benefits Administration: This includes coordinating a variety of benefits programs such as medical, dental, vision, life, voluntary insurance plans, disability, leaves, and retirement plans. It also involves preparing and reconciling billing for various benefits, participating in the planning and implementation of open enrollment, and developing and distributing benefits plan descriptions and promotional materials. Counseling employees regarding benefit plan coverage, eligibility, and claims procedures is also a key duty.

HRIS Administration: This entails managing and overseeing bi-weekly HRIS processing to ensure accurate implementation of pay and benefit changes. It includes preparing salary and benefit system updates and collaborating with IT staff to ensure the efficient functioning of the HRIS. Additionally, it involves assisting with departmental and district-wide information needs and developing and disseminating information reports from the HRIS system.

Training & Development: This focuses on identifying and coordinating training programs and career development opportunities. It may involve coordinating in-house training programs or overseeing technical staff who handle the administrative tasks related to training activities and programs.

Research & Reporting: This includes conducting research, analyzing data, and preparing written and statistical reports on various HR administrative, operational, and policy issues. It involves analyzing alternatives, making recommendations, discussing findings with management, and preparing reports of study conclusions. Additionally, it includes developing oral presentations and updating written directives, memoranda of understanding, guidelines, and policies.



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.

LICENSES AND CERTIFICATIONS

Possession of a Society for Human Resources Management, Certified Professional (SHRM-CP) or Senior Certified Professional (SHRM-SCP), or I, Certified Professional (CP) or Senior Certified Professional (SCP) certification desirable.



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ATTRACTIVE BENEFITS PROGRAM

**Salary Range: Monthly Base
Salary \$8132.25 - \$11027.00**

**The District offers a flexible work schedule of
5/40, 9/80, or 4/10.**

Medical:

The District contribution of up to \$2,945.50 per month in 2025

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 April 18, 2025

To be considered, please electronically submit your resume, cover letter, and a list of three (3) professional references (references will **not** be contacted in the early stages of the recruitment)

<https://koffassociates.com/irwd-hr-analyst/>

For more information, please contact:



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Chelsea Freeman

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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.

