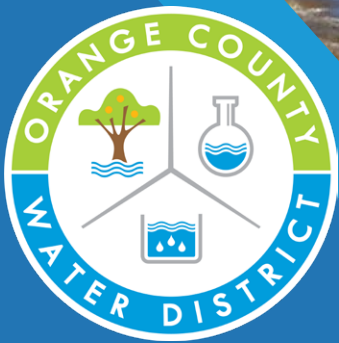




# Director of Human Resources



## THE ORGANIZATION

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The Orange County Water District (OCWD) is a groundwater wholesale agency responsible for managing and protecting the Orange County Groundwater Basin. The basin is a vital local resource that provides 85% of the drinking water supply to 19 cities and retail water districts, who serve a collective 2.5 million people in north and central Orange County. The OCWD's service area covers approximately 350 square miles, and the District owns approximately 1,600 acres in and near the Santa Ana River, which it uses to capture water flows for groundwater recharge. Formed in 1933, the District has implemented cutting-edge programs and projects to maximize local water resources, enhance water reliability, ensure high-quality water, prevent seawater intrusion, and protect Orange County's rights to Santa Ana River water.

Additionally, the Orange County Water District owns approximately 2,150 acres of land above the Prado Dam in the Prado Reservoir and uses that land for water conservation, water storage and water quality improvements. The water district's administrative offices and the Groundwater Replenishment System facilities are located in Fountain Valley, while it also operates various groundwater recharge facilities located in Anaheim and Orange.

## VALUES AND MISSION STATEMENT

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OCWD's 10-member Board of Directors and the staff are committed to serving the people of Orange County. As public servants, they take on the water challenges of today and prepare to meet the region's water demands for generations to come. Solid science and state-of-the-art technologies guide their decisions. OCWD is committed to sound planning and investment, high standards for water reliability, exceptional water quality, environmental stewardship, sound financial management, and transparency.

***OCWD's mission is to provide a reliable, high quality water supply in a cost-effective and environmentally responsible manner.***

To learn more about the Orange County Water District, go to:  
<https://www.ocwd.com/>

## THE POSITION

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The Director of Human Resources reports to the General Manager and is responsible for planning, organizing, directing, and managing the activities and operations of the Human Resources and Risk & Safety Departments. This includes overseeing and directing comprehensive District-wide human resources management programs including recruitment, selection, employment, classification, compensation, employee relations, labor relations, union negotiations, training and employee development, performance appraisal programs, benefits administration, safety, workers' compensation, employee wellness programs, and related services such as providing expert internal consulting assistance and guidance to District management in Human Resources and employee/labor relations matters. This position manages a team of four human resources and three safety/risk management professionals.

OCWD's culture of high quality and performance is driven by people with a passion for pursuing innovation and excellence. Its organizational structure enables every employee to make a unique contribution with the opportunity to be recognized and to advance. OCWD creates an environment where individuals can reach their personal goals and full potential, while fulfilling the District's mission and providing the best possible service to the 19 cities and agencies it serves.

## THE IDEAL CANDIDATE

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The ideal candidate will be an innovative, flexible, and collaborative leader. As a problem solver with excellent communication, the successful candidate will have the necessary interpersonal skills to build positive working relationships with staff, department heads, leadership, labor, and elected officials. The successful candidate will be solutions-oriented, have strong political acumen, and have the ability to adapt to changing and competing priorities. A background in budget development, policy administration, staff management, and team building are key. Experience in a union environment and knowledge of negotiations is a must.

## Key Attributes and Characteristics

- A hands-on, working manager with a creative approach to problem solving.
- Excellent leadership skills with a positive demeanor; a leader that reassures staff while inspiring confidence.
- The ability to think 'outside the box' while still being detail-oriented and accurate; having the ability to articulate concepts and ideas clearly and directly.
- Politically astute. Understand political implications while remaining apolitical.
- A positive, honest, and consistent Director who understands the importance of acting as a mentor and coach, with a skill set in career development, training programs, and succession planning.
- A creative thinker who is adaptable and looks at situations from all perspectives to assess and improve efficiencies and implement best practices.
- The ability to work with a wide variety of personalities and communicate effectively with different personality types, build trust and accountability.
- A collaborative leader and consensus builder with the skill set to find solutions and positive results.
- An HR generalist who will initially focus on three key areas:
  1. Continue to build the Leadership Development Program across the organization.
  2. Participate/lead labor negotiations with OCEA (current five-year contract expires June 30, 2026).
  3. Learn and develop a clear understanding of the organizational culture, staff, priorities, and leadership goals.

## QUALIFICATIONS

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

- Bachelor's degree in human resources, Organizational/ Workforce Development, Public or Business Administration of a closely related field.
- Twelve years of progressively responsible human resources experience.
- Five (5) years of supervisory experience.
- Professional Human Resources Certification preferred.

The OCWD will consider an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

## SALARY AND BENEFITS

**The salary range for this position is \$196,705.60 - \$245,835.20.**

**The district pays a generous benefits package that includes:**

### Retirement

- 401(a) Money Purchase Plan – Upon hire, all full-time employees are immediately enrolled in the 401(a) Money Purchase Plan, administered by Fidelity. 3% of the employees' mandatory 7.65% contributions are paid by the District leaving the employee to only pay 4.65%. The District also contributes a first layer match of 7.65%, for a total of 10.65%. Following completion of one year of service, the District contributes a second layer of an additional 6.0%. Employer contributions are 100% vested, except for the second layer contribution which is vested at five years of credited service.
- 457(b) Deferred Compensation Plan – The District offers a voluntary 457(b) deferred compensation plan to employees through Fidelity, with a match up to \$125 per pay period (up to \$3,250 per plan year). Annual limits determined by the IRS. Employer matching contributions are 100% vested.

### Paid Time Off

- Vacation – Following completion of a six-month probation, eligible employees are entitled to vacation. Hours accrue based upon years of service.
- Holidays – Eligible employees receive 11 paid holidays per year, including one floating holiday depending on the employee's work schedule.
- Sick Leave – Full-time regular employees accrue 8 hours/month (3.69 hours/pay period).

### Life/Disability Insurance

- Life/Accidental Death & Dismemberment (AD&D) Insurance – Basic Life Insurance and AD&D are provided at no cost to eligible employees. The coverage consists of 2 x the employee's annual earnings, up to \$400,000. Supplemental life insurance and AD&D for employees and their dependents are available for purchase through the District's plan.



- Short and Long-Term Disability Insurance – Short and long-term disability insurance are provided at no cost to eligible employees. Coverage is equal to 2/3 of the employee's monthly salary up to a maximum weekly benefit amount determined by the plan. The District does not participate in the State Disability program.

### Health Insurance & Benefits

- Medical, Dental and Vision Insurance – Eligible employees are offered medical, dental, and vision insurance coverage for themselves and their dependents.

### Flexible Spending Account (FSA)

- The District offers two types of flexible spending accounts: Healthcare FSA and Dependent Care FSA. The FSA allows money to be set aside – before it's taxed – through payroll deductions and can be used on qualifying healthcare or dependent care expenses. These deductions are taken before taxes, reducing the employee's total taxable income.

### Retiree Medical Insurance

- Medical coverage for employees and their spouses (spouse at the time of separation of employment) shall be provided for retired employees who are age 55 or over and who have a minimum of 12 years of service with the District on the same basis as provided active employees. For employees hired on or after July 1, 2009, who become enrolled under the coverage for retirees, the medical coverage will terminate upon eligibility for Medicare coverage.
- For employees hired prior to July 1, 2009, who become enrolled under the coverage for retirees, enrollment in Medicare Parts A and B once eligible are required to continue in the retiree medical plan offered.

### Additional Benefits

- Education Reimbursement – Employees may be eligible for \$3,000 undergraduate / \$5,000 graduate annual educational reimbursement for approved accredited course work.
- Employee Assistance Program (EAP) – The District's EAP, provided by ComPsych, offers counseling, legal and financial consultation, work-life assistance, and crisis intervention services to all our employees and their household family members.

### Work Environment and Other Benefits:

More detailed benefits information can be found on the OCWD website under the section titled: Compensation and Benefits.

- Flexible work schedules (e.g., 9/80 schedule) depending on the worksite.
- Clear policies and procedures.
- Health and safety programs.
- A rewarding career contributing to society and the environment.

The District does not participate in Social Security for full-time employees except for the Medicare portion, in which all employees are required to participate.

### APPLICATION AND RECRUITMENT PROCESS

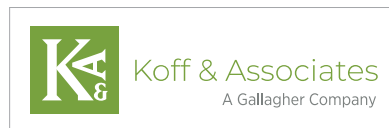
**The final filing date is Monday, December 1, 2025.**

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

<https://koffassociates.com/ocwd-director-of-hr/>

Resumes should reflect years and months of positions held, as well as size of staff and budgets you have managed.

For additional information, please contact:



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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 executive recruiter. Koff & Associates will report the results to the District. The District will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.

