



Irvine Ranch
Water District

HR TECHNICIAN

\$42.30- \$57.89 hourly



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

Irvine Ranch Water District has established itself as a progressive, values-driven agency with an international reputation for its leading-edge water recycling program, water use efficiency practices, water banking, urban water treatment, energy management, and overall exemplary services to its customers. IRWD provides high-quality, reliable drinking water, non-potable water, sewage collection, and urban runoff treatment services to an increasingly diverse daytime population of nearly 634,000 residents, workers, students, and others. IRWD provides services to its customers through 125,000 water, and 120,000 sewer services and recycled water connections. IRWD serves the entire City of Irvine and portions of Costa Mesa, Lake Forest, Newport Beach, Orange, Tustin, and unincorporated Orange County.



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.

THE POSITION

The Human Resources Technician is a key member of the Human Resources team responsible for providing technical, administrative, and customer-focused support across a broad range of HR functions. This position assists with recruitment and selection, benefits administration, employee onboarding and training, leave and salary administration, HRIS data management, personnel records maintenance, compliance programs, and departmental reporting. Serving as a primary point of contact for employees, applicants, retirees, and the public, the Human Resources Technician ensures accurate service delivery, maintains confidentiality, and supports the efficient administration of human resources programs and services.

ESSENTIAL DUTIES

Human Resources Program Administration

- Support the administration of human resources programs, including recruitment and selection, benefits administration, employee and labor relations, training and development, and related HR functions.
- Process and maintain personnel transactions and HRIS records while providing information and assistance regarding human resources procedures and programs.
- Administer education incentive and tuition reimbursement programs, ensuring compliance with program requirements and timely processing.

Customer Service & Employee Support

- Serve as the primary point of contact for the Human Resources Department by assisting employees, applicants, retirees, visitors, and vendors; responding to inquiries; directing calls; and maintaining front desk operations.
- Handle confidential and sensitive information with professionalism, discretion, and sound judgment.

Records, Data Management & Reporting

- Maintain personnel files, departmental records, and document management systems, ensuring accuracy, confidentiality, and compliance with retention requirements.
- Collect, compile, analyze, and track HR-related data, statistics, and program information to support studies, reports, and departmental initiatives.
- Prepare correspondence, reports, meeting materials, memoranda, and other HR-related documents.



Compliance & Program Coordination

- Administer and maintain the District's commuter benefits program, including enrollments, invoice reconciliation, payment processing, communications, and vendor coordination.
- Coordinate and monitor the District's Department of Transportation (DOT) compliance program for employees with Commercial Driver's Licenses (CDLs), including recordkeeping and required testing activities.
- Process and coordinate Human Resources invoices, monitor expenditures, reconcile records, and serve as a liaison with Finance and external vendors.

Department Operations & Event Coordination

- Coordinate departmental meetings, employee recognition programs, service award events, and other special activities, including logistics, facility arrangements, and communications.
- Attend meetings, document discussions and action items, and assist with follow-up activities as needed.

Process Improvement & Quality Assurance

- Review work products for accuracy, completeness, and compliance while maintaining a high level of attention to detail and data integrity.
- Identify opportunities to improve HR processes, workflows, and service delivery, contributing to increased efficiency and customer service.

Additional Responsibilities

- Maintain compliance with District safety practices and training requirements.
- Perform related duties and responsibilities as assigned and support emergency response activities as a designated Disaster Service Worker.

QUALIFICATIONS

Any combination of training and experience that provides the required knowledge, skills, and abilities qualifies. A typical way to obtain the required qualifications would be:

Education

Equivalent to an associate degree in business administration, social sciences, human resources, or a related field.

Experience

Three (3) years of journey-level paraprofessional human resources or related experience is required. Public sector human resources experience is highly desirable.

Society for Human Resources Management (SHRM), Human Resources Certification Institute (HRCI), or Public Sector HR Association (PSHRA) certification is highly desirable.



COMPENSATION & BENEFITS

The salary range for the position is

\$42.30- \$57.89 hourly

Salary is dependent on skills & experience demonstrated

THE DISTRICT OFFERS A FLEXIBLE WORK
SCHEDULE OF 5/40, 9/80, AND 4/10.

Health and Welfare Benefits:

The District pays up to 95% of the selected plan for employees and eligible dependents. Employees are responsible for 5% of the selected plan.

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.

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.

Retirement Benefits:

CalPERS pension plan of 2% @ 62 (employees with prior CalPERS or reciprocal membership are eligible for a CalPERS pension plan of 2% @ 60 provided the selected candidate has been a CalPERS or reciprocal member and has not had a break in services of more than six-months).

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

Vacation Time: Employees begin accruing vacation benefits at the rate of 80 hours per year for the first 5 years of employment. Employees accrue 120 hours per year after 5 years of employment and 160 hours per year after 10 years of employment.

Sick Leave: Employees accrue 96 hours of sick leave annually.

Holidays: The District offers 10 scheduled paid holidays plus two personal holidays per year.

Optional benefits include: Educational reimbursement, employee assistance program, commuter benefits, wellness reimbursement, cell phone allowance, flexible spending accounts, accident, critical illness, and hospital indemnity insurance, pet insurance, and legal services.

Continuing Education and Professional Growth: Tuition reimbursement for eligible employees after six months of employment.



APPLICATION & RECRUITMENT PROCESS

First review of application date is September 4, 2026

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/hr-technician/>

Resumes should reflect years and months of positions held, as well as the size of staff and budgets you have managed. For additional information, please contact:

Chelsea Freeman

510.570.3844

chelsea_freeman@ajg.com

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.



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