



Irvine Ranch
Water District



Koff & Associates
A Gallagher Company

HR ANALYST

\$108,432 - \$148,404 Annually

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 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.

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 a bachelor's degree in Human Resources Management, Organizational Development, Psychology, Public Administration, Business Administration, or a closely related field.

Experience

Two years of technical experience in the Human Resources field is required.

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.



COMPENSATION & BENEFITS

The salary range for the position is

\$108,432 - \$148,404 Annually

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 October 23, 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-analyst/>

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 visit:

<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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