

HUMAN RESOURCES AND RISK MANAGER

Contra Costa Water District

(Concord, CA)





THE COMMUNITY

The Contra Costa Water District is located in Contra Costa County, one of nine counties in the San Francisco–Oakland Bay Area. The quality of life for the community is unmatched. The climate is generally sunny and warm and does not receive the fog and moisture that San Francisco often experiences. Nearby recreation varies from fishing, boating and water skiing in the Sacramento–San Joaquin Rivers to hiking, horseback riding and camping in Mt. Diablo State Park. Recreational areas, including the wine country of Napa and Sonoma Counties, the picturesque seaside communities of Carmel and Monterey, and the Sierra Lake Tahoe mountain region, are also within driving distance.

THE DISTRICT

The Contra Costa Water District (CCWD) is known for leadership and innovation in the water industry along with a dedication to quality customer service. Located in the scenic San Francisco East Bay area, CCWD delivers safe, clean water to 550,000 people. It is one of the largest urban water districts in California and a leader in drinking water treatment technology and source water protection. The District is working to protect the quality of its source water in the Delta, continues to improve its treatment processes, strengthen its distribution system while holding down rates.

Organized in 1936, CCWD has 310 staff positions. The HR and Risk Manager oversees a staff of 7 positions which are all filled at this time. It has two bargaining units (Local 21 and Local 39). CCWD employees enjoy a professional, diverse and fast-paced work environment. There are many opportunities for training, advanced education and advancement.

THE POSITION

The Human Resources and Risk Manager reports to the Director of Finance and Human Resources. He/She plans, organizes, directs and coordinates the activities of the Human Resources and Risk division including human resources, and risk management functions; coordinates Human Resources and Risk division activities with other divisions and departments; and provides highly complex staff assistance to the Director of Finance and Human Resources. Typical responsibilities of the position include:

- *Goals and Policy* - Develop, plan and implement Division goals and objectives; recommend and administer policies and procedures; assist in the development and implementation of District administrative goals, objectives, policies and procedures.
- *Human Resources, Wellness and Risk Management* - Plan, manage, direct and organize human resources, and risk management activities including labor/employee relations, recruitment/selection, classification, pay, benefits administration, retirement system, training and development, personnel records, equal employment opportunity, employee programs and events, risk management, health and wellness, and Workers' Compensation.
- *Supervision* - Direct, oversee and participate in the development of the Human Resources and Risk division work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures; coordinate Division activities with those of other divisions, departments and outside agencies and organizations; provide staff assistance to Director of Finance and HR,

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General Manager, and Board of Directors; select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

- *Reports and Budgeting* - Prepare and present staff reports, agenda dockets, and other necessary correspondence; prepare or supervise the preparation of the Human Resources and Risk division budget; implement budget; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; employee health, liability, workers' compensation, and property insurances, and administer the approved budget.
- *Collaboration and Outreach* - Represent the Division to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as needed; build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service; and research and prepare technical and administrative reports and studies; prepare written correspondence as needed.

The position is open due to the upcoming retirement of the incumbent.

THE IDEAL CANDIDATE

The Contra Costa Water District is an action-oriented, efficient, competitive organization with an outstanding reputation of great customer service. The rewarding professional environment is made up of a collaborative employee workforce who prides themselves on providing a critical service to the community. The District's ideal candidate will be a respected professional with a strong background in human resources and excellent leadership skills. This person will possess outstanding interpersonal skills and be collaborative, transparent, intuitive, even tempered and steady-handed. He/She will have proven capabilities in delivering solutions that meet organizational needs, can develop and effectively communicate recommendations based on an exceptional business case, be strong and confident, and provide clear guidance to others while not being afraid to be flexible, strategic and a good listener.

The ideal candidate will be a strong role model, coach and mentor to employees on HR and Risk related issues and provide constructive feedback to supervisors and managers with regard to employee performance issues. He/She will be capable of quickly developing the respect and fostering positive relationships with the unions and be creative and open-minded when assessing the needs of the clients. He/She will have good judgment and not be afraid to take risks. He/She will see the big picture, identify the core issues and define avenues to get to a solution, and finally, this person will take initiative and get things done.

The immediate challenges facing the next Human Resources and Risk Manager will be:

- Continue to build trust with the unions and maintain the open and transparent relationships that currently exist.
- Address challenges related to employee benefit cost increases and position the District to respond to legislative changes.
- Further develop the talents of the Human Resources team and implement improvements that challenge current staff and add value for clients.
- Manage the District's risk management activities to minimize cost exposure and adequately protect assets.

Education, Certifications and Experience

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

Education: Equivalent to a bachelor's degree from an accredited college or university with major course work in human resources, business, or public administration or a related field.

Experience: Seven years of increasingly responsible experience in public human resources, safety and risk administration, including one year of administrative budgeting and supervisory experience.

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- Candidates must have experience working with unions. Candidates should have significant experience in human resources, labor relations, negotiations, workplace investigations and organizational training.
- Candidates from both the public and private sector will be considered.

Skills and Knowledge

The selected candidate should be able to: Organize, direct and implement a comprehensive human resources program, including safety and risk management; analyze budget and technical reports; interpret and evaluate staff reports; know and interpret laws, regulations, and codes; observe performance and evaluate staff; problem solve division related issues; remember various human resources rules and MOU provisions; and explain and interpret policy; prepare and administer a division budget; analyze problems, identify alternative solutions, project consequences of proposed action, and implement recommendations in support of goals; supervise, train and evaluate personnel; interpret and explain District and division policies and procedures and various memoranda of understanding; establish and maintain effective working relationships; and, communicate clearly and concisely, both orally and in writing.

In addition, he/she should have knowledge of the principles and practices of: Public human resources administration, including methods and techniques used in recruitment/selection, classification, pay, training, safety benefits, and retirement system; labor relations/negotiations, grievances, and arbitrations; risk management and OSHA compliance requirements; policy development and implementation; business correspondence and report writing; pertinent local, State and Federal laws, rules and regulations; budgeting procedures and techniques; and supervision, training and personnel management.

COMPENSATION

The salary for this position is within an established annual range of \$122,544 to \$148,968, and will be dependent upon the qualifications and experience of the selected candidate. In addition, the District has highly attractive benefits. For a detailed description of the District's benefits, please contact us.

HOW TO APPLY

This position is open until filled. Please apply on-line at www.allianceRC.com. Candidate review will begin on **May 18, 2012**.

For questions and inquiries, please contact:

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