



DIRECTOR OF HUMAN RESOURCES  
EASTERN MUNICIPAL WATER DISTRICT

PERRIS, CA

[www.emwd.org](http://www.emwd.org)

## THE DISTRICT

Recognized as a leader in the water industry throughout California and nationally, the Eastern Municipal Water District (EMWD) is the water, wastewater, and recycled water service provider to nearly one million customers living and working within a 558-square mile service area in western Riverside County. EMWD is governed by a five-member Board of Directors and conducts its business with the support of a highly trained workforce of approximately 620 employees. EMWD's FY 2021-22 budget is \$440 million, of which \$113 million is for capital expenditures. The District benefits from a strong governance model with alignment between the Board and staff on vision, mission and values, and strategic objectives. This collaboration has had a significant influence on EMWD's success.

More information regarding EMWD can be found on the District's website: <https://www.emwd.org>.

## THE HUMAN RESOURCES DEPARTMENT

Maintaining its reputation as an exemplary employer is one of EMWD's strategic priorities. In support of that, the Human Resources Department attracts and retains high performing employees by creating and sustaining a work culture that is safe, ethical, innovative, inclusive, diverse, and that provides ample opportunities for development and advancement.

**Safety:** Provide a safe work environment, applicable training, equipment, and other resources necessary to ensure the highest level of employee and community safety.

**Workforce Excellence:** Expand and develop programs to recruit and retain highly qualified, diverse, and productive employees.

**Ethics:** Adhere to and exemplify EMWD's Guiding principles in all aspects of the EMWD's business.

**Performance:** Promote collaboration and creativity to achieve EMWD's goals and objectives through employee engagement, encouraging and supporting self-development, and recognition of achievements.

**Engagement:** Create, promote, and foster a diverse and inclusive culture that encourages collaboration through the exchange of ideas and information.

## THE POSITION

Reporting to the Deputy General Manager of Administrative Services, the Director of Human Resources manages the Human Resources functions for the District and employees on personnel related matters. Essential job functions include:

- Developing and/or coordinating programs and policies related to recruitment, selection, position classification, compensation, employee relations, employee benefits, training, performance management, human resource information systems, and centralized employee records and databases, etc.
- Advising management on a wide range of human resources management issues and practices including complex, sensitive, and confidential organizational matters.
- Overseeing and participating in collective bargaining process; serving as part of the District's negotiating team.
- Working with and assisting legal counsel in representing the District in a variety of areas including litigation, disciplinary appeals, and conducts investigations and/or providing advice in complex disciplinary cases; preparing or directing preparation of documentation.
- Addressing employee complaints or concerns, and interpreting existing and recommended new personnel ordinances, policies, and procedures.
- Providing expert professional assistance and guidance to District management on human resource, labor relations, and other management matters.
- Ensuring effective and efficient high-quality work in the managed programs.

To review complete job description, click here ([Link](#))

## THE IDEAL CANDIDATE

**Trusted leader** with a calm demeanor who reassures staff while inspiring confidence; and identifying clear courses of action; decisive; approachable; tactful; empathetic

**Skilled communicator** who present facts and information clearly and concisely while analyzing and responding to issues and questions; produces clear and professionally written letters, reports, and memos; makes presentations to employees and the Board; coaches and trains others in these skills

**Model of integrity** who is open, honest, ethical, and genuinely committed to excellent customer service

**Results-oriented problem solver** who is responsive to organizational needs; analytical; a good listener

**Strategic thinker** who is pragmatic and forward-thinking; has the ability to understand technical issues and offer sound, objective decision-making

**Engaging collaborator** who has a positive attitude and an inviting personality; works well with a wide variety of temperaments and communicates effectively with different personality types; excels in developing interpersonal relationships; achieves consensus; guides policy decisions

## EDUCATION, EXPERIENCE, AND CERTIFICATION

Requires education equivalent to a bachelor's degree from an accredited college or university with major coursework in human resources management, business administration, public administration, or a related field AND ten (10) years of progressively responsible human resource management experience, five (5) of which should be in a management capacity. A Master's degree in human resources or public administration is desirable. Experience in a governmental setting is preferred.

Must possess valid California Class C driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.

Certification from/active involvement in SHRM, IPMA-SCP, or HRCI is desirable.

## COMPENSATION AND BENEFITS

The salary range for this position is \$158,059 - \$196,851 per year, DOQ. In recognition of the value its employees deliver to the organization, EMWD offers a generous compensation and benefits package which includes:

- Cal PERS Retirement – Classic Members: 2% at 55 benefit formula, employee pays the 7% contribution. New Members: 2% at 62 benefit formula, employee current contribution is 7.0%. EMWD does not participate in Social Security. Retiree Medical Coverage provided through CalPERS with EMWD providing the PEMHCA minimum.
- Deferred Compensation – Two programs are offered to employees: 401(a) – EMWD provides annual contributions of \$1,180 and a 457 voluntary plan where EMWD provides a match to the 401(a) equal to 4.0% of employee's annual salary or 5.0% for new hires who do not qualify under the PERS Classic tier.
- Dental Plan – Full coverage for family in the base plan at no cost with EMWD contributing up to \$1,560 annually. Employees have the option to elect an enhanced plan with the employee paying the difference through voluntary payroll deductions.
- Health Care and Child/Dependent Care Flexible Spending Account available through payroll deductions.
- Life Insurance – Equal to annual salary up to a maximum of \$250,000 at no cost. Employees may purchase up to an additional \$500,000 in life insurance with EMWD paying 50% of the premium.
- Medical Plans – Several health plans are offered, with EMWD currently contributing up \$2,009/month towards the premiums for employee and family; medical in-lieu program is available with required proof of coverage.
- Supplemental accident, cancer, and short-term disability insurance available through payroll deductions.
- Vision Plan – Full coverage for family at no cost.
- Paid Time Off (PTO) – 176 hours per year, increasing after year 5 completed.

- Holidays – 10 paid holidays and 2 floating holidays per year.
- Bereavement Leave – up to 36 hours.
- Tuition reimbursement up to \$5,250 annually.
- Employee Assistance Program – Available to employees and their families.
- Available telecommute opportunities to qualifying employees on a case-by-case basis when operationally feasible and accordance with District’s Telecommute Policy.

## HOW TO APPLY

For priority consideration, apply immediately at [www.alliancerc.com](http://www.alliancerc.com). Resume review will be ongoing and interviews will be scheduled as soon as a sufficient number of well-qualified candidates has been identified. For questions and inquiries, please contact Cindy Krebs at [ckrebs@alliancerc.com](mailto:ckrebs@alliancerc.com) or 562-901-0769 x 336.

### **ALLIANCE RESOURCE CONSULTING LLC**

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[View our Join EMWD video by clicking here](#)

*2270 Trumble Road, Perris, CA 92570 • [www.emwd.org](http://www.emwd.org)*

*EMWD is an Equal Opportunity / ADA Employer*