



Senior Human Resources Analyst  
(2 positions)

Coachella Valley Water District  
(Palm Desert, CA)

# The Community

The Coachella Valley (Valley) has nine diverse cities: Palm Springs, Cathedral City, Palm Desert, Rancho Mirage, Indian Wells, La Quinta, Desert Hot Springs, Indio, and Coachella, as well as portions of unincorporated Riverside County that have their own unique histories and personalities. The Valley is an alluring destination for both residents and tourists alike with year-round sunshine, low cost of living, and a variety of cultural activities. Lush golf courses, sensory spa treatments, excellent dining options, natural beauty, and an exciting nightlife combine to make the ultimate resort experience. The Valley is more than a destination, it has its own distinct vibe and lifestyle.

The Valley is a desert in Southern California which extends approximately 45 miles in Riverside County, southeast from the San Bernardino Mountains to the northern shore of the Salton Sea. It is approximately 15 miles wide along most of its length and is surrounded by scenic, rugged mountains. To the north is Mount San Gorgonio; on the north and the east, the Little San Bernardino Mountains; to the west, the San Jacinto Mountains; to the south, the Santa Rosa Mountains; and to the east in the distance, the Chocolate Mountains.

With more than 350 days of sunshine per year and the warmest winters in the western US, the Valley is recognized as the golf, tennis, and polo capital of the West. Recreational hiking and horseback riding are popular in the many accessible canyon and mountain areas. The Valley draws a significant numbers of leisure travelers with its variety of attractions and special events.

## The Coachella Valley Water District

Coachella Valley Water District (CVWD) is unique in that it provides several water-related services:

- ▶ Domestic water
- ▶ Wastewater Treatment
- ▶ Recycled (Nonpotable) water
- ▶ Agricultural Irrigation & Drainage (Canal Water)
- ▶ Stormwater Protection and Flood Control
- ▶ Groundwater Replenishment and imported Water
- ▶ Water Conservation

CVWD has a rich history that dates back to 1918. All drinking water comes from a vast aquifer, and CVWD imports Colorado River water via a 123-mile canal for agricultural and golf course irrigation. Groundwater replenishment occurs at three facilities. CVWD was among the original signatories to the Party of Seven Agreement of 1931, which divided California's share of Colorado River water. CVWD is a State Water Contractor with an entitlement that, when combined with that of neighboring Desert Water Agency, is the equivalent to the third largest entitlement in the state. Only one other agency in California has entitlements to Colorado River and State Water Project water.

CVWD's mission is "To meet the water related needs of the people through dedicated employees providing high quality water at reasonable cost." CVWD has offices located in the cities of Palm Desert and Coachella and has nearly 1,000 square miles within its boundaries. Most of the service area is in Riverside County, but CVWD also extends into Imperial and San Diego counties. A governing five-member Board of Directors is elected from five geographic divisions for four-year terms.

This fiscal year, CVWD has \$165.6 million budgeted for capital projects and \$300 million for operating and maintenance. Currently, CVWD has a staff of more than 560. For more information, please visit [www.cvwd.org](http://www.cvwd.org).



# The Department

The Human Resources Department is committed to providing excellent customer service to all departments and employees of CVWD. We will actively attract, retain, and develop our workforce to provide quality public service to residents of the Coachella Valley. We believe that we have a moral obligation to send all employees home healthy and injury free at the end of every day. We will promote a work environment that encourages professionalism, pride, and respect.

Human Resources provides administrative and operational human resources support to District employees, retirees, directors, and all eligible dependents by providing services in five core areas: human resources, benefits, risk management, safety, and claims.

- ▶ **Human Resources** - Develops District workforce to empower employees to provide quality services to their customers. Streamlines processes related to facilitating and managing employees, in compliance with federal and state laws, and current Memorandum of Understanding (MOU) guidelines. Administers the mandatory and voluntary health and welfare benefits for employees, retirees, Board of Directors, and their eligible dependents.
- ▶ **Risk Management** - Analyzes and evaluates the District's risk management and insurance programs. Serves as consultant to management in a wide range of risk, insurance, and claim matters. Identifies procedures to avoid or minimize negative fiscal impact to the District.
- ▶ **Claims** - Investigates, analyzes, evaluates, and resolves internal and external claims involving potential or present damages to person and/or property. Interprets state and federal law to ensure that claims are handled in accordance with the applicable law. Protects the Coachella Valley Water District from undue liability and ensures that claims are resolved efficiently and justly.
- ▶ **Safety** - Plans, implements, monitors, and evaluates the District's Injury and Illness Prevention Program. Develops proactive training programs that actively and effectively communicate to employees the District's safety policies and standards, as they pertain to California Occupational Safety and Health Administration (Cal/OSHA) compliance. Works in tandem with Risk Management to investigate and report incidents and claims according to federal and state statutes and codes.

The Human Resources Department has 12 employees.

# The Opportunity

CVWD is looking for experienced human resources professionals to join its amazing team. These are great opportunities for committed individuals in the public sector looking to grow and develop in human resources.

The Senior Human Resources Analyst provides specialized support to the District's Human Resources Programs (Employee and Labor Relations; Training and Development; Recruitment and Selection; Benefits and Compensation; Policy Compliance and Leaves Administration; Risk Management and Claims); perform and support, the most highly complex professional, technical, and analytical work, to implement the District's Human Resources programs.

In addition, the role may be assigned to one or several of the following program areas: employee & labor relations, training and development, recruitment & selection, benefits & compensation, policy compliance and leaves administration. The position is privy to highly confidential information relating to the decisions of District management affecting District and organizational issues, employer-employee relations, and handles information that is sensitive and confidential in nature.



# The Ideal Candidates

Coachella Valley Water District has widely been regarded as an outstanding, multi-faceted agency. CVWD is a sophisticated, collaborative and innovative organization with an open and fun professional environment.

The District seeks municipal human resources professionals with experience in training and development and talent management to apply for the Senior Human Resources Analyst position. The ideal candidates will be confident and comfortable collaborating across all CVWD departments. Top areas of focus include:

- ▶ **Performance Management** – Working on the needs and feedback of other departments, set and create curriculum, put together employee development tracks and work on training and development plans.
- ▶ **Recruiting Support** – Listen to the client departments on their needs, challenges and goals. Learn the operations and unique culture of each department and develop a recruiting strategy and/or pipeline for them.
- ▶ **Technology** – Assist with the implementation of Workday.

The ideal candidates to join the District will be a relationship-focused individuals who excel at collaborating with others while keeping projects and initiatives moving on a timely basis. The ideal candidates will appreciate the District's beautiful onsite work environment and have a desire for career growth and development within the District.

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## Education, Experience and Certifications

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The ideal Senior Human Resources Analyst candidates will have:

- ▶ A bachelor's degree from an accredited college or university in human resources management, business administration, public administration, industrial relations, organizational psychology, or a closely related field (a master's degree is a plus); AND  
Five (5) years of progressively professional level experience in a multi-faceted public sector human resources role within a collective bargaining unit environment.
- ▶ Experience working with unions is a plus. Also, previous experience working with construction and industrial employees would be very helpful.
- ▶ Professional HR Certification Designation, such as PHR, SPHR, SHRM-CP, and SHRM-SCP is required or must be obtained within twelve months from the date of appointment.
- ▶ Possession of a valid California Driver's License, to be maintained throughout employment.

## Compensation

The annual salary range is \$101,376 to \$139,620 and will be dependent upon the qualifications and experience of the selected candidate. In addition, benefits are provided which include: health insurance; life insurance; participation in the California Public Employees' Retirement System; holidays (8 observed per year); vacation leave (also vacation cash-in-lieu); sick leave; floating holidays, educational reimbursement; Deferred Compensation programs.

For detailed job description and the list of benefits, please contact [Alliance Resource Consulting](#).

## How to Apply

Please apply **immediately** at [www.allianceRC.com](http://www.allianceRC.com). Candidate review will begin on **Monday, May 12, 2025**. For questions and inquiries, please contact:

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