



DIRECTOR OF HUMAN RESOURCES & RISK MANAGEMENT

SOUTH COAST WATER DISTRICT

Recruitment Services Provided By


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The District

South Coast Water District (SCWD) was founded in 1932 and provides potable water, recycled water, and wastewater services to approximately 40,000 residents, 1,000 businesses, and 2 million visitors per year in South Orange County, California. SCWD's service area, divided into five divisions, includes the communities of Dana Point, South Laguna Beach, and areas of San Clemente and San Juan Capistrano. A five-member elected **Board of Directors** oversees policy-making, financial stewardship, rate-setting, capital programs, and long-term planning for the District.

Mission

We are entrusted by our community to provide water resources essential for sustaining life.

Vision

Recognized as a premier water district unsurpassed in customer service, reliability, environmental stewardship, and organizational excellence.

Core Values

- **Accountability:** We are answerable for our behavior, actions, decisions, and producing excellence in all we do.
- **Customer Service:** We will demonstrate outstanding customer service through dedication, respect, courteous communication, and timely response.
- **Integrity:** We commit to the highest standards of ethics, professionalism, and character in working with each other and the public
- **Leadership:** We inspire and guide individuals to work together to achieve our goals, attain excellence in our craft, and push the boundaries of innovation.
- **Teamwork:** We work together collaboratively - where planning, decisions, and actions are accomplished more effectively as a group than individually.

Core Strategies

- **Sustain and Improve Infrastructure:** Maintain, renew, and improve the District's infrastructure through effective asset management.
- **Organizational Excellence:** Achieve excellence in leadership, operational efficiency, people development, and delivery of our products and services.
- **Sharpen Customer Focus:** Sustain and improve external and internal customer confidence.
- **Emergency Preparedness:** Plan for emergencies and effectively execute recovery.
- **Reliability:** Significantly reduce dependency on imported water.

The Employees

The District's workforce consists of 95 full-time employees across a variety of administrative, technical, and operational disciplines that support the District's programs, services, and infrastructure.



The Opportunity

The ideal candidate for the Director of Human Resources is a seasoned, sophisticated, and public sector-proven HR professional who excels in change management and technology implementation. At a high level, this executive leadership role is responsible for overseeing all human resources functions, including recruitment, employee relations, compensation and benefits, as well as managing the organization's risk and safety programs. This includes workers' compensation, insurance programs, claims management, regulatory compliance, and fostering a strong culture of safety.

The position works closely with the Senior Executive Team to align workforce strategy with organizational goals, mitigate risk, ensure compliance, and support overall organizational effectiveness. This individual will lead a dedicated team of five, managing a comprehensive portfolio that includes HR, risk management, and safety.

Key Priorities & Challenges

- **Technology & Process Automation:** The District is currently facing manual tracking challenges with an interim Excel-based performance evaluation system. A top priority is leading the evaluation, selection, and implementation of a modern system, with **NeoGov** being a primary consideration. The ideal candidate should possess a proven track record of bringing organizations up to speed technologically.
- **Policy Review & Modernization:** The new Director will continue rolling out and refining newly established policies—such as the recent recruitment and classification policy and performance review timelines—to ensure organizational consistency, efficiency, and fairness.
- **Collaborating with the Senior Executive Team (SET):** The incoming Director must be able to confidently engage, motivate, and hold deadlines with a long-tenured and strong minded senior executive team (including the General Manager, Deputy General Manager, Director of Administrative Services, and Director of Finance).

The Ideal Candidate

SCWD places a premium on cultural fit. The ideal executive will blend strength of conviction with diplomatic finesse:

- **Sophisticated Diplomat:** Seasoned and skilled in presenting new initiatives, getting buy in and listening to feedback. Able to implement necessary organizational changes without ruffling feathers.
- **Approachable & Lighthearted:** A genuine, non-judgmental leader who creates a safe, open space for learning and professional growth.
- **Ethical & Straightforward:** A transparent communicator who is entirely free of self-centered motives and puts the best interests of the District and its staff first.
- **Balanced Leader:** Strong enough to drive deadlines and enforce discipline, yet mindful not to come across as overly aggressive or threatening.
- **Culture Champion:** Fully supportive of employee career progression and a healthy work/life balance.

Succeeding a well-respected Director who is retiring, the incoming Director must possess the finesse, emotional intelligence, and "street smarts" to modernize work practices while maintaining the supportive, compassionate, and family-oriented culture that defines SCWD.

Education, Certifications and Experience

- A bachelor's degree in Business Administration, Public Administration, Human Resources Management, Employee Relations, Industrial Psychology, or a related field is required (a master's Degree is desirable); AND

Six (6) years of increasingly responsible experience in the development and administration of human resource programs and benefits administration. Including two (2) years of program management and supervisory experience.

- Candidates must understand the nuances of public agency operations. Experience within a special district, city, or county is highly desirable.
- Proven experience successfully executing HRIS or talent management software integrations (specifically NeoGov or similar platforms) is preferred.
- Comprehensive knowledge of core HR functions, alongside a solid understanding of Risk Management and Safety programs.
- While there are currently no unions active at the District, strong foundational knowledge of labor relations and policy-making is a plus.

Compensation

The anticipated salary for this position is \$183,324.80 to \$290,144.93 and will be dependent upon the qualifications and experience of the selected candidate. In addition, benefits are provided which include:

- **Work Schedule:** Four 10-hour days, Monday through Thursday.
- **Vacation:** 120 hours per year to start, increases annually.
- **Longevity Vacation:** Awarded on 10-year anniversary date, and again every five years thereafter.
- **Sick Leave:** 96 hours per year with no cap.
- **Management Leave:** eligible for one week.
- **Holidays:** 8 fixed paid holidays plus 3 floating holidays.
- **Medical Insurance Coverage:** Choice of six plans available for employee and dependents with a minimal monthly contribution. Ranging from HMO, PPO, and CDHP along with HSA and FSA availability. Employee-only coverage is paid 100% by the District. For two-party and family coverage, the District pays 91% of the premium.
- **Dental and Vision Insurance Coverage:** Available for employees and dependents at no cost to employees.
- **Employee-funded Flexible Spending Account (FSA)**
- **District-funded Health Savings Account (HSA):** combined with CDHP.
- **Life/AD&D Insurance:** District paid benefit. 2X Annual Salary with maximum benefit of \$500,000 group term life insurance.
- **Short and Long-Term Disability Insurance:** District pays the full premium.
- **457 Deferred Compensation Plan:** District matches the maximum of \$1,600 annually.
- **Retirement:** Defined benefit plan through the California Public Employees' Retirement System (CalPERS).
 - Public Employee Pension Reform Act applied to new hires effective January 1, 2013. New employees are enrolled at the 2% @ 62 formula.
 - "Classic Members" applies to employees hired or within CalPERS prior to January 1, 2013. 2% @ 55 formula.
- **Wellness Program:** Benefit of \$300 per Fiscal Year.
- **Paid Bereavement Leave:** A maximum of five days for the employee's immediate family (including in-laws and step-parents).
- **Educational Reimbursement Program:** The revised policy reimburses educational expenses based on the annual CSU tuition fee schedule.
- **Credit Union membership is available.**



How to Apply

Please apply **on-line** by **June 22, 2026** at:

www.allianceRC.com

For questions, inquiries or candidate recommendations, please contact:

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