



VALLEJO FLOOD & WASTEWATER DISTRICT

HUMAN RESOURCES DIRECTOR





THE COMMUNITY

Vallejo Flood & Wastewater District (District) serves the City of Vallejo and unincorporated areas of Vallejo. The District serves a population of more than 120,000 and is situated near major metropolitan cities such as San Francisco and the State capital of Sacramento. The area boasts a diverse community with a wealth of history, culture, attractions, and events. Residents enjoy a multitude of outdoor and recreational activities as well as the historic downtown and waterfront, shopping, and restaurants. The District is committed to the community they serve.

THE ORGANIZATION

The District is an independent special district created by the State of California in 1952 governed by an eight-member Board of Trustees. The District's mission is to provide quality wastewater and flood control services to the Vallejo community in order to protect the public's health, safety and the environment.

The District employs approximately 88 full time employees working in Administration, Engineering, Environmental Services, Finance, Field Operations, Human Resources, Plant Operations & Maintenance, and Safety/Risk Management.

The fiscal year 2018-19 operating budget is approximately \$46.9 million, and the average annual capital budget is \$15.0 million. The District's fund structure is comprised of three enterprise activities: wastewater, storm water, and upper lateral program. The District continues to be financially stable and has the necessary resources to achieve its goals.

The District encourages a culture of collaborative intra and interdepartmental partnerships. The development of strong relationships between all levels of staff, as well as with the District's customers and community, is highly valued.

The current management team is a well-established group of professionals eager to enhance each other's performance to ensure the best possible service to the community. The Human Resources Department is looking for leadership to strengthen their service to the organization and ensure that the District continues to be an "employer of choice."

THE HUMAN RESOURCES DEPARTMENT

The HR Department assists the District Manager in the administration of District personnel, employee development, recruitment, classification, and employee relations. The Department provides timely, responsive services to departments and employees, ensures fairness and equity in personnel matters, and supports organizational efforts to be an "employer of choice." The goal of the Human Resources Department is to provide centralized and "best in class" human resources services to support the District's mission of delivering quality wastewater and flood control services to the Vallejo community. The Human Resources Department currently has two full-time positions, consisting of the Human Resources Director and a Human Resources Analyst.

THE POSITION

The Human Resources Director is an executive management position that reports to the District Manager and is responsible for leading the District's human resources functions, programs and staff. As a member of the District's senior leadership team, the Human Resources Director is a key advisor to the District Manager and department



directors on all human resources matters and has primary responsibility for ensuring that the District is resourced to effectively meet current and future workforce demands. Working collaboratively with all departments, the Director recommends and implements strategies and programs to meet and advance a variety of District-wide needs. The Director is at will during the twelve month probationary period and then becomes a “for cause” member of the District’s Management Association.

KEY PRIORITIES

- In anticipation of approximately 33% of the workforce becoming eligible for retirement in the next 3-5 years, continue to build upon the District-wide employee development and succession plan that includes the recently established skills and classification based mentoring program and develop an robust supervisor training program.
- Continue to update and finalize Human Resources documents including: all District job descriptions, the Employee Handbook and Employee/Employer Relations Order/Resolution.
- Assist the District Manager in leading the strategic planning and preparation for the MOU update in advance of the labor negotiations in 2023.

Specific Duties Include:

- Plans, organizes, performs and directs the functions of the Department in conjunction with the HR Analyst, including classification and compensation, recruitment and selection, organizational and workforce development, employment services, employee/labor relations, and risk management.
- Aligns development and implementation of human resource objectives, policies, procedures and work standards with the specific needs of the departments in support of the District’s mission and organizational goals.
- Consults with and advises the District Manager, department heads, and supervisors on specific personnel and employee relations problems; investigates employee relations issues, discrimination and other employee complaints concerns, and problems; and recommends resolutions.
- Oversees the processing of personnel transactions to ensure timely processing and implementation of additions, changes and deletions to the human resources information management system; coordinates the processing of personnel transactions with the Finance Department.
- Directs the new employee orientation program; maintains the District’s personnel files and related records; oversees the enrollment process into the employee benefit program.
- Provides leadership and direction in representing the District in matters of concern to bargaining units with regard to District employees.
- Advises, assists and investigates, where applicable,

personnel and employee relation issues, concerns, and problems, including grievances and disciplinary actions

- Manages and directs the recruitment, testing and certification program for the District; consults with staff in operating departments to determine staffing needs and develops appropriate staffing plans.
- Develops, recommends and maintains HR policies, programs and procedures; amends and interprets District rules, policies, procedures, and Memorandums of Understanding; analyzes, interprets, and applies Federal, State and local HR laws, regulations, and rules.
- Oversees the administration of the District’s leave management programs and negotiations with insurance carriers on rates and coverage; monitors industry trends and recommends strategies to the District Manager dealing with cost and quality.
- Manages, directs and conducts the District’s performance management program; trains and educates managers, supervisors, and employees in conducting performance reviews; consults with managers, supervisors and employees in developing plans for resolving performance issues.
- Manages, directs and conducts classification and compensation studies; reviews position description questionnaires; conducts or supervises desk audits; analyzes and recommends new job classifications, amendments to existing job specifications, reclassifications; conducts salary surveys using appropriate methodologies and recommends appropriate salary ranges.
- Oversees the scheduling of training workshops and assists in preparation of workshops.
- Keeps abreast of current principles and practices of effective human resources management including automation and technology, labor relations, benefits, and employee development. Explores application of new human resources technologies and recommends acquisition when appropriate.
- Prepares department’s annual budget; monitors expenditures; forecasts upcoming costs.

THE IDEAL CANDIDATE

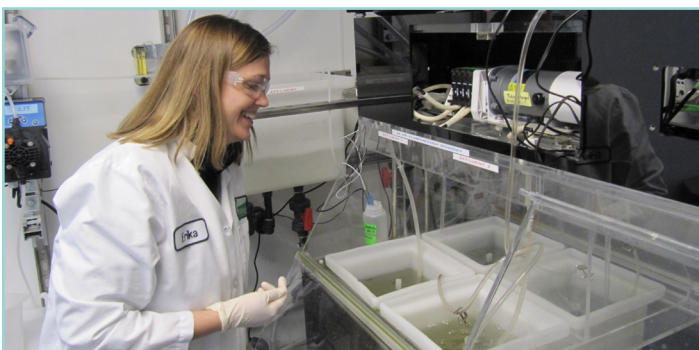
- A strong hands-on HR generalist background including experience in labor relations, performance management, investigation, recruitment, employee development, talent management, classification/compensation & legal employment practices;
- A people centric leader who mentors and develops staff at all levels to succeed and ensures professional conduct and accountability by all;
- Develops strong relationships with peers and subordinates to build and maintain constructive and collaborative teams, reasonable goals and develops a plan to achieve goals while ensuring routine activities continue productively for themselves and their staff member;

- Shares information to create consensus; works to calm situations, de-escalates issues and mediates conflict;
- A strategic (sees the big picture) business partner who creates organizational/team synergy and works with Department Heads to achieve District-wide goals and provides guidance and counseling to Department Heads in using a constructive 2-way approach in resolving employee disputes;
- An exceptional communicator with strong interpersonal skills who listens to and achieves understanding in communications with others and expresses him/herself in a clear, constructive manner;
- Maintains confidentiality, responds to issues quickly and exercises professional judgement and decision-making ability in sensitive situations in an objective and constructive manner;
- Knowledge of municipal personnel best practices, laws and regulations;
- Team player who is firm and fair, while being flexible and collaborative;
- Ability to disagree and still maintain positive working relationships;
- A proactive, forward thinker with strong problem-solving skills and a record of successfully implementing organizational culture change;
- A working Director who has a practical approach and approachable leadership style with a willingness to be visible and interact with employees at all levels.

Minimum Qualifications

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

- Graduation from an accredited college with a degree in human resources, public or business administration or a related field.
- Five years of progressively responsible human resources management experience which should include three years of direct supervision, including performance management and accountability preferably in a public agency.



- Proficiency with business office and financial accounting software applications used in human resources information systems.

Desirable Qualifications

- 5 - 7 years of experience in human resources, with 3 - 5 of those years spent in public sector service.
- 3 - 5 years of experience in supervision and managerial experience, including performance management and accountability.
- Senior Certified Professional designation through IPMA-HR, SHRM, or HRCI.
- Masters in Human Resources.

Compensation

The salary range is **\$150,705.15 - \$166,152.19** annually (includes 3.7% increase scheduled for 7-1-19). Annually, salaries are increased a minimum of 2% based on the CPI for April each year. All employees contribute 2% yearly toward an Other Post-Employment Benefits (OPEB) fund for retirement health benefits.

Benefits

The District offers a generous and competitive benefits package under the management agreement: https://www.vallejowastewater.org/Site_PDFs/Benefit_Matrix_Mgmt.pdf.

SELECTION PROCESS

The Human Resources Director recruitment is being conducted on a regional basis. All written materials received will be screened and evaluated by The Hawkins Company. The most highly qualified candidates will be invited to participate in an on-site selection process.

HOW TO APPLY

To be considered for this opportunity, please submit your resume and cover letter electronically to: dir.hr@thehawkinscompany.com. **Resumes received by August 2, 2019** will receive first consideration. The position is open until filled. Materials should reflect size and scope of management experience including staffs managed, budgets administered, programs directed, and significant human resources accomplishments. Preference is for an electronic submission. However, materials may be mailed to:



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Confidential inquiries are encouraged and should be directed to Ms. Brett Byers, 323-403-8279, brett@thehawkinscompany.com.

Vallejo Flood & Wastewater District is an equal opportunity employer. All applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, ancestry, physical or mental disability, medical condition, marital status, age, veteran status or sexual orientation.