



Helix
WATER DISTRICT

Helix Water District
Human Resources Manager

SALARY	\$137,196.80 - \$175,094.40 Annually	LOCATION	La Mesa, CA
JOB TYPE	Full time	JOB NUMBER	2023-16
DEPARTMENT	Human Resources	OPENING DATE	05/03/2023

The Position

OPEN UNTIL FILLED

Please apply for immediate consideration

HELIX WATER DISTRICT, La Mesa, CA is seeking an experienced human resources professional to join their leadership team as the **HUMAN RESOURCES MANAGER**. Reporting to the General Manager, the Human Resources Manager is responsible for managing and actively leading a talented team of three full-time staff members engaged in the day-to-day activities and programs of the human resources division. The programs focus on the entire life cycle of an employee starting with recruitment and onboarding, employee engagement, workplace culture, benefits and leave administration, and employee and labor relations.

Our Culture:

Helix has a strong, supportive culture at all levels of the organization, where our commitment is to help each other be our best. The Human Resources Manager along with the HR team play a key role in maintaining healthy and collaborative relationships with staff and embraces the district values to set the tone and commitment to the employees.

Our District Values:



Our Benefits:

- Health: Medical, dental and vision insurance with employee-only portion 100% paid
- Retirement: Enrollment in the California Public Employees Retirement System (CalPERS); Classic Members: 2.5% @ 55 and PEPRA Members: 2% at 62
- Paid Leave: Paid Time Off accrual starting at 24 days (192 hours) per year; increases to 29 days (232 hours) after 5 years of service
- Holidays: Twelve paid holidays per year, including 2 floating holidays
- Deferred Compensation: Up to \$2,500 matching on 457 plan (up to \$3,500 effective July 1, 2023)

- Educational Reimbursement: Educational reimbursement up to \$4,000 annually for qualifying coursework after one year of employment
- 9/80 Work Schedule: Optional
- Other Benefits: Supplemental accident, cancer and short-term disability insurance available through payroll deductions

Scheduled Pay Increases for Full-Time Classifications:

- July 1, 2023: 6% increase (2% salary adjustment + 4% cost-of-living adjustment)
- July 1, 2024: 2% salary adjustment + 2 - 4% cost-of-living adjustment
- July 1, 2025: 2 - 4% cost-of-living adjustment

Overview of Responsibilities

Plans, organizes, manages, integrates and monitors the work of the human resources division; implements and monitors long-term plans, goals and objectives to achieve district and division priorities; develops and monitors performance against annual division budgets; manages and directs the development, implementation and evaluation of plans, policies, systems and procedures applicable to department responsibilities. Maintains well-organized and secure human resource files consistent with the district's records retention policies.

Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the district's personnel policies and memorandums of understanding provisions.

Develops, implements and administers comprehensive human resources management programs, policies, guidelines and procedures across all district departments, consistent with state and federal requirements and sound professional principles and practices; confers with and coordinates the implementation of programs, policies and practices with district departments.

Advises district managers and supervisors on employee relations matters, including grievance and disciplinary procedures and actions; represents or supervises representation of the district in grievance and disciplinary actions; works with employee representatives to resolve problems; proposes and implements new and revised personnel policies.

Manages and directs recruitment, testing and selection activities for all district positions; directs the development and maintenance of classification and compensation plans; approves completed classification studies; directs design, development and administration of district performance appraisal practices and programs.

Manages and directs employee and management training and development, including an education reimbursement program; proposes and directs administration of district benefits programs.

Directs administration of workers' compensation benefits and employee return-to-duty procedures including the interactive meeting with employee and supervisor.

Directs and participates in the investigation and resolution of discrimination and other complaints; represents the district in dealing with state and federal compliance agencies and in hearings and litigation on employment matters; works with and assists outside labor counsel in developing and presenting the district's position for hearings and litigation.

Coordinates with district's legal counsel on more complex personnel issues and works with outside investigators when needed. This support may include providing relevant documentation as needed.

Interprets district policies, procedures and precedents for managers and employees.

Qualifications

The ideal candidate will be approachable, collaborative, and a strategic thinker who embraces and celebrates the district's core values. They will have a well-rounded background within human resources with an emphasis in employee/labor relations, collective bargaining process, and classification/compensation. Candidates must have a minimum of 10 years of progressively responsible professional human resources experience. Training and experience substantially equivalent to graduation from a four-year college with major coursework in public or business administration, human resources, psychology or a related field. A related master's degree can substitute for one year of human resources professional experience.

Certification:

The ideal candidate will be a continuous learner who possesses a human resources professional certification such as IPMA-CP, IPMA-SCP, SHRM-CP, or SHRM-SCP, or the ability to obtain within three years of hire.

Application Process

To be considered for the **Human Resources Manager**, please complete the online application and supplemental questionnaire and view a complete list of job responsibilities by visitig our career section at hwd.com/careers/. Resumes are not accepted in lieu of the online application.

Agency

Helix Water District

Address

7811 University Avenue

La Mesa, California, 91942

Phone

619-466-0585

Website

<http://www.hwd.com>

Human Resources Manager Supplemental Questionnaire

***QUESTION 1**

Instructions for completing the supplemental questionnaire: Responses to the questions below will be used to determine your eligibility to advance in the recruitment. Please do not type "see resume" or "see application." Be advised you will be "timed out" of this page after 30 minutes. Please save your work continuously. I understand the guidelines above.

- Yes
- No

***QUESTION 2**

Do you possess a bachelor's degree or higher from a four-year college or university with major coursework in public or business administration, human resources, psychology or related field? If yes, please indicate the degree. If you do not, please indicate "N/A".

***QUESTION 3**

Do you have at least 10 years of progressively responsible human resources experience?

- Yes
- No

***QUESTION 4**

Tell us briefly what you believe are the three most important attributes for a Human Resources Manager to possess to be most effective in their role?

***QUESTION 5**

As an HR professional, what is your leadership philosophy? How do you demonstrate your philosophy in your current position?

***QUESTION 6**

In detail, describe your human resources work experience in each of the following areas (indicate where this experience was obtained, your level of responsibility, and the types of issues you handled regularly): A. Employee and Labor Relations B. Classification and Compensation C. Recruitment and Selection

***QUESTION 7**

In detail, describe your human resources work experience in each of the following areas (indicate where this experience was obtained, your level of responsibility, and the types of issues you handled regularly): A. Benefits Administration B. Workers' Compensation C. Leave Administration and the Interactive Process

***QUESTION 8**

Please describe any experience you have working in a collective bargaining environment. What was your role and what has been your biggest success in that type of environment? If you do not have experience, please indicate "N/A".

***QUESTION 9**

Please describe your role and experience in effectively resolving employee relations issues. Include in your response your experience conducting investigations and the types of investigations you have handled. If you do not possess this experience, please indicate "N/A".

***QUESTION 10**

What personal strengths and skills do you have that would make you the best candidate for this position?

* Required Question