



OTAY WATER DISTRICT  
invites applications for the position of:  
**Human Resources  
Manager**

An Equal Opportunity Employer

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**SALARY:** \$139,693.55 - \$174,616.14 Annually

**OPENING DATE:** 05/17/22

**CLOSING DATE:** Continuous

**GENERAL DUTIES:**

**Ideal Candidate**

Are you a seasoned, business-oriented professional with in-depth Human Resources knowledge? Do you have the ability to work within a strategic role and be responsible for planning, coordination and successful implementation of Human Resources programs? Do you possess strong leadership skills, innovation, and excellent communication skills across all levels? If you believe you are the ideal candidate, we would like to hear from you.

The ideal candidate should also possess the following Personal Characteristics, Skills, and Experience: Strategic Thinker - Innovative - Collaborative - Professional and Highly Competent - Business, Customer and Results Oriented - Open Communicator - Committed to Employees - Ability to Consistently and Accurately Interpret Policies, Procedures and Ordinances - Possess Excellent Oral and Written Communication Skills - Flexible and Adaptable - A Team Player - Ability to Work with Diverse Groups.

***The Otay Water District is a leader in the industry and offers competitive compensation, comprehensive benefits, a balanced work/life environment.***

**About the Position and Department**

You will be a part of the Administrative Services Department, and report to the Chief of Administrative Services. The Human Resources Manager is part of a dedicated, service-oriented team where collaboration and leadership are promoted at all levels. The Human Resources Team includes two Senior HR Analysts, a Human Resources Assistant, and the assistance of Administrative staff. You will also work closely with the Safety and Security Specialist. The Administrative Services Department has a staff of 23 employees and the District has 140 employees.

**Applications will be accepted until there are a sufficient number of highly qualified applicants from which to make a selection. However, for the earliest consideration, please submit your application materials by June 12, 2022. For information on the recruitment process, please go to the Employment section of our website [www.otaywater.gov](http://www.otaywater.gov) or click [here](#).**

**EXAMPLES OF DUTIES:**

**Essential Functions:**

- Participates in and coordinates activities in the areas of collective bargaining, employee relations, contract administration, and safety and risk administration activities.
- Administers the provisions of existing employee contracts and agreements.
- Oversees and participates in the administration of the classification and compensation system. Establishes classification specifications and recommends requirements and salary ranges. Initiates and conducts wage and benefit surveys. Analyzes, evaluates, and makes recommendations on proposed job classifications.
- Establishes and administers the performance appraisal programs. Oversees and administers promotion, transfer, and separation procedures of current employees.
- Administers employee disciplinary policies and procedures. Provides assistance on disciplinary issues and actions. Administers formal grievance procedures. Participates in hearings and assists in preparing and processing responses to grievances.
- Plans, organizes, and coordinates District-wide training programs.
- Develops, recommends, interprets, administers, and applies policies and procedures. Assures compliance with State and Federal equal employment opportunity laws and regulations.
- Prepares responses to EEO charges filed against the District and conducts investigations.

- Oversees the employee benefits program including insurance enrollment and retirement plans.
- Oversees the recruitment, selection, placement, and training of all District employees and ensures compliance with District policies and guidelines.
- Develops and implements the employee orientation program and ensures appropriate job training and introduction to programs and benefits.
- Oversees the preparation and maintenance of personnel records and reports, orientation manuals, and other publications on employee working conditions and benefits. Ensures adequate security, control and maintenance of confidential records and information.
- Serves as a liaison with other District departments and outside agencies and negotiates and resolves issues.
- Conducts a variety of organizational studies, and operational studies. Recommends modifications to programs, policies, and procedures as appropriate.
- Stays abreast of new trends and innovations in the areas of human resources and labor relations.
- Maintains compliance with federal and state laws related to privacy, security, confidentiality, and protection of information resources.

**For the complete job description, go to the Employment section of our website [www.otaywater.gov](http://www.otaywater.gov) or click [here](#).**

#### **REQUIRED LICENSES AND/OR CERTIFICATIONS:**

A valid California Driver's License.

International Public Management-Certified Professional (IPMA-CP certification) or Society for Human Resources Management (SHRM) Professional in Human Resources (PHR) Certification desired.

#### **MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIREMENTS:**

##### **Experience:**

Seven (7) years of experience in human resources management, including labor relations; including two (2) years of related supervisory experience.

##### **Education:**

Bachelor's degree in Human Resources Management, Labor Relations, Business Administration, Public Administration or a closely related field.

**This position will be subject to random drug testing during employment.**

**This position is exempt from overtime.**

**Otay Water District is a Smoking, Tobacco and Nicotine Free Campus.**

**All Otay Water District employees are at-will pursuant to California Water Code, Section 71362.**

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APPLICATIONS MUST BE FILED ONLINE AT:  
<https://www.otaywater.gov>

HUMAN RESOURCES MANAGER  
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OUR OFFICE IS LOCATED AT:  
2554 Sweetwater Springs Boulevard  
Spring Valley, CA 91978  
619-670-2222  
[hr@otaywater.gov](mailto:hr@otaywater.gov)

The provisions of this notice do not constitute an expressed or implied contract. Any provision in this notice may be modified or revoked without notice. Persons selected for employment will be required to take, and pass, a pre-employment physical, drug screen and background check, including fingerprinting. They will also be required to present documents establishing qualifications, personal identity and the legal right to work in the United States. Some positions may be subject to random drug testing during employment. All Otay Water District employees are at-will pursuant to California Water Code, Section 71362.

The District makes reasonable accommodations for the disabled. If candidates require special arrangements to participate in the interview process, they should state their needs when invited to participate in an oral panel interview.

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#### **Human Resources Manager Supplemental Questionnaire**

- \* 1. Please identify your highest level of college education COMPLETED. If you do not have a Bachelor's Degree or higher, please do not apply as you do not qualify.

- None
  - Coursework in Human Resources Management, Labor Relations, Business or Public Administration.
  - Bachelor's Degree in Human Resources Management, Labor Relations, Business or Public Administration.
  - Bachelor's and Master's Degree in Human Resources Management, Labor Relations, Business or Public Administration.
  - Bachelor's and/or Master's Degree in a related or other field.
- \* 2. If your degree(s) are in a related field, please identify the degree and how it relates. If not applicable, please indicate N/A.
- \* 3. Do you have a valid (unexpired) IPMA-SCP certification?
- Yes
  - No
- \* 4. Do you have a valid (unexpired) PHR or SPHR?
- SPHR
  - PHR
  - No
- \* 5. Which best describes your years of experience of human resources management experience?
- I do not have any experience.
  - I have 1-3 years of experience.
  - I have 4-6 years of experience.
  - I have 7-9 years of experience.
  - I have 10 or more years of experience.
- \* 6. Briefly describe your experience in human resources management. Please do not indicate "See Application/Resume".
- \* 7. Please describe your experience SUPERVISING/MANAGING professional and technical staff including the number and types of employees supervised. If you do not have experience, please indicate N/A. Please do not indicate "See Application/Resume."
- \* 8. Please describe any experience you have working in a collective bargaining environment. What has been your role and what has been your biggest success in that type of environment? If you do not have experience, please indicate "N/A". Please do not say "See Application/Resume".
- \* 9. Please describe your experience in classification and compensation. If you do not have this experience, please indicate "N/A". Please do not say "See Application/Resume".
- \* 10. Please describe your experience in employee learning and development. If you do not have this experience, please indicate "N/A". Please do not indicate "See Application/Resume".
- \* 11. Why do you believe you should be invited to the interview for the Human Resources Manager position?
- \* Required Question