SR. HUMAN RESOURCES ANALYST

COACHELLA VALLEY WATER DISTRICT

(PALM DESERT, CA)

Recruitment Services Provided By

ALLIANCE
RESOURCE CONSULTING LLC

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.

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'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.

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 seeking a human resources professional with strong recruitment and generalist experience to join its exceptional team. This is a great opportunity for a committed individual who is interested in continuing to grow and develop within the human resources field.

The Sr. Human Resources Analyst provides specialized support to the District's Human Resources programs and performs highly complex professional, technical, and analytical work in support of the development and implementation of District-wide human resources initiatives.

The ideal candidate will bring experience in several areas of human resources, including talent management, recruitment, benefits administration, and absence management. Experience working with Workday is highly preferred.

The Sr. Human Resources Analyst will have the opportunity to help develop and implement new recruiting, retention, and broader workforce initiatives throughout the District. The position works with highly confidential and sensitive information related to District management decisions, organizational matters, and employer-employee relations. As such, the successful candidate will demonstrate sound judgment, discretion, professionalism, and the ability to build effective working relationships across the organization.

The Ideal Candidate

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 ideal candidate will be confident and comfortable collaborating across all CVWD departments. Top areas of focus will include developing strategic recruitment plans. This person will work on the needs and feedback of other departments, and set and create recruitment and retention programs.

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

Education, Experience and Certifications

The ideal Sr. Human Resources Analyst candidate 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 $105,036 to $144,636 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:

https://www.alliancerc.com/

For questions and inquiries, please contact:

Sherrill Uyeda
suyeda@alliancerc.com
(562) 901-0769 x 331

Syldy Tom
stom@alliancerc.com
(562) 901-0769 x 334

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