

MOULTON NIGUEL WATER DISTRICT

(LAGUNA NIGUEL, CA)

Human Resources Manager




ALLIANCE
RESOURCE CONSULTING LLC

THE POWER OF PARTNERSHIP

MOULTON NIGUEL WATER DISTRICT (LAGUNA NIGUEL, CA)

The District

Established in 1960, Moulton Niguel Water District provides water and sewer services to a population of more than 160,000 people in southern Orange County. The District is a California Water District serving the communities of Aliso Viejo, Laguna Niguel, and portions of Dana Point, Laguna Niguel and Mission Viejo. District Headquarters are in the City of Laguna Niguel, which is located halfway between Los Angeles and San Diego and halfway between Newport Beach and San Clemente, the heartland of Orange County's Gold Coast. Just a few miles from the ocean, this beautiful residential community abounds with a variety of shops, businesses, and recreational areas.

By dedicating itself to two core services, water and wastewater, the District has become truly expert and efficient at them. District customers enjoy the lowest rates in South Orange County, excellent and responsive customer service and local representation through their elected Board of Directors.

The District's vision is "Leading the way, working together, providing excellence in service." Its values are:

- Leadership;
- Teamwork;
- Professionalism;
- Integrity; and
- Innovation.

Its mission statement is. "MNWD is a community-oriented agency dedicated to serving its customers and the environment with reliable, economical, high quality water and sewer service."

The District's goals are to:

- Provide a high level of customer value and satisfaction.
- Attract, develop and retain a progressive and skillful workforce.
- Promote a safe work environment.
- Utilize resources wisely.

Human Resource

The Board of Directors consists of seven members who are elected by divisions. The District has a current operating budget of \$44 million and 100 employees.

Current Projects in Process

- Working with consultant to ensure compliance for all District job classifications.
- Creating and implementing new employee wellness program.
- Negotiating a MOU for a recently formed employees' association.
- Implementing new personnel and salary policies as directed and approved by the Board.
- Revising and presenting succession plan to the Board.
- Fostering a better and more consistent environment with regard to human resources guidelines, benefits analysis and internal communication.
- Staying on top of human resources trends, focusing on the long term cost-effective vision and getting projects to move forward.

The Position

The Human Resources Manager is a professional management position that provides overall direction and coordination, implementation, and evaluation for Human Resources functions, including all policies and employee records, for the District.

Under the direction of the Assistant General Manager, the Human Resources Manager originates and implements practices and objectives that provide an employee-oriented, high performance culture that emphasizes empowerment and accountability, quality, productivity and standards, goal attainment, and high employee morale to produce a superior workforce. The Human Resources Manager also provides overall direction and coordination, implementation, and evaluation for the Human Resources function, including all policies and employee records.



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Typical duties and responsibilities of the position include:

- Establishes organization design, staffing levels and resource needs of department in relation to human resources and employee development requirements; implements and monitors long-term plans, goals and objectives focused on achieving the District's mission and priorities; develops, implements and evaluates plans, policies, systems and procedures designed to achieve the departmental objectives and maintain work standards.
- Directs the selection, training, development, evaluation, compensation and disciplining of departmental staff pursuant to District policies, guidelines and agreements and advises other departmental representative in similar matters.
- Develops, prepares and administers the department budget; authorizes and monitors expenditures.
- Oversees the District's employment function including recruitment, testing, certification, screening, and extension of employment offers.
- Oversees the negotiation process with the employee organization; provides assistance in the preparation of the Memorandums of Understanding.
- Consults with departmental representatives concerning grievances, labor relations and confidential employee relations actions. Consults with legal counsel as necessary.
- Directs the District's classification, compensation and performance evaluation programs and coordinates payroll activities; recommends classification and/or salary allocations for new or existing positions.
- Manages and evaluates the District's employee benefit programs, including retirement and deferred compensation plans.
- Develops and administers personnel rules and related administrative guidelines.
- Assesses the District's training needs on a continuing basis and coordinates internal and external employee, supervisory and management training programs related to employee and management needs and human resources issues.

- Analyzes and interprets human resources laws, regulations and legislation, and assures that the District complies with equal opportunity employment statutes.
- Participates on a variety of interdepartmental committees and task forces; attends and participates in professional group meetings to stay abreast of new trends and innovations in the field of human resources.

This is a newly created position. This position will serve as a member of the District's Management Team.

The Candidate

Education, Certifications and Experience

- Requires a bachelor's degree from an accredited college or university with major course work in human resources management, organizational development, personnel management/employee relations, business administration, or a related field (master's degree preferred); **and**
A minimum of five to eight years experience in an administrative or supervisory capacity. Experience working in a state/local government agency or special district environment is preferred.
- Senior Professional Human Resources (SPHR) or Professional Human Resources (PHR) certification (or in progress) from the Society of Human Resources Management is preferred.
- Strong management, communications and interpersonal skills are required as well as the ability to solve problems.
- Must maintain a valid California driver's license and a safe driving record. The selected candidate must be insurable with the District's insurance carrier.

Areas of Expertise

The selected candidate should have expertise and knowledge in:

- Employee relations, including corrective actions, grievance procedures, legal and regulatory compliance, and documentation for terminations, layoffs, and all

employee-related confidential records consults with legal counsel, as appropriate;

- Performance management and improvement systems;
- Policy development and documentation – communicates changes to policies and procedures to employees through written communications and training sessions to staff, supervisory personnel, and management;
- Maintain a human resources recordkeeping and filing system that meets District HR information needs and requirements, complying with federal and state laws and regulations;
- Employee safety, welfare, wellness, and health;
- Employee services and counseling;
- Recruiting and staffing;
- Organizational development;
- Compensation and benefit administration; and
- Employee orientation and training.

Management Style and Personal Traits

The ideal candidate will have excellent written and verbal communication skills and be very comfortable presenting to and working with the Board of Directors. He/She will be a strategic, visionary and long-term planner. This person will be someone who sees both sides of the picture, and is able to work well with staff, peers and the Board.

The selected candidate will be easy going, trustworthy, committed and outgoing, while not being overbearing. He/She will have high energy and be able to think on his/her feet.

Compensation

The salary for this position is DOQ within an established annual range and will be dependent upon the qualifications and experience of the selected candidate.



Moulton Niguel offers a comprehensive benefits package including: Medical/dental/ vision/life insurance, a matching two percent deferred compensation contribution, vacation/sick leave, disability insurance, 11 holidays, including 2 floating holidays. Retirement is covered by the California Public Employees' Retirement System (CalPERS) with a 2% at 55 formula. The District pays both the employer and employee portions.

How to Apply

Please apply **on-line** by **Friday, May 9, 2008** at www.allianceresourceconsulting.com.

For questions and inquiries, please contact:

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