



**WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA**  
is seeking qualified candidates for the following career opportunity:

## **MANAGER OF ADMINISTRATION AND HUMAN RESOURCES**

**SALARY RANGE 24: \$118,109 - \$157,976 ANNUALLY (Depending on Qualifications)**

**DEADLINE: OPEN UNTIL FILLED FIRST REVIEW OF APPLICATIONS: FRIDAY, SEPTEMBER 27, 2019**

Under the general direction of the Assistant General Manager/Chief Administrative Officer, the Manager of Administration and Human Resources shall plan, organize, direct, and review the administrative activities and operations of the District including Board of Directors activities and meetings, human resources functions, data analytics, and office support services; provide highly responsible and complex staff assistance to the General Manager, Assistant General Managers and the Board; and perform related work as assigned to ensure effective and efficient delivery of District services.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

This list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed.

- Assumes full management responsibility for all Administrative and Human Resources programs, projects, services, and activities.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the function; establishes, within District policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the annual Department budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Selects, trains, motivates, and directs Department personnel; evaluates and reviews work for conformance with standards, including program and project priorities; responds to staff questions and concerns and conducts performance evaluations; works with employees on performance issues; implements discipline and termination procedures as necessary.
- Develops, plans, and schedules for long-term human resources and/or data analytic and information technology programs; organizes available resources for the efficient operation of the department; compiles estimates, contract provisions, and specifications.
- Manages all activities related to the District's administrative support team, including the maintenance of information contained in logs, written communications, databases, spreadsheets, and other District applications,
- Oversees the support team's interaction with members of the Board to ensure timely submission of agendas, minutes, and notifications to comply with Brown Act requirements.
- Administers, maintains, and develops District policies and administrative regulations pertaining to human resources; provides assistance to management, supervisors, and staff in the interpretation of human resources policies and procedures; ensures compliance with Federal and State laws and District policies related to personnel management and employer/employee relations; provides leadership in representing the District in employee disciplinary actions, grievance resolutions, hearings and representation before various Federal and State agencies; communicates and consults with legal counsel on employee litigation.
- Administers the District's employee benefits program including employee health and wellness programs, workers' compensation, risk management, and retirement programs.
- Oversees the response to Public Information Requests based on appropriateness and availability of the data.
- Monitors changes in laws, regulations, and technology that may affect District operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned.
- Performs other duties as assigned.



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### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of budget development and administration.
- Principles and practices of contract administration, monitoring, and legal requirements.
- Principles, practices, and techniques of human resources in a public agency setting, including recruitment, selection, equal employment opportunity, and employee orientation; job analysis and classification; compensation and benefit analysis and administration; risk management, workers' compensation, and occupational safety; California PERS and PARS rules and requirements; and employee and labor relations, including the interpretation of laws, regulations, policies, and procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Methods and techniques for the development of presentations, requests for proposals, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

### **MINIMUM QUALIFICATIONS TO APPLY:**

Any combination of education and experience that provided the knowledge, skills, and abilities required for this position. A typical way of obtaining the required qualifications is to possess the equivalent of: Equivalent to a Bachelor's degree from an accredited college or university with major coursework in public administration, business administration, finance/economics, or a closely related field; Master's degree preferred but not required. And, at least five (5) years of professional-level experience working in a complex governmental organization with elected officials and managing challenging projects and programs. Experience should include overseeing detailed administrative tasks and working on human resource related issues, and at least two (2) years of staff oversight or supervisory responsibilities.

**LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS:** Current valid California Driver's License and insurance required.

**APPLICATION AND SELECTION PROCESS:** The first review of applications will be September 27, 2019. To be considered for this opportunity please submit a (1) District application, (2) cover letter highlighting your applicable experience and (3) resume to Ted Johnson, Assistant General Manager/CAO, [tjohnson@wrd.org](mailto:tjohnson@wrd.org) by the first review date. The District is an Equal Opportunity Employer.