



Inland Empire Utilities Agency
A MUNICIPAL WATER DISTRICT

invites your interest in the position of

MANAGER OF HUMAN RESOURCES



OUTSTANDING OPPORTUNITY

The Inland Empire Utilities Agency (IEUA/Agency) is seeking a solution-oriented, innovative, and influential professional to serve as its next Manager of Human Resources. This ideal candidate will also have strong people and interpersonal skills. This position reports directly to the General Manager and will contribute across the organization on a variety of key initiatives to support the mission of the Agency. The Manager of Human Resources serves as a strategic partner and cultural steward in safeguarding the overall organizational health of the Agency through effective administration, management of the human resources functions, and promoting the values and beliefs of the organization. Experience working for a California public agency (special district, city, county or educational institution) is highly regarded.

ORGANIZATIONAL OVERVIEW

Located in the southwest corner of San Bernardino County and serving approximately 875,000 residents in a 242-square mile service area, the Agency focuses on supplying imported water; collecting, treating and recycling wastewater; and, providing other utility-related services to the communities it serves. The Agency strives to provide these services in a regionally planned, managed and cost-effective manner. IEUA has 290 authorized full time equivalent (FTE) staff positions with the ultimate end goal of ensuring water quality, reliability and protecting public health in an environmentally sensitive and cost-effective manner.

Over the years, the Agency has expanded its mission from a supplemental water supplier to include regional wastewater treatment with domestic and industrial disposal systems, and energy production facilities. In addition, the Agency has become a major provider of recycled water, a supplier of biosolids/compost materials, as well as continuing its leading role in water quality management and environmental protection in the Inland Empire.

GOVERNING STRUCTURE / LEADERSHIP

IEUA is governed by a five-member Board of Directors, elected by Division, to four-year overlapping terms to represent IEUA's service area's residents. The newly selected General Manager, Mr. Shivaji Deshmukh recently joined the organization in April 2019 with an unprecedented five-year employment contract supported by well-defined Board directives. The collective goal of both the Board and the General Manager is to continue to deliver top quality services to the public and at the same time, enhance the organizational health through a valued and supported workforce.

THE POSITION

This is an at-will position. In recognition of the importance of this position, the position of Manager of Human Resources reports directly to the GM.

The Manager of Human Resources also has responsibilities as the administrative head of the Human Resources Department. Working closely with the Agency's top leadership, the Manager of Human Resources will oversee a talented team of 5 staff in the following positions: (Deputy Manager of Human Resources, Human Resources Officer, Human Resources Analyst II, Human Resources Analyst I and Human Resources Technician).

This position has significant involvement and oversight of employee and labor relations, including labor negotiations. The Agency also works with outside legal counsel on negotiations and the new Manager of Human Resources will continue to be directly involved in this important aspect. The organization has five bargaining units and all contracts were recently negotiated in 2018 for a period of three years.

Other oversight and responsibilities include recruitment and selection, classification and compensation, benefits, training and development, performance evaluation, and related programs and services. This position also proactively resolves personnel-related issues with management and employees; provides professional assistance and guidance to the Agency's Board, managers, and supervisors on complex human resource and employee relation policy and procedural issues. Additionally, the Manager of Human Resources, in close collaboration with labor counsel, leads disciplinary and investigation activities.

This position will also be involved in key initiatives, including succession planning (as 30% of workforce is eligible to retire over the next 5 years), operating department restructuring/alignment, streamlining departmental processes, optimizing use of business system, Agency-wide organizational health and culture including revitalizing the employee recognition program, and promoting equity, consistency, and accountability.

IEUA's vision is to become a world class leader in water management and environmental stewardship, including water quality, water-use efficiency, recycled water, and renewable energy, in order to enhance and preserve the quality of life throughout the region.



THE IDEAL CANDIDATE

The Agency is seeking a Manager of Human Resources with outstanding leadership skills and exceptionally strong people skills. This top caliber person will be a person of high integrity with a focus on fairness, inclusion, and equitable and consistent delivery of all rules and regulations dealing with the IEUA's most important asset – the men and women who make up its dynamic workforce.

The Manager of Human Resources will embrace a philosophy that pro-actively reaches out to management and employees in a consultative fashion and truly believes in the benefit of working for and promoting a healthy public organization to the fullest. A sense of humor, positive “can do” attitude, and dose of humility will ultimately lead to long-term success at IEUA. Additionally, the ideal candidate will be an aspiring leader with a strong commitment to public service and best practices.

The top candidate will have a proven record of accomplishments in change management, building capacity, and strategic alignment of human resource services to the organization's needs. Candidates for serious consideration will need to be confident and collaborative; able to combine thoughtful leadership with an understanding of the impact human resources related decisions have on overall operational effectiveness and the culture of the organization.

Additionally, the ideal candidate will also be a strategic thinker with the ability to understand technical issues and offer objective insight to the General Manager, executive leadership, and management on a variety of issues including organizational re-alignment for optimal operational effectiveness, training and professional development of staff, and work closely with employees to ensure they understand their role in advancing the mission and vision of the Agency.

Top candidates will be well-balanced in skills and will have a comprehensive knowledge of the professional practices and principles of human resources administration, including many of the following areas: collective bargaining, grievance, investigations, arbitration and labor contract negotiations practices, employee relations, organizational training and development, recruitment and selection, succession planning, benefits, anti-discrimination, and employment laws and regulations.

Additionally, the ideal candidate will have a career history that supports the ability to:

- * Excel in developing interpersonal relationships including being an excellent communicator, facilitator, and collaborator; achieve consensus and guide policy decisions;
- * Be seen as innovative and creative with an entrepreneurial approach to personnel management and service delivery;
- * Offer IEUA a high level of integrity, honesty, and transparency; be known as a professional recognized for his/her efforts and sought out by others throughout the organization;
- * Display an engaging personal style and be a good listener with a results-oriented approach to problem-solving; and
- * Coach, inspire, and mentor staff and Agency-wide employees to reach and achieve goals, setting an example of the highest level of professionalism.



Qualification Guidelines

Education: Graduation from an accredited four-year college or university with a major in human resources, business administration, or a closely related field, **and**

Experience: At least ten (10) years of progressively responsible experience in human resource management including labor management relations, at least five of which were in a supervisory or program management capacity; or an equivalent combination of education, training, and experience. Importantly, experience in a public agency is highly regarded and strongly desired by the General Manager.

Certifications: Society for Human Resource Management (SHRM) Professional in Human Resources (PHR) certification, International Public Management Association for Human Resources Senior Certified Professional (IPMA-SCP), or similar professional certification is strongly desired.

COMPENSATION & BENEFITS

The salary range (as of July 1, 2019) for this position is \$140,670 to \$171,393 (+3% approved COLA increase as of July 2020) with placement based upon qualifications and experience. Additional compensation up to \$1,000 annually will be added for related professional certifications as detailed in this recruitment announcement. A vehicle allowance of \$250 per month is also offered as well as participation in an optional 457 Plan (match of up to \$650 annually) and 401(a) Deferred Compensation Plan. An additional benefit includes an organization-wide 4/10 workweek (Monday through Thursday).

Other generous benefits provided include: Vacation, holidays, and sick leave; contribution towards the cost of CalPERS offered health insurance for employee and eligible dependents with a cash incentive payment for eligible employees who waive their medical benefits (valued at approximately \$800/monthly); dental and vision insurance; life and accidental death & dismemberment insurance; flexible spending account plan (Section 125 Cafeteria Program); and short- and long-term disability insurance; employee assistance program; educational reimbursement program; wellness program (annual maximum of \$500); computer loan program; and reimbursement for professional memberships (annual maximum of \$500).

Retirement Plan: Retirement is offered through both the California Public Employee's Retirement System (CalPERS) and Social Security. CalPERS "classic" members or current members of another California retirement system, as defined by PEPPRA, will be enrolled in the 2% at 55 benefit formula with three year average final compensation, and the employee will pay the full 7% toward the employee contribution; "new" members will be enrolled in the 2% at 62 benefit formula with three year final compensation, and will pay at least 50% of the normal cost currently 6.25%.

HOW TO APPLY

This is a confidential recruitment and candidates should be aware that references **will not** be contacted until mutual interest has been established. Apply by **Monday, June 17, 2019**. Electronic submittals to Ralph Andersen & Associates at: apply@ralphandersen.com, and should include a compelling cover letter and comprehensive resume.

Ralph Andersen & Associates will conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile. On-site interviews with the General Manager and key executive leadership will constitute the final selection process. Every effort will be made to accommodate scheduling with vacation schedules. Ideally, the selected candidate will join the Agency in July/August 2019 or at a mutually agreeable date.

Confidential inquiries welcomed at (916) 630-4900 to Ms. Heather Renschler.

Inland Empire Utilities Agency is an Equal Opportunity/ADA Employer

Additional information about the Inland Empire Utilities Agency can be found on the Agency's website at www.ieua.org.