



SOLANO IRRIGATION DISTRICT

invites your interest in the position of

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DIRECTOR OF HUMAN RESOURCES

Recruitment Services Provided by Ralph Andersen & Associates

OUTSTANDING CAREER OPPORTUNITY

The Solano Irrigation District (SID) is conducting a statewide search for an experienced human resources or administrative services professional who works effectively in a team environment. This is a rewarding opportunity for a self-directed individual who has broad knowledge in the human resources field and can build upon the successes of the current programs. Reporting directly to the General Manager, the Director of Human Resources will be a leader that will engage quickly, thoughtfully, and effectively with the District's personnel and management team. Ideally the top candidate will be a well-rounded human resources or administrative services professional who will also be comfortable with enhancing the District's training program and enhancing the Human Resources function. This position supervises a Safety and Training Officer and Risk Manager and a Personnel Technician.



STRATEGICALLY LOCATED

The Solano Irrigation District is conveniently located off the 1-80 corridor in the City of Vacaville. Bordered by Napa, Yolo, Sacramento, and Contra Costa Counties, Solano County is one of northern California's fastest growing areas, as more people depart the Bay Area seeking more of a hometown atmosphere and affordable housing. With direct access to the Sierra Nevada Mountains, the San Francisco Bay, and the Sacramento and San Joaquin Rivers Delta, SID is ideally located with a secure and reliable water supply. Agriculture continues to be a significant factor in the region's economy, with approximately 70 different commodities being produced, including fruits, nuts, vegetables, grains, seed, nursery stock and livestock. Also, housing in the area is varied and reasonably priced. Locations in the immediate region are the choice for many individuals that are seeking home values that are considered by many to be the best in the Bay Area.



THE ORGANIZATION

Established in 1948, the Solano Irrigation District (SID) provides irrigation water for over 80,000 acres of irrigable land and supplies water for a residential population of more than 300,000, including the cities of Vacaville, Fairfield, and Vallejo. SID also treats and delivers drinking water to the city of Suisun City via a Joint Powers Agency and its own direct drinking-water customers. SID is the largest special district in Solano County and was formed under the Water Code of the State of California as an irrigation district. Members of the Board of Directors are elected by voters at-large throughout the District to four-year overlapping terms.

The Board of Directors sets all policy for the District, approves the annual budget, and appoints the Secretary/Manager (General Manager), who serves at the pleasure of the Board. The General Manager is responsible for the day-to-day operations of the District with 90 employees. These employees provide an array of technical and support functions for the District and its customers. Except for management level positions, all employees are represented by an employee association or union.

SID built a hydroelectric power plant at the base of Monticello Dam in 1980 and is the sole owner. This was the first hydro-project owned by a local agency at the base of a federal dam in the United States. PG&E has agreed to buy all the energy produced and pays all the expenses to operate the plant. This long-term lease agreement will expire in 2034.

This is a financially stable and well managed district that provides cost-efficient service while maintaining stable utility rates. Total operating budgets (excluding capital projects) is approximately \$17.8 million annually. The District receives revenues from multiple funding sources and is not part of the State Water Project.

SID performs a variety of water resource-related functions, the combination of which is not typical of most irrigation districts in California. For example, SID has partners in its water service under a “joint powers” arrangement to treat and supply water to customers in the City of Suisun City. In this capacity, SID operates and maintains both conventional and membrane treatment facilities, groundwater wells and distribution systems. SID also has a diverse group of domestic water customers, some of whom are direct customers who live in the unincorporated areas of the County.

POSITION OVERVIEW

The Director of Human Resources is an at-will position reporting directly to the General Manager. This reporting relationship establishes the value that the General Manager and organization places on people and the importance of this position to the workforce in the District. This position plans, organizes, and performs all the functions of the Department. Also, this career opportunity is the result of a retirement of a long-tenured employee. Periodic outside counsel is used, as needed; including more specific services related to the labor negotiations.

Applicants should be aware that the District is considered “essential” and as a result, this position will have typical reporting responsibilities (Monday through Friday) as the District continues to return to more normal operations.



The Director of Human Resources has the oversight and management of the following key areas:

- Recruitment and Selection
- Classification and Compensation
- Employee Relations
- Labor Negotiations (District uses an outside consultant for negotiations)
- Performance Evaluation System
- Training and Professional Development
- Benefits Administration

POSITION OVERVIEW *CONTINUED*

Key Priorities

Training: The District wishes to enhance its training program to meet the needs of today's workforce and customers. The Director will be tasked with leading a training effort for new Superintendents and Supervisors. Also, for leaders and managers but focused on staff members moving up from a line-staff position into a leadership/management position.

Succession Planning: Due to the demographics in the workforce, the Director of Human Resources will continue to enhance recruiting efforts to minimize the timeframe of vacancies and to make suggestions concerning ways to meet the District's human resource needs including succession planning.

Technological Enhancements: Explore application of new human resources technologies and tools to update and improve efficiency in human resources processes and administration.

POSITION OVERVIEW *CONTINUED*

Specific Duties Include:

- Consult with and advise the District Manager, department heads, and supervisors on specific personnel and employee relations problems; investigate employee relations issues, discrimination, and other employee complaints, concerns, and problems; and recommend resolutions.
- Oversee the processing of personnel transactions to ensure timely processing and implementation of additions, changes, and deletions for all human resources related information; coordinate the processing of personnel transactions with the Finance Department.
- Conduct onboarding of all new employees; maintain the District's personnel files and related records; oversee the enrollment process in all employee benefit programs and conduct open enrollment for employees and retirees.
- Provide leadership and direction as a member of the negotiation team in representing the District in matters of concern to the three (3) bargaining units regarding District employees. The current contracts will expire in 2023. The role of the Chief Negotiator is handled by an outside firm with high-level support by the Director of Human Resources.
- Advise, assist, and investigate personnel and employee relation issues, concerns, and problems, including grievances and disciplinary actions.
- Manage and direct the recruitment process; consult with the departments to determine staffing needs.
- Develop, recommend, and maintain HR policies, programs, and procedures; amend and interpret District personnel policies, procedures, and Memorandums of Understanding; analyze, interpret, and apply Federal, State, and local HR laws, regulations, and rules.
- Oversee the administration of the District's leave management programs and coordination with disability insurance.

POSITION OVERVIEW *CONTINUED*

- Consult with insurance broker on the insurance carriers' rates and coverage.
- Manage, direct, and conduct the District's performance management program; train and educate managers, supervisors, and employees in conducting performance reviews; consult with manager, supervisors, and employees in developing plans for resolving performance issues.
- Manage, direct, and conduct classification and compensation studies; review position description questionnaires; assist departments with new job classifications, amendments to existing job specifications, reclassifications; conduct salary surveys using appropriate methodologies and recommends appropriate salary ranges.
- Incorporate best practices for an effective and responsive human resources system with a focus on enhanced and timely customer service.

THE IDEAL CANDIDATE

The ideal candidate for this position will have a HR generalist background including experience in a number of these key areas: benefits, performance management, investigation, recruitment, employee development, training, classification/compensation, labor relations, and legal employment practices. This individual will be part of an engaged management team, dedicated to the core mission of the District, and be able to establish and maintain effective working relationships across the full spectrum of SID including, most importantly, SID's employees.

Other professional qualities and personal attributes desired include:

- A HR Director who has a practical approach and approachable leadership style with a willingness to be visible and interact with employees at all levels;



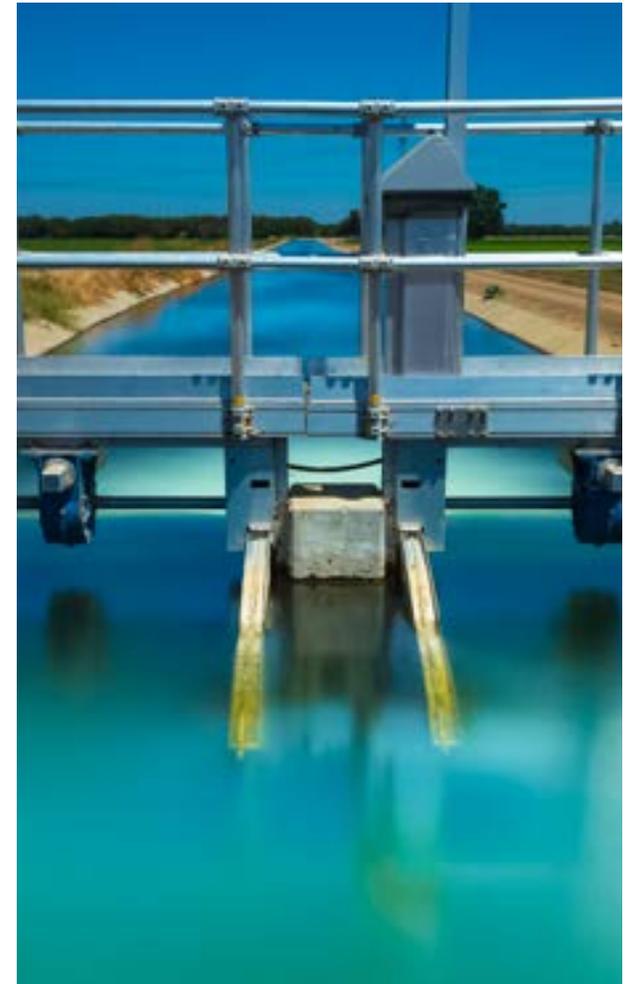
THE IDEAL CANDIDATE *CONTINUED*

- Provide collaboration, support, training, programs, services, and resources to managers and supervisors, helping them to continuously improve their skills working with employees and helping to address issues arising during difficult and challenging times;
- A proactive, forward thinker with strong problem-solving skills and a record of successfully implementing organizational culture change.
- Share information to create consensus; work to calm situations, de-escalate issues, and mediate conflict;
- Be known as an exceptional communicator with strong interpersonal skills who listens to and achieves understanding in communications with others and expresses him/herself in a clear, constructive manner;
- Ability to maintain confidentiality, respond to issues quickly, and exercise professional judgment and decision-making ability in sensitive situations in an objective and constructive manner;
- Knowledge and understanding of personnel best practices, laws, and regulations;
- Team player who is firm and fair, while being flexible and collaborative; and
- Ability to disagree and still maintain positive working relationships.



QUALIFYING EDUCATION AND EXPERIENCE

Typical qualifying entrance background would be three (3) years of progressively responsible human resources management experience performing responsible human resources functions preferably in a public agency, and graduation from an accredited college with a baccalaureate degree in business administration, public administration, or a closely related field. Additional experience in safety, training, and risk management highly desirable.



COMPENSATION AND BENEFITS

The annual salary for this at-will position is up to \$146,868 and will be dependent on qualifications and career accomplishments. Employment may include moving and relocation assistance. Ralph Andersen & Associates is available to respond to specific questions regarding employment compensation or benefits. Important to note, the District ***does not*** participate in Social Security except for the mandated Medicare portion.

Retirement (Classic CalPERS Members): 2% @ 60 formula (the District pays the Employer share). Benefits include the following provisions: final compensation is the monthly average of highest 36 consecutive months and employees receive credit for unused sick leave.

Retirement (New “PEPRA” CalPERS Members): 2% @ 62 formula (the District pays the Employer share). Benefits include the following provisions: final compensation is the monthly average of highest 36 consecutive months and employees receive credit for unused sick leave.

457 Deferred Compensation: Employees may defer up to the maximum amount as permitted by the Internal Revenue Service (IRS).

Health Plans: Plans include Kaiser Permanente (HMO) and Anthem Blue Cross HMO and PPO. The effective date of coverage is the first day of the month following 30 days of employment. District pays a portion of the premium for employee and dependent coverage with balance of premium paid by employee.

Flexible Spending Accounts: Tax-deferred payments for dependent care, health care, and certain benefit premiums.

Other Benefit Plans: Employer paid dental plan, life insurance, and long-term disability plan.

Retiree Healthcare: Currently the District provides retiree healthcare for those individuals that retire from the District and have worked for the District for a minimum number of years. A different amount is paid depending on the number of years worked. The District pays a portion of the premium for retiree only, with balance of premium paid by retiree.

COMPENSATION AND BENEFITS *CONTINUED*

Vacation: Vacation is accrued bi-weekly at 80 hours per year during the first year through sixth year; 120 hours during the seventh through fifteenth year; and 160 hours during the sixteenth year and every year of service thereafter. Vacation leave can be accrued to a maximum of 480 hours. Cash-out provision is up to 80 hours accrued leave.

Administrative, Sick Leave, and Holidays: Receives 80 administrative leave hours per year. Also, receives 60 exempt administrative leave hours per year. Sick Leave is 12 days per year. Holidays are 11 days per calendar year plus one (1) floating holiday.



SELECTION PROCESS

The process for this recruitment is highly confidential and will be handled accordingly throughout the recruitment and evaluation phases. References will not be contacted until mutual interest has been established. Only the most highly qualified candidates, as determined by an initial screening process, will be invited to participate in an interview process.

This process may involve completion of a supplemental questionnaire and submittal of sample work products.

TO BE CONSIDERED

Qualified candidates are invited to submit a letter of interest and their resume detailing education and credentials, positions held, professional qualifications, and accomplishments.

Interested candidates are encouraged to apply immediately via email to apply@ralphandersen.com and no later than **Monday, November 29, 2021**. Resumes will be reviewed upon receipt of submittal and video screening interviews will be conducted by Ralph Andersen and Associates. Review of resumes by the General Manager will begin in December, or upon the establishment of a highly qualified pool of applicants. First round of panel interviews will be done in mid-December with second round of interviews, including a tour of facilities, will be done in-person with social distancing protocols in place. This position is considered open until filled. Electronic submittals are required. It is anticipated that the new Human Resource Director will start in January 2022 (or sooner), or at a mutually agreed upon date.

Confidential inquiries are welcomed to: Heather Renschler, Project Director, Ralph Andersen & Associates, (916) 630-4900 or email heather@ralphandersen.com. Specific appointments for an initial discussion can also be established by emailing: scheduling@ralphandersen.com.

Solano Irrigation District is an Equal Opportunity Employer



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