

Human Resources Manager



Open Until Filled

What We Stand For

One hundred percent water quality, system reliability and integrity. This is our commitment to our customers and our mandate as a public utility. We are responsible for the treatment and safe drinking water for over half a million people in east county, including over a quarter million people within our service area. Our work makes a difference, and we are passionate about our technical professions and the customer experience we provide.

Who We Are

Our board of directors, executive team and 150 employees are dedicated to providing customers with a safe and reliable water supply through 56,000 connections. Our 50 square mile service area begins eight miles east of downtown San Diego and includes the cities of La Mesa, Lemon Grove and El Cajon, and areas of Spring Valley, Santee, Lakeside and unincorporated San Diego County.

The Position

The human resources manager reports to the general manager and is a key member of our leadership team.

This position is responsible for managing and actively leading a talented team of three full-time staff engaged in the day-to-day activities and programs of the human resources division. The programs focus on the entire life cycle of an employee starting with recruitment and onboarding, employee engagement, workplace culture, benefits and leave administration, and employee and labor relations.

The human resources manager along with the HR team play a key role in maintaining healthy and collaborative relationships with staff and embraces the district values to set the tone and commitment to the employees.

Overview of Responsibilities

Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets.

Develops, implements and administers comprehensive human resources management programs, policies, guidelines and procedures across all district departments, consistent with state and federal requirements and sound professional principles and practices.

Directs administration of workers' compensation benefits and employee return-to-duty procedures.

Advises district managers and supervisors on employee relations matters, including grievance and disciplinary procedures and actions.

Our District Values



Ideal Candidate

We are looking for an approachable, collaborative, and a strategic thinker who embraces and celebrates the district's core values. The ideal candidate will be seen as innovative and creative in their approach. They will have a well-rounded background within human resources with an emphasis in employee/labor relations, collective bargaining process, and classification/compensation.

Minimum Qualifications

EDUCATION & EXPERIENCE

Candidates must have a minimum of 10 years of progressively responsible professional human resources experience.

Training and experience substantially equivalent to graduation from a four-year college with major coursework in public or business administration, human resources, psychology or a related field. A related master's degree can substitute for one year of human resources professional experience.

CERTIFICATION & LICENSE

The ideal candidate will be a continuous learner who possesses a human resources professional certificate or the ability to obtain within three years.

Valid Class C California driver's license with satisfactory driving record.

Equal Opportunity Employer

Helix Water District is an equal opportunity employer. The district seeks candidates who can make contributions in an environment of cultural and ethnic diversity. Candidates who require reasonable accommodation in the selection process should contact Human Resources.

Salary and Benefits

\$137,196 - \$175,094/annually

Annual salary depending on qualifications

July 1, 2023: 6% increase (2% salary adjustment + 4% cost-of-living adjustment)

OUR BENEFITS

- * Health: Medical, dental and vision insurance with employee-only portion 100% paid
- * Retirement: Enrollment in the California Public Employees Retirement System (CalPERS); Classic Members: 2.5% @ 55 and PEPRAs Members: 2% at 62
- * Paid Leave: Paid Time Off accrual starting at 24 days (192 hours) per year; increases to 29 days (232 hours) after 5 years of service
- * Holidays: Twelve paid holidays per year, including 2 floating holidays
- * Deferred Compensation: Up to \$2,500 matching on 457 plan (up to \$3,500 effective July 1, 2023)
- * 9/80 Work Schedule: Optional

For a detailed listing of the full benefit package, visit the career section of hwd.com.

Selection Process

Complete and submit the online application and supplemental questionnaire at hwd.com/careers. Resumes are not accepted in lieu of applications. For more information about Helix Water District and a complete job description, please visit hwd.com.

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Setting standards of excellence in public service