



**MOULTON NIGUEL WATER DISTRICT
invites applications for the position of:**

Human Resources Analyst

SALARY:	\$6,214.00 - \$8,363.33 Monthly \$74,568.00 - \$100,360.00 Annually
DEPARTMENT:	Human Resources
OPENING DATE:	06/10/22
CLOSING DATE:	Continuous
SUMMARY:	

OPEN UNTIL FILLED. MAY CLOSE ON OR AFTER APPLICATION REVIEW DATE OF JUNE 27, 2022.

All members of our Human Resources team contribute to our award-winning workplace. Moulton Niguel actively cultivates an environment in which all of our employees can learn, share, and grow. We're not just in the water business, we're in the people business. Please see our Top Workplace video below:

<https://www.youtube.com/watch?v=EPigX2PYK8Q&t=17s>

Under the general supervision of the Human Resources Manager, performs a variety of technical and administrative staff work in support of human resources functions including recruitment, selection and placement, employee records maintenance, employee orientation, classification and compensation, performance appraisals, benefits administration, disability/protected leave administration training coordination, employment separation and assists in the overall administration of the Human Resources Department. Duties and responsibilities are carried out with considerable independence within the framework of established policies and procedures. The work of this class involves confidentiality, accountability and decision-making responsibilities.

ESSENTIAL FUNCTIONS:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position.

1. Assist departments with the recruitment process; prepare job postings and advertisements; review applications; maintain recruitment files; schedule interviews; administer testing; assemble and distribute interview binders to the interview panel; respond to candidate inquiries; write and send correspondence to candidates; prepare offers of employment; ensure that all phases of recruitment and selection comply with applicable federal, state and local laws, regulations and guidelines.
2. Process new employees; monitor background investigations; arrange pre-placement physicals; confirm start date; conduct new hire orientation; input new employees into the Human Capital Management (HCM) system.

3. Process all employee benefit enrollment and change forms; conduct benefit orientation meetings and enroll new employees in benefit plans; conduct and coordinate the annual open enrollment process; maintain relevant promotional materials and forms for all benefit plans; act as liaison between the employee and benefit providers; analyze new and existing benefit programs and make recommendations for enhancement; keep current on benefits legislation; provide timely notice to employees of COBRA and HIPAA rights.
4. Organize annual benefits fair; assist with the coordination and planning of the annual service awards luncheon; purchase food, supplies and decorations for employee events.
5. Reconcile and verify the calculation of monthly premium statements for all group insurance policies; prepare check requests to reimburse retiree health care expenses, PC loans and employee educational expenses; submit invoices and check requests to the accounting department for payment.
6. Provide assistance and advice to department staff with regard to employee selection, training, development, evaluation, compensation and discipline pursuant to District policies, procedures and memoranda of understanding.
7. Participate in the District's classification, compensation and performance evaluation programs; assist in the recommendation of classification and/or salary adjustments for new or existing positions.
8. Evaluate the District's training needs on a continuing basis and coordinate internal and external employee, supervisory and management training programs related to employee and management needs and human resources issues.
9. Maintain the District's HCM system to: process payroll related transactions; change benefit and salary tables; update employee data; produce required reports; conduct necessary troubleshooting with the IT and payroll departments.
10. Manage the District's DMV, DOT and random drug screen checks program; arrange for drug screen checks; prepare, maintain, and audit employer pull notices from the DMV for commercial drivers to ensure compliance with Department of Transportation regulations; monitor expiration dates for commercial licensing and medical examination requirements.
11. Maintain secure personnel files and related documents for all employees within the District; ensure compliance with District records retention policies.
12. Respond to employment verification requests; conduct and respond to salary and benefit surveys; draft the annual state controller's report.
13. Independently prepare, review, proofread, and edit a variety of letters and documents; enter purchase orders and requisitions; respond to requests for information; compose correspondence and employee action forms for Human Resources Manager's signature; reconcile monthly Cal Card statement and department invoices and submit for approval; receive and distribute department mail; maintain and order supplies for the department.
14. Exercise confidentiality when assisting all staff on matters of a sensitive nature.
15. Interpret and explain policies, procedures and regulations to District management, staff and the public as necessary; maintain the Human Resources intranet page and ensure updates are posted to the District's website.
16. Monitor annual employee performance appraisals to ensure they are completed in a timely manner; process employee action forms.
17. Participate in the development and monitoring of the Human Resource Department's annual budget, including forecasting of funds required for staffing, equipment, materials and supplies; recommend and implement adjustments as necessary.
18. Track employee requests for educational reimbursement; track hours worked for all intern, part-time and temporary employees to ensure benefits are administered pursuant to laws and District policies.
19. Process employee separations including conducting exit interviews, calculating final benefit accruals and terminating group insurance coverage with providers; provide final pay instructions to payroll; remove employee from all electronic databases; prepare and send COBRA paperwork.
20. Research and develop recommendations regarding employee relations issues and cases, such as grievances, disciplinary actions, policy and contract application and interpretation; consult with employees and their representatives and assist in the resolution of routine issues.
21. Performs other duties as assigned.

QUALIFICATIONS:

One single guiding principle in every search for new Moulton Niguel Water District team members is identifying those applicants that are humble, motivated, and hard-working. Moulton Niguel expects new team members to uphold its workplace culture of an environment in which all employees interact with co-workers, supervisors, and the public in a positive, cooperative, and supportive manner.

Any combination of education and experience that would likely provide the required knowledge, skills and abilities (KSAs) may be qualifying. A typical way to obtain the KSAs is:

1. Equivalent to a bachelor's degree in public or business administration, human resources management or a related field.
2. Work experience in a position requiring the application of skills necessary to perform the above duties. Experience in a government setting is highly desirable.
3. Excellent written and verbal communication skills.
4. Proficient knowledge of the Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, etc.), NeoGov, Human Capital Management (HCM) system (JD Edwards, SAP, Oracle, PeopleSoft etc.), business office equipment, and other applicable computer programs.
5. Must possess and maintain a valid California driver's license and a safe driving record.

PHYSICAL QUALIFICATIONS:

Position requires mobility to work in a standard office environment, and operate assigned equipment, including computer, telephone, copier, etc.; ability to operate a motor vehicle to conduct District business; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone with District staff and consultants. This is primarily a sedentary office classification although standing in work areas and walking between work areas is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.mnwd.com>

Position #202200017
 HUMAN RESOURCES ANALYST
 IM

26161 Gordon Road
 Laguna Hills, CA 92653
 949-448-4070

jobs@mnwd.com

Human Resources Analyst Supplemental Questionnaire

1. All employment applications will be reviewed for accuracy, completion, relevant experience, education, training and other job related qualifications. Your governmentjobs.com profile within your application is the primary tool used to evaluate your qualifications for the position. It is your responsibility to show; your relevant education (including high school information regardless of higher education); a minimum of 7 years of employment history (beginning with your most recent or present employer); for each employer listed you must provide contact information, duties performed, and your reason for leaving each job; explain any gaps in

employment greater than 6 months; provide detailed information regarding your relevant knowledge and training by answering all supplemental questions to the best of your abilities. Providing duplicate responses or the phrases "see resume" or "see above", may be cause for your application to be rejected as incomplete. Please note that incomplete applications will not be considered. Please indicate below that you have read, understand, and agree to these criteria related to your application submission.

I have read and fully understand the above statement regarding the requirements in completing and submitting this application.

- * 2. Please indicate your highest level of related education.
 - Associate's Degree in Human Resources, Public Administration, Business Administration, or related field.
 - Bachelor's Degree in Human Resources, Public Administration, Business Administration, or related field.
 - Master's Degree in Human Resources, Public Administration, Business Administration, or related field.
 - I do not hold any of the degrees as described above.
- * 3. How many years of professional working experience do you have in the field of human resources?
 - Less than 1 year
 - 1 - 2 Years
 - 3 - 4 Years
 - 5+ Years
 - I do not have any work experience in the field of human resources.
- * 4. Have you worked within human resources for a public agency?
 - Yes No
- * 5. Have you earned any of the following HR certifications? (Please mark all that apply)
 - SHRM-CP
 - SHRM-SCP
 - IPMA-CP
 - IPMA-SCP
 - I have not yet earned any of the above certifications
- * 6. Have you performed significant work in any of the following HR disciplines? (Please mark all that apply)
 - HR/Payroll Administration
 - Employee Benefits Administration
 - Employee Recruitment & Selection Process
 - Employee Leaves Administration
 - Certification Tracking & Training Administration
 - Occupational Health Provider Coordination
 - Employee Onboarding & Offboarding
 - I have not performed significant work in any of the above HR disciplines
- * 7. What HR discipline do you enjoy performing the most and why?
- * 8. Working in this role, what would you personally add to our already established work culture as a Top Workplace in Orange County?

* Required Question

