



SAN DIEGO COUNTY WATER AUTHORITY
invites applications for the position of:

Senior Human Resources Analyst

An Equal Opportunity Employer

SALARY:

<u>Hourly</u>	<u>Monthly</u>	<u>Annually</u>
\$39.92 - \$53.69	\$6,919.47 - \$9,306.09	\$83,033.60 - \$111,673.12

OPENING DATE: 03/13/17

CLOSING DATE: 04/02/17 12:00 AM

THE ORGANIZATION:

Join one of the San Diego region's most reputable and progressive public agencies!

The San Diego County Water Authority is an independent public agency that serves as San Diego County's regional water wholesaler. The mission of the San Diego County Water Authority is to provide a safe and secure water supply to its 24 member agencies serving the region's \$222 billion economy and its 3.3 million residents.

With an acute awareness of San Diego's dependence on imported water sources, the Water Authority is executing a long term strategy to diversify the region's supply sources, make major investments in the region's water delivery and storage system, and improve water use efficiency. Through dynamic leadership, thoughtful planning, and prudent fiscal policies, the Water Authority is cost effectively managing the region's water portfolio, while continuing to diversify supplies to enhance future reliability.

Human Resources, a division of the General Manager's Office, is responsible for several Water Authority programs including recruitment and selection, organization development and succession planning, labor relations, employee relations, classification and compensation, personnel policy administration, benefits administration, and compliance with human resources related federal and state requirements.

THE POSITION:

The Human Resources Division is currently searching for a self-motivated Senior Human Resources Analyst to add to their dynamic team! The ideal candidate is a true team player, demonstrates a high level of professionalism, works effectively with internal and external customers, possesses excellent communication and problem-solving skills, and has the ability to shift gears at a moment's notice. The successful candidate should demonstrate a high degree of initiative and creativity with a quality focus and possess strong attention to detail with minimal day-to-day supervision.

Ideal qualifications include the following:

- Broad knowledge of several human resource functional areas;
- Exceptional analytical and problem solving skills;

- Familiarity with business processes and systems;
- Strong verbal, written and organizational skills;
- Ability to effectively communicate with all levels within the organization;
- Customer service focused with a sense of urgency;
- Ability to balance multiple priorities in a fast-paced environment;
- Prior experience with Neogov Insight and CalPERS administration is preferred.

The Senior Human Resources Analyst who joins our team will be working with a fun group of accomplished HR professionals responsible for partnering with all Water Authority Departments to help them achieve short and long term talent management needs as well as administering company policies and procedures. Duties and responsibilities include, but are not limited to, the following:

- Conducts recruitment and selection programs and activities, ensuring that all phases of recruitment and selection comply with applicable federal, state and local laws, regulations and guidelines.
- Performs assigned analyses and research in support of the Authority's labor negotiations and employee/employer relations processes.
- Conducts organizational and position classification studies; audits and prepares new or modified job analysis documents and class specifications; recommends changes regarding incumbents, classes and class series.
- Administers benefit programs, answering employee questions and intervening with providers to resolve difficult issues on behalf of the Authority.
- Conducts research and prepares recommendations for new or revised personnel policies.
- Performs special projects and assignments; coordinates special programs and services with other Authority managers and board members.

For additional information related to the responsibilities and qualification guidelines of this classification, please click on the following link: [Senior Human Resources Analyst](#)

This is a fantastic opportunity for a journey-level HR professional looking to broaden their human resources experience, perform a variety of complex and challenging professional duties, and work for a leading public agency in San Diego. At the Water Authority, you can have a rewarding career with challenging and meaningful work, and the chance to make a positive impact on the organization and the important work we do for the San Diego region.

This exempt position has been approved for hire at Step 1 of the salary range. Depending on qualifications, starting salary may be negotiable. Step increases may occur at 6 months, 1 year, and annually thereafter.

QUALIFICATION GUIDELINES:

Graduation from a four-year college or university with major coursework in public or business administration, human resources, psychology or a related field; five years of increasingly responsible human resource program management experience.

Experience in a governmental or public utility setting is preferred.

APPLICATION PROCEDURE:

To be considered for this position, please submit an employment application and supplemental questionnaire. The application filing period will end at **12:00 a.m. on Sunday, April 2, 2017**. Resumes will not be accepted in lieu of a completed application and supplemental questionnaire.

All applications and supplemental questionnaires will be evaluated in relation to the criteria outlined in this job announcement. The selection process may consist of an appraisal interview, writing exercise, and/or other appropriate screening devices.

Please consider applying early if you are new to the GovernmentJobs.Com application system to ensure timely and successful navigation. If you have questions regarding the position, please contact Gretchen Spaniol at (858) 522-6661. For technical assistance with the application system, please contact GovernmentJobs.Com Toll-Free Applicant Support at (855) 524-5627.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://agency.governmentjobs.com/sdcwa/default.cfm>
OUR OFFICE IS LOCATED AT:
4677 Overland Avenue
San Diego, CA 92123
858-522-6660
hr@sdca.org

Job #17-04
SENIOR HUMAN RESOURCES ANALYST
GS

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Senior Human Resources Analyst Supplemental Questionnaire

- * 1. Each applicant must complete this supplemental questionnaire as part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. Do you agree to answer each supplemental question truthfully and that your responses can be verified from information included within the application?
- Yes No
- * 2. I have graduated from a four-year college or university with major course work in the following:
- Business Administration
 Public Administration
 Human Resources
 Psychology
 Other / Closely Related Field
 Do Not Possess 4-Year Degree
- * 3. Please indicate your years of increasingly responsible human resource program management experience.
- No Experience
 Less Than 5 Years
 5 - 7 Years
 7 - 10 Years
 Over 10 Years
- * 4. Do you possess any of the following certifications (please check all that apply):
- IPMA-HR Certified Professional (IPMA-CP)
 IPMA-HR Senior Certified Professional (IPMA-SCP)
 Professional in Human Resources (PHR)
 Senior Professional in Human Resources (SPHR)
 SHRM Certified Professional (SHRM-CP)
 SHRM Senior Certified Professional (SHRM-SCP)
 Human Resources Management Certificate
- * 5. Do you have experience in any of the following settings (Check all that apply):
- Local Government
 State or Federal Government
 Public Utility
 School District
 None of the Above
- * 6. Do you have experience working with Neogov Insight?
- Yes No
- * 7. Do you have experience with CalPERS administration?
- Yes No
- * 8. Please indicate the functional areas of Human Resources that you have direct experience working in.

- Recruitment and Selection
- Employee Relations
- Labor Relations
- Classification and Compensation
- Benefits Administration
- Workforce and Succession Planning
- Organizational Development (Training, Performance Evaluation)

* 9. Please describe your experience working in three (3) of the functional areas listed above. Please be thorough in your response.

* 10. In order to be considered for this position, you must include your salary history on your employment application. Applications that do not include salary information will be considered incomplete. I understand that my salary information is required on my application.

Yes No

* 11. **APPLICANT'S ACKNOWLEDGMENT - NOTIFICATION VIA ELECTRONIC MAIL (E-MAIL)** The San Diego County Water Authority Human Resources Division uses e-mail to notify applicants of important information relating to the status and processing of your application. We do so as part of our ongoing efforts to increase operational efficiency, promote the conservation of resources, and minimize delays and costs. Therefore, as an applicant, please ensure that the e-mail address and contact information you provide are current, secure, and readily accessible to you. Do not share e-mail addresses. Spam or other filters should be adjusted to accept our e-mails. **We will not be responsible in any way if you do not receive our e-mails** (i.e., for the non-delivery of e-mail or if you fail to check your e-mail inbox on a timely basis). Read any notices that we send carefully and in a timely manner. Follow further instructions, if any. We recommend that you print and keep hard copies of our notices for your records. **I acknowledge that I have read, understand, and agree to the above.**

Yes No

* Required Question