

EAST BAY MUNICIPAL UTILITY DISTRICT

Manager of Human Resources



THE DISTRICT

The East Bay Municipal Utility District is a public utility formed under California's Municipal Utility District (MUD) Act. The District supplies water and provides wastewater treatment for parts of Alameda and Contra Costa counties in the East San Francisco Bay Area. The District's water system serves approximately 1.3 million people in a 332-square-mile area; and the wastewater system serves approximately 650,000 people in an 88-square-mile area.

Headquartered in Oakland, the District is governed by a seven-member Board of Directors elected from wards within the service area. The Board determines overall policies, which are then implemented under the direction of the Board-appointed General Manager.

The District is the West's largest independently operated water utility and a recognized water and wastewater industry leader with an annual operating budget of \$474 million, a capital program budget of \$232 million and approximately 1854 employees. The District's leadership team includes approximately 100 management employees. Most other employees are represented by the American Federation of State, County and Municipal Employees, Locals 444 and 2019; the International Federation of Professional and Technical Engineers, Local 21; and the International Union of Operating Engineers, Local 39.

THE DEPARTMENT

The Human Resources Department provides a full range of human resources services to all District departments through the following five divisions: Employee and Organizational Development; Employee Relations; Employee Services (which administers an independent Retirement System); Recruitment and Classification; and Diversity and Inclusion.

The Department has an operating budget of \$9.7 million and a staff of 48. Its mission is to ensure that the District has high-performing, quality and diverse talent required to effectively meet both current and future needs. Departmental staff works closely with District policy makers, managers, unions and employees to provide a wide-range of support systems and benefits; encourage collaborative teamwork and issue resolution; respect diversity; promote continuous improvement and learning; and implement ongoing workforce planning strategies to anticipate and respond to emerging needs. The Department is governed by "civil service" merit-based principles under the MUD Act, along with relevant employment laws, union contract requirements, and other District policies and procedures. Key departmental service goals include providing timely, responsive services to clients, ensuring fairness and equity in employment matters, and supporting organizational efforts to be an "employer of choice."

THE POSITION

The Manager of Human Resources currently reports to the General Manager and is responsible for leading all District human resources functions, programs and staff. As a member of the District's senior leadership team, the Manager of Human Resources is a key advisor to the General Manager and department directors on human resources matters and has primary responsibility for ensuring that the District is resourced to effectively meet current and future workforce demands. Working collaboratively with all departments, the Manager recommends and implements strategies and programs to meet and advance a variety of District-wide needs.



KEY PRIORITIES

- Lead the planning and preparation for labor negotiations, and oversee the contract negotiations with all four District labor unions in 2017.
- Enhance District workforce planning and recruitment efforts to address the high volume of retirements of tenured employees and the planned increase in budgeted staff positions through comprehensive succession planning including partnering with local industry peers; community outreach and candidate recruitment; recruitment process optimization, employee development; job redesign and other initiatives.
- Continue to advance and facilitate organizational development dialogue and cultural values messaging that enhances workforce development efforts in attracting the next generation of skilled and talented workers to the District.

IDEAL CANDIDATE

- A strong HR generalist background with solid experience in labor relations, talent management and classification/compensation.
- Track record of demonstrated leadership accomplishments and superior performance, including excellent professional judgment and decision-making ability.
- A strategic (sees the big picture) business partner who creates organizational/team synergy.
- Team builder with the ability to develop collaborative partnerships and support for ideas.
- Forward thinking/innovative approach to talent management, succession planning and recruitment strategies to attract and retain a high performing and diverse workforce.
- Exceptional interpersonal and communications skills (verbal and written).
- Flexible, open, approachable leadership style.
- A visionary who leads through facilitation.
- Ability to disagree and still maintain positive working relationships.
- Strong problem solving skills and a record of



successfully implementing organizational change.

- Willingness to take risks to advance organizational objectives.
- Politically astuteness/awareness.
- Ability to respond to issues quickly and make sound decisions and recommendations.
- Commitment to goals of diversity and inclusion with the ability to hold people accountable.
- "Hands-on," practical approach with a willingness to be visible and interact with employees at all levels.
- Strong integrity, honesty, confidentiality and demonstrated ability to effectively manage sensitive situations.
- Energetic with an inspirational and empowering demeanor.

QUALIFICATION

- A Bachelor's Degree in human resources, public or business administration, or closely related field is desired. Master's Degree preferred.
- 7-10 years of increasingly responsible managerial experience in a sophisticated, unionized human resources environment, with knowledge of civil service systems and processes.
- Any combination of education and experience required to perform the duties and responsibilities of the position.

COMPENSATION

The District offers an excellent salary and benefits package, including eligibility for annual merit-based bonus pay. The annual salary range is \$144,504 to \$208,716 (which will increase by a minimum of 2% and maximum of 4.75%, effective 4/17/15.) Starting pay offer will be commensurate with experience. The benefits package, based on medical coverage at the family level, is estimated to be up to an additional 67% of base salary. The District has an independent retirement system (reciprocal with CalPERS), and exceptional opportunities for professional growth including access to tuition reimbursement.

SELECTION PROCESS

The Manager of Human Resources recruitment is being conducted on a statewide basis. All written materials received will be screened and evaluated by The Hawkins Company.

The most highly qualified candidates will be invited to participate in an on-site selection process.

HOW TO APPLY

This position is open until filled. However, applications materials received by May 1, 2015 will receive first consideration. Applications materials should include a current resume, and letter of interest that outlines applicant's key human resources attributes and accomplishments, interest in the position, current budget and staff supervisory responsibility and salary. Please submit application materials electronically to Ms. Brett Byers at hr.mgr.ebmud@thehawkinscompany.com or mail materials to:



Brett Byers
The Hawkins Company
8939 S. Sepulveda Blvd,
Suite 110-216
Los Angeles, CA 90045
www.thehawkinscompany.com

Confidential inquiries should be directed to Ms. Brett Byers at 323-403-8279 or Bill Hawkins at 310-348-8800.

All applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, ancestry, physical or mental disability, medical condition, marital status, age, veteran status or sexual orientation.

