

## EMPLOYMENT OPPORTUNITY

### HUMAN RESOURCES GENERALIST

Full Time - non-exempt position  
Annual Salary - \$59,735.26 - \$72,582.56  
Full Benefits/PERS



United Water Conservation District is a special district that was founded in 1927. The District is responsible for the conservation and enhancement of the water resources of the Santa Clara River Valley and the Oxnard Coastal Plain in Ventura County. District facilities include Santa Felicia Dam, Freeman Diversion Dam, groundwater recharge basins, well fields, water treatment facilities and major transmission pipelines.

#### **SUMMARY**

The Human Resource Generalist will run the daily functions of the Human Resource (HR) department including hiring and arranging for interviews of staff and applicants, administering pay, benefits, and leave, and enforcing company policies and practices.

#### **SOME DUTIES MAY INCLUDE:**

(the full job description is available at [https://www.unitedwater.org/connect/career\\_opportunities](https://www.unitedwater.org/connect/career_opportunities))

- Recruit, interview, and facilitate the hiring of qualified job applicants for open positions; collaborate with departmental managers to understand skills and competencies required for openings.
- Coordinate selection, pre-employment, and onboarding processes including scheduling selection interviews, initiating background checks, extending job offers, preparing and issuing offer letters, arranging pre-employment physicals, conducting new employee orientation, and entering new employee data in required systems.

- Review, track, and document compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
- Implement new hire orientation and employee recognition programs.
- Perform routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Provide technical and administrative support to the administration of District benefit programs (e.g., medical, dental, disability, life, FSA, employee recognition, COBRA, open enrollment, etc.) including conducting the intake, review, and submission of enrollment forms.
- Handle employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Track, compile, and maintain a variety of data and reports; responds to requests for information such as requests for salary and benefits data from external agencies.
- Attend and participate in employee disciplinary meetings, terminations, and investigations.
- Maintain compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- May assist with constructive and timely performance evaluations.
- May assist with Risk Management related tasks such as submitting insurance claims to workers compensation provider and/or submitting insurance claims related to damaged district property, vehicle or equipment and assisting with annual SDRMA insurance renewal questionnaire.
- Perform other duties as assigned.

### **EDUCATION AND EXPERIENCE**

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- At least one year of human resource management experience preferred.

### **CERTIFICATIONS AND LICENSES**

Possession of a valid California driver's license may be required at the time of appointment. Must successfully pass a pre-employment background check and drug screening.

### **Compensation & Benefits:**

- CalPERS Retirement 2.5%@55 (Classic) and 2%@62 (PEPRA)
- Group health through CalPERS (100% employee and 60% dependents)
- Dental/Vision for employees and dependents (100%)
- Group life insurance
- Flex benefit plans
- 457b deferred compensation programs
- Vacation, Sick Leave and 11 paid holidays

## **How to Apply**

The application and full job description are available at [www.unitedwater.org](http://www.unitedwater.org). Please submit your resume with a cover letter no later than **May 22, 2022**. Applications received will be reviewed upon receipt.

Please submit to UWCD, Attn: Human Resources via email at [joshp@unitedwater.org](mailto:joshp@unitedwater.org) or to [ofelial@unitedwater.org](mailto:ofelial@unitedwater.org). Candidates can also submit their applications via surface mail to:

UWCD, Attn: Human Resources  
1701 N. Lombard St., Oxnard, CA 93030  
(805) 525-4431

UWCD is an Equal Opportunity Employer

