



**ELSINORE
VALLEY**
MUNICIPAL WATER DISTRICT

Staffed by:



Employment Opportunity: Human Resources Technician

The Position:

WESA is seeking the ideal candidate to perform a variety of technical technical and administrative duties in support of the District's human resources management and benefits programs; assists in maintaining employee personnel files and confidential human resources and payroll records; assists in coordinating training; processes a variety of employee payroll, timekeeping, benefits, and related personnel transactions; and performs related duties as assigned.

Immediate Impact: The successful candidate will be given the following objectives upon hire:

- Within the first 3 months, learn District policies and procedures necessary to answer general personnel questions, including how to respond to employee inquiries, candidate inquiries, and other critical tasks.
- Within the first 3 months, demonstrate ability to perform a variety of general clerical and administrative support tasks for the Human Resources Department, including but not limited to recruitment and interview coordination, travel arrangements, procurement card reconciliation, department budget maintenance, and employee program document review.
- Within the first 3 months, assume responsibility for payroll-related human resources functions, prepare and distribute payroll related reports, and prepare, process, and reconcile payroll on a bi-weekly basis.
- Within the first 6 months, demonstrate knowledge and understanding of records management requirements, such as employee records, employee evaluations, and payroll records.

The Ideal Candidate:

- Is an effective communicator, with the ability to interact with tact, diplomacy, and professionalism, while interacting with a wide range of audiences.
- Will maintain the highest standards of confidentiality at all times.
- Is highly organized, with the ability to effectively prioritize and manage multiple priorities, to meet department objectives.
- Will act with integrity and in accordance with the accepted ethical standards of the District and applicable laws and regulations.
- Is enthusiastic and dependable, with the ability to work well under pressure, all while maintaining a pleasant, professional demeanor.
- Is a dynamic thinker, who displays initiative and creativity on their work.
- Has an education equivalent to the completion of twelfth grade supplemented by specialized human resources management, business administration, or general office coursework or continuing education. The equivalent to an associate's degree in human resources, business administration, or related field is desired.
- Possesses 2 years of increasingly responsible routine administrative, secretarial, and office support experience including one year in a human resources program.
- Possesses a valid California Class C Driver's license.

The Application Process: If you are interested in this opportunity, submit a completed WESA employment application online at www.evmwd.com. Resumes and certifications may be included, but will not be accepted in lieu of a completed employment application.

In order to be considered, applications must be received no later than **5:30 pm on Friday, July 26, 2024**

For questions and inquiries, please contact:
Jenielle Ollerton (951) 674-3146, ext. 8244

jollerton@wesawater.com

www.evmwd.com



Compensation: The salary range for the Human Resources Technician \$6,233.02- \$8,176.75 per month with an excellent benefits package. Placement within the salary range will be based on the candidate's qualifications and experience.

WESA offers a comprehensive benefit plan, some of which includes:

- Medical, dental, vision, accidental death and dismemberment insurance, a life insurance policy equal to two times the annual salary for the employee and a \$1,000.00 policy for eligible dependents. Benefits become effective on the first of the month following a 30-day waiting period and the Authority contributes 90% of the cost of such insurance.
- CalPERS Retirement is provided using the 2.7% at age 55 formula for "Classic" Members. Retirement is provided using the 2% at age 62 formula for "New" Members.
- Three deferred compensation plans to which an employee may voluntarily contribute up to \$23,000 per year. The Authority does not contribute to these plans.
- Twelve (12) paid holidays per year. Upon employment with WESA for one year, employees also receive one (1) floating holiday annually.
- Employees accrue vacation at the rate of 3.08 hours per two-week pay period for the first 4 years of employment; 4.62 hours for years 5-9; 6.16 hours for years 10-14; 6.47 hours for years 15-19; and 6.78 for 20+ years of service.
- Sick leave is accrued at the rate of 3.70 hours per bi-weekly pay period for a total of 96.20 hours per year with unlimited accumulation.
- Salaried/Exempt employees will receive an allotment of paid administrative leave each fiscal year. Executives are provided with sixty (60) hours of paid administrative leave per fiscal year. Managers, Superintendents, exempt Supervisors, and all other exempt staff are provided with forty (44) hours of administrative leave per fiscal year.
- Additional benefits available include: 9/80 work schedule, Direct Deposit, Flexible Spending Accounts, Employee Assistance Program, Educational Assistance, Certification Reimbursement Program, Certification Bonus Program and two credit unions.

Our Mission: The EVMWD team delivers total water management that powers the health and vibrancy of its communities so life can flourish.

The Water Employee Services Authority: WESA was established as a joint powers authority between the Elsinore Valley Municipal Water District and Meeks & Daley Water Company. As a joint powers authority, WESA provides professional water and wastewater services to both agencies. WESA is committed to:

- **Professionalism**—Demonstrating knowledge, effectiveness and competency when interacting with coworkers and customers while maintaining a calm, professional outward demeanor, upholding a reputation for accuracy, dependability, expertise, efficiency, and high quality through delivery of information, services, and products.
- **Enthusiasm**—Possessing a strong drive and desire for learning, innovation, forward thinking, and the overall desire to do your job well.
- **Integrity** —Being sincere and demonstrating high moral standards in principles, intentions, and actions; having an honest and open approach to all aspects of conduct that encourages loyalty, integrity, and trust.
- **Inclusiveness**—Conducting yourself in a manner that promotes respect and teamwork through communication and appreciation for all, understanding that each person is unique and understanding how to work with these differences to provide better service, work products, and enhance organizational culture.
- **Stewardship**—Taking responsibility and ownership for assigned responsibilities; considering the expectations of customers, both internal and external, while demonstrating a proactive positive willingness to serve.