



East Bay Municipal Utility District

*invites your interest
for the position of*

**Director of
Human
Resources**



The District

East Bay Municipal Utility District (EBMUD) supplies water and wastewater treatment within Alameda and Contra Costa counties in the east San Francisco Bay Area. For nearly 100 years, EBMUD has provided water service to the people in the East Bay. Its watershed encompasses a pure source in the Sierra mountains and its local reservoirs offer serene, natural settings for both wildlife and recreation. Our 1.4 million water customers reside within a 332-square-mile area extending from Crockett on the north, southward to San Lorenzo (encompassing the major cities of Oakland and Berkeley), eastward from San Francisco to Walnut Creek, and south through the San Ramon Valley. Since 1951, EBMUD's award-winning wastewater treatment and innovative pollution protection programs has protected public health and the San Francisco Bay with wastewater treatment serving 740,000 customers in an 88-square-mile area.



The EBMUD Organization

EBMUD is a publicly owned utility formed under the Municipal Utility District (MUD) Act passed by the state legislature in 1921. In 1923, voters in the eastern San Francisco Bay Area created EBMUD to provide water service.

EBMUD is governed by a seven-member Board of Directors publicly elected from wards within the service area. Policies are implemented under the direction of the General Manager. The General Manager is appointed by and reports directly to the Board. The senior management team is responsible for managing the operations of the district. EBMUD is the West's largest independently operated water utility and a recognized water and wastewater industry leader. It's approximately 2,000 employees are located throughout Alameda, Contra Costa, Calaveras, San Joaquin, and Amador counties.

Headquartered in Oakland, the EBMUD mission is to provide reliable, high-quality water and wastewater services for their customers, to exercise responsible stewardship over the natural resources with which they are entrusted, and to protect the environment for future generations.



The Position and Ideal Candidate

The Director of Human Resources reports to the General Manager, and is a key member of the Senior Management Team. The Director administers the District's Human Resources programs and services. The Human Resources department includes the divisions of Employee Relations, Recruitment & Selection, Classification & Compensation, Benefits Administration,

Records, HR Regulatory Administration, and Administration of the Retirement System. The Director oversees a staff of 39 FTEs.

The ideal candidate must be strong leader and manager with exceptional communication skills characterized by excellent listening combined with strong written and verbal skills. The ideal candidate will be a creative and strategic thinker with a leadership style that fosters a sense of teamwork, mentorship, and professional development in expanding the capacity and skills within the organization. Interpersonally, the selected candidate will be approachable, calm, and comfortable in high-pressure situations with the ability to lead a team toward collaborative solutions.



A key priority for this role is the enhancement of HR services and processes including a focus on strengthening recruitment and hiring practices within the agency. Additionally, the Director has a critical role in the development and integration of diversity, equity, and inclusion (DEI) initiatives throughout the organization. These efforts will require a creative, seasoned, and collaborative human resources professional that will develop, cultivate, and maintain positive working relationships with staff, management, and employee representatives throughout the organization. These relationships will result from the credibility and trust consistent with the District's values of Stewardship, Integrity, Respect, and Teamwork. 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 required background for this role includes any combination of education and experience that is necessary to perform the duties and responsibilities of the position. This includes technical competency in several major human resource functions including employee or labor relations, managerial competency in planning, organizing, directing, and controlling a major organizational function. Additionally, the position will require leadership competency in



demonstrating inclusive leadership and active support of diversity, equity, and inclusion principles. A typical way to acquire the required expertise is completion of a bachelor's degree and several years of progressively responsible managerial and supervisory experience in public sector human resources administration.

EBMUD 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. This confidential position is an "at will" position and is exempt from the provisions of the District's Civil Service rules.

Compensation and Benefits

EBMUD offers a highly competitive compensation and benefits program. The salary range for this position is \$178,476-\$257,796 annually, DOQ. Appointment is typically made at or below the control point of \$232,020. The excellent benefits program includes:

- ◆ Retirement – EBMUD has its own retirement program (which has reciprocity with CalPERS) with a pension formula of 2.6% at 62 (for Classic members). New members have a 2.5% @ 67 formula. EBMUD participates in Social Security.
- ◆ Health – EBMUD offers Kaiser, Health Net and Anthem Blue Cross Classic plans. The district pays for the cost of employee and eligible dependent coverage at the Kaiser rate.
- ◆ Dental – EBMUD offers Delta Dental and pays the full premium for employees and eligible dependents.
- ◆ Vision – EBMUD offers VSP and pays the full premium for employees and eligible dependents.
- ◆ Vacation – EBMUD offers vacation accrual at the rate of 12 days per year.
- ◆ Paid holidays – 15 holidays per year.
- ◆ Administrative leave – 7 days per year for eligible employees.
- ◆ Sick leave – Employees accrue 13 days per year.
- ◆ Income Protection – Short and Long Term Disability, AD&D, Optional Life Insurance, and voluntary AD&D benefits.
- ◆ Deferred Compensation – EBMUD offers 457(b), 401(k), 401(a) pre-tax plans and an after-tax ROTH 401(k) plan.
- ◆ Other benefits include a Flexible Spending Account, Wellness Program, Employee Assistance Program, Tuition Reimbursement, Fitness Facilities, Transportation Subsidy, Employee Training, Computer Loan Program, Recreation Pass and Flexible Work Schedules, Jobshare & Telecommuting.

The Process

To pursue this exceptional career opportunity, please visit the Avery Associates Career Portal on our website at www.averyassoc.net/current-searches/ to upload your letter of interest, resume and contact information, including email addresses for five work-related references (who will not be contacted until after an interview takes place).

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The final filing date for this position is January 28, 2022.

If you have any questions regarding this position, please contact Bill Lopez at 408.888.4099 or williaml@averyassoc.net or Bill Avery at 408.399.4424 or bill@averyasso.net.

