



Mission Delta Diablo protects public health and the environment for our communities by safely providing exceptional wastewater conveyance, treatment, and resource recovery services in a sustainable and fiscally-responsible manner.



Human Resources and Risk Manager

Delta Diablo

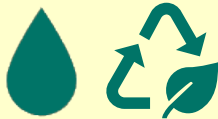
First Review: April 8, 2024



**219,000
residents**



**76 miles of sewer
pipes, force mains,
5 pump stations**



**Wastewater
Treatment Plant**



**Recycled Water
Facility**



**Renewable
Energy
Production**



**Biosolids
Beneficial
Use**

Transforming Wastewater to Resources

www.deltadiablo.org

About Delta Diablo

As a California special district, Delta Diablo (District) provides wastewater conveyance and treatment services for over 219,000 customers in the Antioch, Pittsburg, and Bay Point. The District's Wastewater Treatment Plant (WWTP), which processes an average of 14 million gallons per day (MGD) of wastewater, has been transformed into a "wastewater resource recovery facility" by producing an average of 7 MGD of recycled water via the Recycled Water Facility for use at two power plants and irrigation sites, generating onsite renewable electricity via biogas utilization that meets 50 percent of WWTP power demand, applying residual biosolids as fertilizer through land application at farm sites, and providing household hazardous waste collection and recycling services.

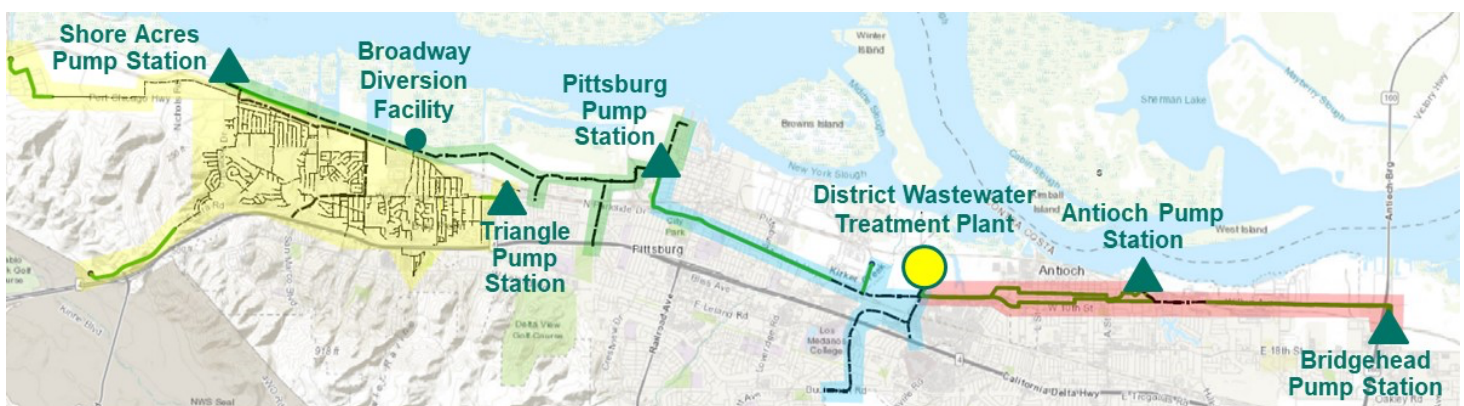


As a nationally-recognized leader and progressive "Utility of the Future," the District is firmly committed to organizational excellence, exemplary regulatory compliance, resource recovery, innovative approaches, sustainable solutions, and community engagement. In achieving our mission, we are focused on providing effective and reliable services, maintaining reasonable rates, and continuing to serve as responsible stewards of the public's resources and trust. The District is governed by a three-member Board of Directors that includes a Pittsburg councilmember, an Antioch councilmember, and the Contra Costa County Board of Supervisors Member representing the Bay Point community

Delta Diablo budgeted for 81.5 full-time positions in FY23/24 with most represented by one of three employee labor organizations: the Management Association, Local One AFSCME Council 57 Professional and Technical Unit, and Local One AFSCME Council 57 Operations and Maintenance Unit. Delta Diablo is a member of CSRMA risk management pool and has multiple strategic initiatives focused on workforce development, employee performance appraisal system improvements, and wellness and employee appreciation programs.

Following extensive staff engagement, the District adopted a Strategic Plan (dated August 2021), which includes new Mission, Vision, and Behavioral Value Statements, as well as targeted strategies and objectives to support the six Strategic Goals highlighted below.

Infrastructure Investment	Ensure the long-term effectiveness and reliability of critical District infrastructure through prioritized, cost-effective capital investment and maintenance
Environmental Stewardship	Meet or surpass environmental and public health requirements to maintain public trust
Fiscal Responsibility	Manage financial resources effectively to meet funding needs and maintain fair and reasonable rates
Organizational Change	Embrace innovation, engagement, and change to enhance service delivery, work processes, and use of technology to drive sustained improvement in organizational effectiveness and efficiency
Workforce Development	Support development of an engaged, skilled workforce that is dedicated to organizational excellence and exceptional service delivery
Customer Services and Engagement	Deliver an exceptional customer service experience and embrace opportunities to enhance service value through engagement and collaboration



The Position

Delta Diablo has a career opportunity for an exceptionally talented and motivated Human Resources and Risk Manager to manage and lead the Human Resources Division, with one Human Resources Analyst position as a direct report. The candidate is responsible for managing employee and labor relations, recruitment and selection, classification and compensation, employee benefits administration, leave management, training and development, performance management, policy development, workers' compensation, and liability insurance coverages. Supports senior management in labor negotiations and oversees labor Memoranda of Understanding implementation. To perform the job successfully, the candidate will collaborate with senior managers to develop and implement the full range of human resources and risk initiatives, including employing an effective communication strategy to engage and inform District staff of these initiatives.

Qualifying Education and Experience

This position requires a Bachelor's Degree (or equivalent) from an accredited college or university with major coursework in Human Resources Management, Organizational Development, Business or Public Administration, Social or Behavioral Science, Risk Management, or a closely related field, and at least seven years of increasingly responsible experience performing human resources administration and risk management duties, with at least three years at the supervisory or management level involving employee and labor relations. A valid California Class C driver's license must be maintained at all times.

Application Process

The recruitment process for this position will remain open until the final selection is made. **First review of applicants will be on Monday, April 8, 2024.** Applicants interested in this position are encouraged to submit the following information by visiting www.deltadiablo.org:

- Resume (highlight start/end dates for positions held, number of staff supervised)
- Contact information of six work-related references (two supervisors, two direct reports, two colleagues)

All materials must be submitted on-line as directed on the District web site for this recruitment at www.deltadiablo.org. Incomplete applications will not be considered. Applications will be screened to determine candidates who meet the stated minimum qualifications. Those candidates whose application indicates their experience and/or education are best suited to meet the current needs of the District will be invited to participate in an examination and/or interview process. The District's decisions are final. All applicants will receive written notification regarding the results of the application review process. The information contained herein does not constitute either an expressed or implied contract, and these provisions are subject to change. All final candidates for employment with the District are subject to criminal background, credit, and reference checks. Successful candidates not currently employed in a regular status by the District must pass a pre-employment physical examination and drug screen to be considered for employment.

Delta Diablo is committed to equal employment opportunity.

Compensation and Benefits

The District offers a competitive salary and benefits package relative to peer agencies in the San Francisco Bay Area. The established monthly salary range for this position is **\$13,001.67 - \$15,803.61 (\$156,020.04 - \$189,643.32 per year)**. A summary of employee benefits for this position is provided below.

CALPERS RETIREMENT	“Classic” Members: 2.0% @ 55 plan; PEPRA/New Members: 2.0% @ 62
MEDICAL, DENTAL, VISION COVERAGE	District pays up to 100% of Region 1 CalPERS Kaiser Plan; full dental, vision plans are provided
VACATION LEAVE	Minimum of 15 days per year
SICK LEAVE	96 hours annually, with annual sell back up to 40 hours
HOLIDAYS	11 paid, 3 floating annually
ADMINISTRATIVE LEAVE	40 hours annually
LIFE INSURANCE	Equal to annual salary on January 1 st each year
RETIREE MEDICAL	District provides PEMHCA minimum with no employee contribution to OPEB Trust Fund; District provides \$100.00 per pay period to employee’s Retiree Health Savings Account (MissionSquare)
457/401A DEFERRED COMPENSATION	District matching contribution up to 4.0%
WORKERS’ COMPENSATION	Covered by District’s self-insured program
SOCIAL SECURITY AND MEDICARE	District and employee contribution
STATE DISABILITY INSURANCE	Employee contribution

In addition, the District offers a Flexible Spending Account, an Employee Assistance Program, a Tuition Reimbursement benefit, and gym membership subsidy under the Wellness Program.



visit: www.deltadiablo.org for more information.