



Human Resources (Program Analyst)

Job Description

Monthly Salary Range: \$8,481.90 – 10,459.08

Ideal Candidate

A self-starter looking to work in a fast-paced environment that will serve as Human Resources for the District and may lead or assist on one or more of the following: Diversity, Equity, and Inclusion Program implementation, development and deployment of internal training, facilitate workshops, and internal/external customer service. Plans, organizes, and assists the operations of interdepartmental teams with a focus on enhancing the District and providing excellent customer service.

About the Position and Department

This is an hourly, non-exempt position. This Program Analyst position is a confidential classification. Confidential means that the employee in this classification is privy to decisions of District management affecting employer-employee relations. This position is in the Administrative office and reports directly to a Management Program Analyst and will be part of a dedicated, service-oriented team where collaboration and leadership are promoted at all levels. This position must demonstrate a high degree of proficiency in making a wide variety of independent decisions that have District-wide implications, while taking general direction from management.

Essential Functions

- Human Resources
- Training and Development
- Recruitment and New Employee Orientation
- Training/Safety Programs for Employees
- Benefit Administration
- Special Projects

Other Duties and Requirements

- Performs related duties as assigned.
- Comply with all District policies throughout employment.

Knowledge, Skills & Abilities

Diablo Water District evaluates candidate qualifications based on an equivalent combination of education and experience. For example, if a candidate does not possess a college degree (applicable to some jobs) but possesses double the number of years required relevant experience, this may satisfy the minimum job requirements. Accordingly, candidates of all education/experiential backgrounds are encouraged to apply.

- Human Resources experience *preferred*.
- Bachelor's degree in Business Administration, Public Administration, or relevant work experience equivalent.

Required Licenses and/or Certifications

- Maintain a valid California Class C Driver License throughout employment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.
- Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

Environmental Factors

- Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
- Ability to navigate uneven surfaces, with or without assisting devices.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Typical Physical Activities

Diablo Water District supports modern ergonomics and safety protocols in all of its daily practices.

- Communicates orally with District staff and the public in face-to-face, one-to-one settings.
- Regularly uses a telephone and email for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- May occasionally travel by airplane and automobile in conducting District business.
- Work at a desk for an extended period of time.
- Ability to lift and carry 30 pounds, bend, crouch, and stoop to perform routine office functions.

Diablo Water District is committed to utilizing the principles of Diversity, Equity, and Inclusion to guide its employment and customer policies and practices.

We know that having a diverse team working in an inclusive and equity-driven environment will help employees succeed and enhance the delivery of the District's services.

For more information on our DEI Policy, please [click here](#).