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## CAREER OPPORTUNITY

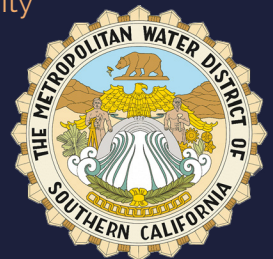
# HUMAN RESOURCES MANAGER

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

SACRAMENTO, CALIFORNIA | ANNUAL SALARY RANGE: \$182,686—\$249,704

**T**HE METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA is seeking a collaborative and seasoned Human Resources Manager to shape the culture, policies, and organizational effectiveness of an agency designing and preparing to deliver one of California's most significant water infrastructure projects—the Delta Conveyance Project.

This position is employed through the Metropolitan Water District of Southern California (MWD) and will support the Delta Conveyance Design and Construction Authority (DCA). The role offers a unique opportunity to design an HR department from the ground up in a contractor- and vendor-based environment while fostering an inclusive, high-performing workplace. The ideal candidate will bring strategic insight, exceptional relationship-building skills, and the ability to partner with leadership to ensure the organization's human capital strategies align with its long-term vision and operational priorities.







## THE OFFICE / THE REGION

**THE OFFICE IS IN A MODERN, STATE-OF-THE-ART OFFICE** in Downtown Sacramento, surrounded by dining, entertainment, cultural venues, and green spaces. The central location offers easy access to public transit, key state agencies, and a vibrant downtown environment—creating an ideal setting for collaboration and innovation.

Sacramento, California's capital, is a dynamic city known for its welcoming neighborhoods, farm-to-fork food culture, and abundant outdoor recreation. Located in the heart of Northern California, it is within easy reach of San Francisco, Lake Tahoe, and Napa Valley, making it a highly desirable place to live and work. For more information here are some other links:

**Visit Sacramento.** The official tourism site offering regional highlights, events, food, attractions, and itineraries. A great go-to for newcomers.

**Greater Sacramento Economic Council (Quality of Life).** Provides data on living standards, cost of living, economy, neighborhoods, and lifestyle.

CLICK  
LINKS







# THE ORGANIZATION

**T**HE METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA is a state-established cooperative that, along with its 26 cities and retail suppliers, provides water for 19 million people in six counties. The district imports water from the Colorado River and Northern California to supplement local supplies, and helps its members to develop increased water conservation, recycling, storage and other resource-management programs.

The **Delta Conveyance Design and Construction Authority (DCA)** is a joint powers authority created by 16 California public water agencies to support the design and construction of the **Delta Conveyance Project**—a modernization of the State Water Project (SWP). Working under the direction of the California Department of Water Resources (DWR), the DCA leads engineering and design efforts that inform environmental review, assess potential impacts, and develop effective mitigation measures, including field investigations, transportation and noise studies, and air quality analyses of the proposed modernization project.

CLICK  
LINKS

LEARN MORE ABOUT DCA

UNDERSTAND THE WORK OF DCA

CLICK  
BUTTONS

# THE JOB

## **THIS LIMITED-TERM POSITION IS HIRED THROUGH THE METROPOLITAN WATER DISTRICT**

and reports to the MWD's HR Group Manager and is currently funded through December 31, 2027. This role serves as a trusted advisor to the Executive Office Leadership and six division heads at DCA ([see Organizational Chart](#))—all currently contractors or vendors—the HR Manager will focus on organizational effectiveness, leadership support, and culture creation across a multi-organization team in preparation for potential future funding.

CLICK  
LINK

While the role has no direct staff, the manager will have access to consultant support to develop policies, systems, and HR services. The position receives MWD's competitive benefits and pension program along with the opportunity to contribute to organizational culture, advance policy development, and supporting executive and division leadership.

### **In the near term, the HR Manager will:**

- Coordinate with the Executive Office and align the work of contractors, vendors, and advisors to ensure cohesive operations and a positive, collaborative workplace.
- Guide policy development and organizational practices.
- Maintain and expand a digital training platform for policies, procedures, and operational learning.
- Support leadership in navigating complex organizational dynamics and provide practical HR counsel on performance, team integration, and culture.
- Develop and implement a comprehensive orientation and onboarding program.
- Monitor legislative and compliance requirements, providing updates to leadership.

**Looking ahead, the HR Manager will design the foundation of the DCA's future Human Resources activities. With funding secured through 2027, the organization is actively preparing now for the next phase of work anticipated to start in 2028. To that end, the HR Manager will:**

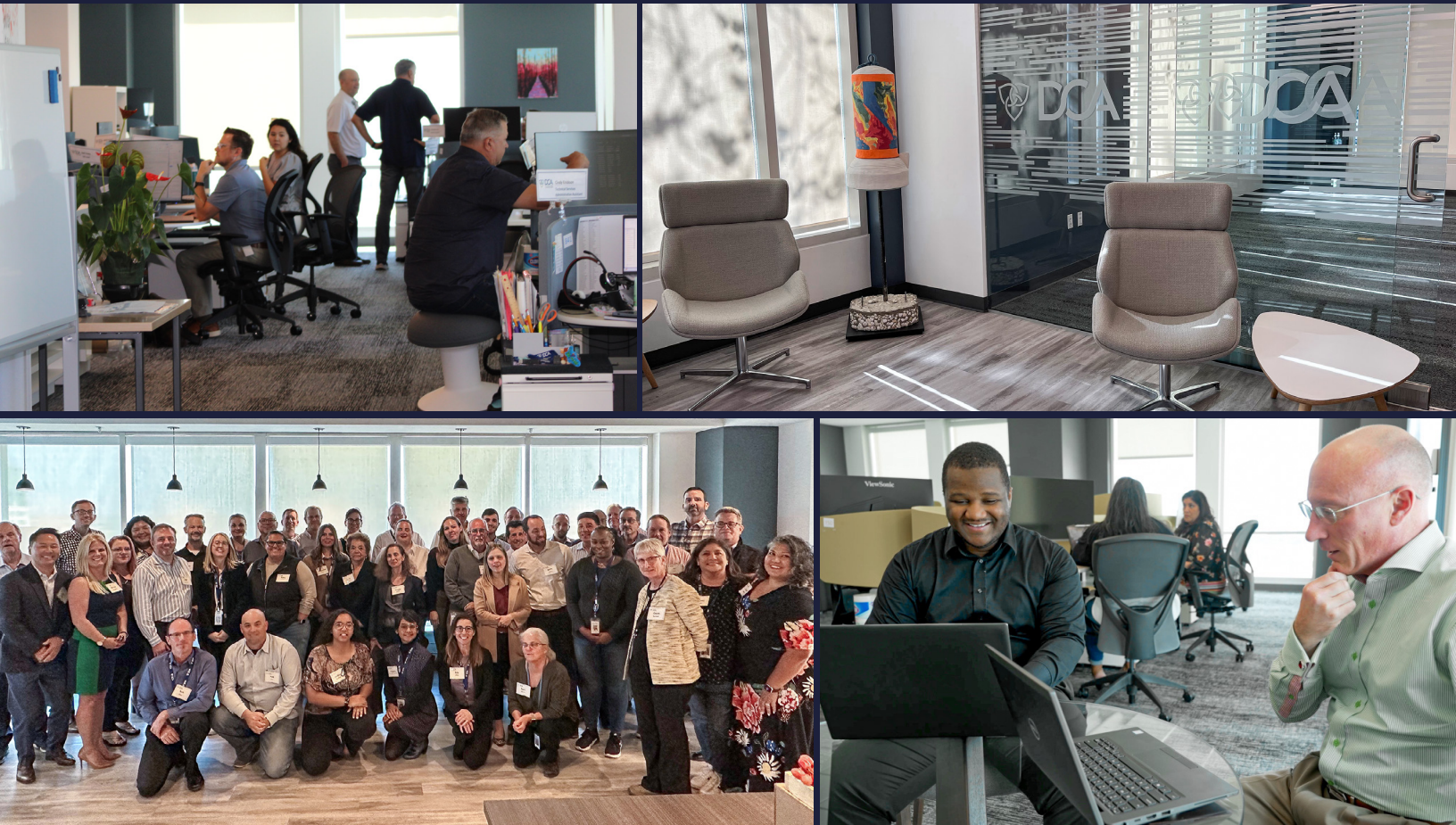
- Build the HR infrastructure—including classification systems, compensation structures, and benefits programs—to support future large-scale recruitment and workforce planning.
- Develop employee handbooks, policies, and procedures.
- Identify, recommend, and implement HR information systems and related to support the full employee lifecycle.
- Lead talent acquisition strategies and organizational development efforts to prepare the DCA for long-term sustainability.

This role offers a rare opportunity to shape and reinforce DCA's culture, and systems during the permitting and design phase and then transition into a permanent structure as DCA evolves.



# THE IDEAL CANDIDATE

**THE IDEAL CANDIDATE IS AN ADAPTABLE, SEASONED HR PROFESSIONAL** who thrives in complex, evolving environments. They are motivated by the opportunity to both strengthen today's contractor- and vendor-based workforce and design the systems, policies, and culture needed for a fully staffed organization in the future. They will bring expertise in organizational development, workforce planning, and HR technology and be collaborative and politically astute. Skilled in policy development, compliance, and change management, they balance strategic vision with hands-on execution. They bring excellent communication and presentation skills, a commitment to inclusivity and transparency, and the resilience to navigate uncertainty with a business-minded, results-driven approach. They can execute a vision and ensure HR strategies advance DCA's mission and operational success.





## EMPLOYMENT STANDARDS

*This limited-term position is funded through December 31, 2027 and will be hired as an employee of the Metropolitan Water District of Southern California (MWD), with access to MWD's competitive salary, benefits, and pension program as outlined below. Based on future funding and approvals, the Delta Conveyance Design and Construction Authority (DCA) may transition to a fully staffed organization in 2028. As a result, this role may evolve into a DCA position with its own classification and compensation structure. While it is the intent that the HR Manager will be well-positioned for that transition, appointment to a DCA role is not automatic and will be subject to future funding approvals, organizational needs, and the hiring process led by DCA leadership.*

**Education:** Bachelor's degree from an accredited college or university.

**Experience:** Eight (8) years of increasingly responsible relevant experience, of which two (2) years must have been in a project management, supervisory, or lead capacity.

OR

**Education:** Advanced degree from an accredited college or university.

**Experience:** Six (6) years of increasingly responsible relevant experience, of which two (2) years must have been in a project management, supervisory, or lead capacity.

## DESIRED

- Experience in California government/public utility sectors.
- Experience in the water industry, civil infrastructure, capital projects, or other large-scale public works.
- Certification in Human Resources, such as PHR or SHRM-CP.
- Proficiency in HR technologies and systems, with a strong working knowledge of state human resources regulations.

# SALARY & BENEFITS

The annual salary range for this position is: **\$182,686–\$249,704, PLUS** the Metropolitan Water District offers a generous and competitive benefits package that includes:

## Medical, Dental, and Vision Insurances

**Retirement:** Benefits are provided under CalPERS. 2% @ 62 for new members. 2% @ 55 for classic members. The employee contribution is 8% for new members; 7% for classic members paid by MWD upon date of hire.

**Exemption to Social Security:** MWD employees do not contribute to Social Security.

## Life Insurance & Long-Term Disability

**Holidays:** 15 days per year, starting date of hire.

**Sick Leave:** Up to 12 days per year, starting date of hire.

**Wellness:** Reimbursement up to \$400 per calendar year.

## Professional Development & Productivity

**Enhancement:** Up to \$900 per year on supervisor-approved purchases.

## Other:

- Rideshare up to \$187 reimbursement per month.
- Health and Dependent Care Flexible Spending Accounts
- Access to an employer provided credit union.
- Employee Assistance Program

## ADDITIONAL BENEFITS: Eligible after 1,044 Hours of Service.

**Deferred Compensation:** 401(k) and 457 plans available.

**Personal Leave:** 24 hours per year, following six months of full-time employment.

**Annual Leave:** 10–25 days per year of vacation accrued, following six months of employment.

**Disability Leave:** Accrual rate is based on actual service hours after six months.

**Tuition Reimbursement:** Up to \$9,000 per year, contingent upon core business- and job-related courses or programs.

FULL BENEFITS INFORMATION

VIEW THE BENEFITS GUIDE



## HOW *TO* APPLY

For consideration, apply by **SEPTEMBER 30** at:

**SAVE THE DATES.** *Selected candidates must be available for both dates.*

- Round one interviews will take place virtually on **OCTOBER 17**.
- Round two interviews will take place in-person in Sacramento on **OCTOBER 31**.

WBCP JOB BOARD



**QUESTIONS?** Please contact your recruiter, Wendi Brown, with any inquiries:

**wendi@wbcpinc.com**

**866.929.WBCP (9227)** toll free  
**541.664.0376** direct

