



**MARIN
WATER**

SENIOR HUMAN RESOURCES ANALYST

Training and Employee
Engagement

\$123,936 – \$153,636 Annually



The Position

Are you an energetic, experienced HR professional who excels at delivering impactful training solutions? Do you enjoy analyzing data and developing strategic training solutions for a highly skilled workforce with diverse technical expertise? Are you looking for an organization that values creativity and innovation? Marin Municipal Water District is seeking a dedicated Senior Human Resources Analyst to join our team.

Regional Government Services (RGS) and its staff are conducting this recruitment on behalf of Marin Municipal Water District.

This role offers a unique opportunity for the selected candidate to strengthen the organization's learning environment. Key priorities for the incoming Senior Human Resources Analyst include reviewing and updating the District's training needs assessment and developing a strategic training plan, managing a structured onboarding program, managing the District's employee evaluation program and evaluating and optimizing the agency's existing technology, particularly the learning management system (LMS) and related systems.

Who we are

Marin Water delivers clean water to more than 190,000 people in central and southern Marin County and manages more than 18,000 acres of land on the Mount Tamalpais Watershed, where most of our local water is sourced. As California's first municipal water district, chartered in 1912, our proud history of service is upheld by our dedicated staff of nearly 250 employees across 25 departments. We are committed to our core values of health and safety, stewardship, innovation, efficiency and responsiveness, accountability, respect, listening and learning, and working together to anticipate the challenges ahead and achieve our mission. Explore a meaningful career with Marin Water and join us in our mission to manage the lands, water, and facilities in our trust to provide reliable, high-quality water and adapt and sustain these precious resources for the future.

The community we serve

Marin County is a special place known for its striking natural beauty, an active and engaged community, characteristic towns, farm fresh food, thriving arts and outstanding schools. Nestled on a peninsula in the northwest corner of the San Francisco Bay Area, Marin is easily accessible by bike, car, bus, train and ferry. Mount Tamalpais, home to our primary source of water, stands at the center of Marin and is treasured by our community.



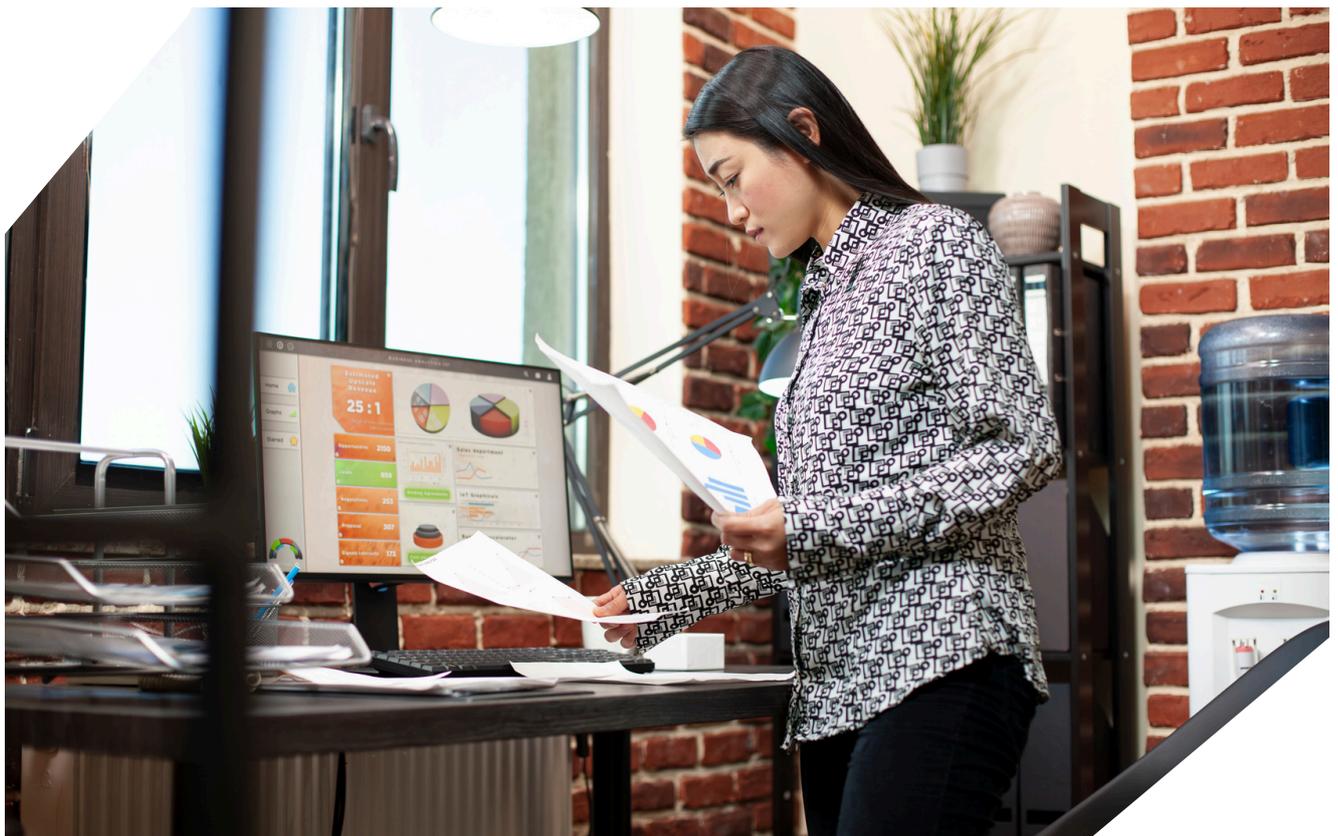
The Ideal Candidate Will

- Have proven experience conducting organizational training needs assessments and coordinating training programs aligned with departmental and agency-wide goals
- Be skilled in designing, administering, and analyzing surveys, and working with large and complex data sets
- Have strong knowledge of adult learning principles, learning theories, and instructional design models, with demonstrated experience developing training sessions and curricula
- Be proficient with PowerPoint and other training platforms and tools
- Have advanced computer skills and comfort working in a Windows environment, including Microsoft Word and Excel, Canva, Publisher, and learning management systems (LMS)
- Have excellent presentation and facilitation skills, with the ability to tailor content for audiences from entry-level staff to executive leadership
- Have exceptional verbal communication skills and the ability to engage participants while maintaining a positive, welcoming presence both virtually and in person
- Have strong written communication skills, including the ability to produce clear content, reports, outreach materials, and professional email correspondence
- Be able to thrive in a dynamic, evolving environment while managing multiple priorities and deadlines simultaneously



Core Competencies

- **Analytical Thinking** - Identifies solutions to complex problems integrating findings from several different disciplines; evaluates the various options developed and selects the most effective solution
- **Collaboration** - Fosters staff and stakeholder communication and dialogue; identifies opportunities for building consensus
- **Communication** - Models interpersonal communication that invites participation and future dialogue
- **Creativity and Innovation** - Collaborates with team and organizational leaders to generate unique ideas and to make connections among previously unrelated notions
- **Initiative** - Identifies and takes action to address problems and opportunities
- **Leverage Technology** - Champions innovative use of technology and suggests resources to support the organization's mission and strategic goals
- **Results Orientation and Execution** - Anticipates and identifies overriding organizational factors which influence or constrain direction, decision-making, and organizational priorities
- **Training and Development** - Contributes to an organizational culture that supports the learning and professional growth of all employees

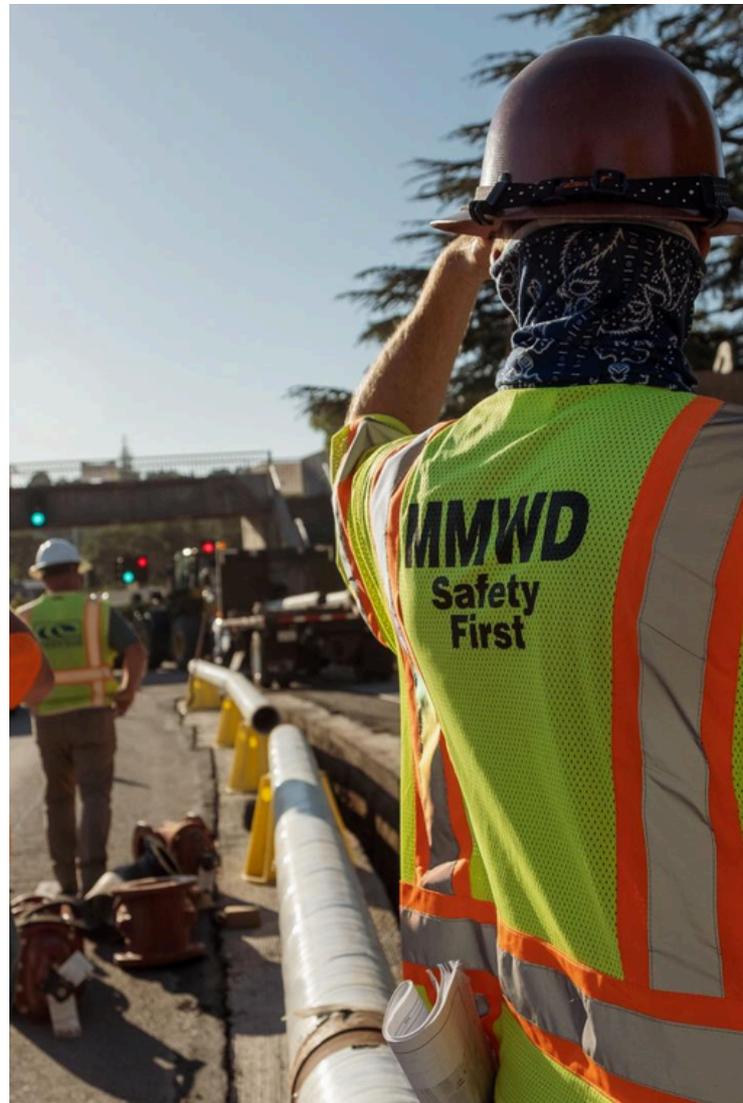


SALARY and BENEFITS

The starting salary will be commensurate with the experience, qualifications, and skills of the successful candidate and will be in alignment with the current compensation (up to \$153,636 DOE/DOQ).

The District offers a competitive benefits package:

- **Retirement:** CalPERS Retirement Plan
- **Social Security and Medicare**
- **Medical Benefits:** CalPERS medical, dental, and vision care for employees and eligible dependents
- **Vacation Leave**
- **Paid Holidays**
- **Sick Leave**
- **Deferred Compensation Plan 457(b)**
- **Tuition Reimbursement**



Senior Human Resources Analyst - Training and Employee Engagement



QUALIFICATIONS

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- A bachelor's degree from an accredited college or university with major course work in human resources, organizational development, public or business administration, or a related field. A master's degree in human resources, public administration, or a related field is preferred.

AND

- Four years of progressively responsible professional human resources management experience with experience in educational design and curriculum development. Some experience in a public agency setting is preferred.

SELECTION PROCESS

DEADLINE TO APPLY: March 23, 2025 at 11:59 PM PST.

Apply at: <https://bit.ly/MWSrHRAnalyst>

Applications must be submitted online through this applicant tracking system. All materials must be complete and clearly indicate the candidate meets the minimum qualifications. All statements made on the application, resume, and supplemental materials are subject to verification. False statements may be cause for immediate disqualification, removal from eligibility list, or discharge from employment.

Application – Applications are screened based on the criteria indicated in this announcement. Incomplete, late, emailed, and faxed applications will not be accepted. Resumes are not considered in lieu of the required employment application. Certificates, resumes, and/or cover letters must be uploaded with your application through this applicant tracking system. All completed applications will be reviewed for each applicant's ability to meet the minimum work experience, training, and education qualifications.

All communication and notices will be sent via email. Additional inquiries about the position may be directed to rblut@rgs.ca.gov.

Marin Municipal Water District is an Equal Opportunity Employer.

RECRUITMENT CONTACT

Richard Blut
650-587-7300 Ext: 120
rblut@rgs.ca.gov

