



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

STRATEGIC PROGRAM MANAGER, HUMAN RESOURCES

Group-Section: Human Resources	FLSA Status: Exempt Bargaining Unit: ACE	Salary Grade: 66 Job #: PMA01
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JOB SUMMARY

Participates in and is involved in the research, evaluation, planning, development, implementation, and assessment of strategic programs designed to reflect industry best practice and improve overall management development and business processes.

A program may be an ongoing endeavor, strategic actions of limited duration within an ongoing program or may comprise multiple large projects, which constitute or support a major goal or operation of the District. A program typically involves external agencies and matrix management of multiple staff. Programs may also involve a single major effort of a comprehensive nature.

OVERSIGHT

Receives direction from the Group Manager. May exercise technical and/or functional direction over assigned staff.

JOB DUTIES

1. Assists in the development and implementation of a strategic planning process that can be used to align Human Resources' activities with the MWD Business Plan and can be shared district wide to help align all business units with the business planning process.
2. Provides leadership and management expertise to build talent assessment, development and succession capabilities, and consults with senior business and HR leaders on HR initiatives and specific organizational and individual talent/skill development opportunities and creates long-term plans to address them.
3. Assists in the overall development of a Workforce Planning Process that is designed to address aging workforce issues, create a better pipeline for newer talent and combine a variety of programs that ties in succession planning and the creation of core skills and competency identification and application for employee development and recruitment.
4. Designs, develops and implements management leadership forums designed to foster a stronger, more cohesive management team and instill high standards and consistency in management practices will help shape a better defined culture and foster greater empowerment and accountability.
5. Assists in the development and implementation of HR standards and metrics designed to instill a practice of continuous improvement and application of industry best practice. This will include internal surveys and information gathering tools to establish baselines to improve operations and customer services.

6. Assists in the design and development of new programs to provide tools and incentives to help HR and the workforce adopt new technologies, change initiatives, programs or services.
7. Provides insight and direction for staying current with industry trends and best practice process and procedures that can be understood and considered for possible inclusion company operation and administration.
8. Performs complex and professional project management work for HR projects and strategic alignment programs within Metropolitan current or proposed policies and practices.
9. Identifies critical strategic, project management and operational issues; advises appropriate staff, and recommends solutions.
10. Attends project-related Board Look-Ahead meetings and disseminates information regarding due dates, Board Meeting and Committee changes or updates, and works closely with Board Letter staff to address any outstanding issues; Prepare and present reports on project status to the Board, Management staff, other Departments, Outside Agencies and the public.
11. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's Degree from an accredited college or university majoring in business administration, finance or management development and twelve years of experience with progressively responsible and broad managerial experience in strategic processes and programs, of which four years must have been in a supervisory, project management, or lead position; or an advanced degree in business administration or related field (i.e., master's or doctorate) with ten years of progressively responsible and broad managerial experience in strategic programs and processes, of which four years must have been in a supervisory, project management, or lead position.

Required Knowledge of: Operational characteristics, services, technical aspects, policies and procedures, and activities of the assigned program; principles and practices of project management and development including planning, scheduling, and budgeting; recent developments, current literature, sources of information, and research techniques related to assigned programs; advanced principles and techniques of research, investigation and analysis; principles and practices of public sector contract administration and management; and pertinent Federal, State, and local laws, codes, and regulations.

Required Skill and Abilities to: Provide leadership toward desired results; perform a variety of complex project management function; identify key issues; develop policy recommendations; advance Metropolitan's policies and positions in external areas; research, analyze and evaluate new service delivery methods and techniques and provide technical expertise; analyze problems, identify alternative solutions, and project consequences of proposed actions and implement recommendations in support of goals; direct, coordinate, monitor, and oversee specialized studies, project schedules, and related analyses; prepare and administer budgets; direct the preparation of clear and concise technical, administrative, and financial reports; make persuasive and effective presentations of ideas and recommendations; plan, assign, supervise, review, and

provide input toward evaluation of staff; select and train staff as appropriate; interpret and apply Federal, State, and local policies, laws, and regulations; understand and follow oral and written instructions; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

CERTIFICATES, LICENSES and REGISTRATIONS REQUIREMENTS

- A Valid California Class C Driver License

DESIRABLE QUALIFICATIONS

None

PHYSICAL DEMANDS/WORK ENVIRONMENT

Described here are representative of those that must be met or may be encountered by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job functions.

Physical Demands: Light

Work Environment: Primarily an indoor work environment typical of an office setting. The work environment may include some exposure to outside elements. May travel to various sites requiring overnight stay.