



Title: Human Resources Analyst II - Recruiter

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Work Location: Los Angeles, California,

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## Description

The Metropolitan Water District of Southern California is a consortium of twenty six cities and water districts that provides drinking water to nearly 19 million people in Southern California. Metropolitan's mission is to provide its service area with adequate and reliable supplies of high quality water to meet current and future needs in an environmentally and economically responsible way. Metropolitan's facilities include the 242-mile Colorado River Aqueduct, five conventional water treatment plants with a combined capacity of 2.3 billion gallons per day, nine surface water reservoirs, 800 miles of pipeline, and 16 hydroelectric power plants.

We are seeking a Human Resources Analyst II - Recruiter within the Classification/Compensation and Recruitment Unit. In this role you will assist with administering all supplemental labor contracts and internship programs; and assist with performing full cycle recruitments and resource requests consistent with rules and regulations, federal and state laws, policies and procedures. As a recruiter, you will assist with filling the full range of positions Metropolitan Water District employs throughout all of our facilities. You will assist with guiding the recruitment process through conducting hiring manager meetings, drafting job announcements, planning out the employment testing, screening candidates, scheduling testing and interviews, and making job offers.

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## Required Skills

### MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university in a related field and two years of relevant experience; or two years as a MWD Human Resources Analyst I.

Relevant Experience is defined as: assisting with or performing full life cycle recruitment process.

Required Knowledge of: Techniques of data collection and research methods; principles of business letter writing and basic report preparation; methods and equipment including multi-line phones, copiers, facsimile machines, and computers.

Required Skills and Abilities to: Understand and apply human resources rules, regulations, policies

and procedures, and applicable local, state, and federal laws; review and complete detailed template letters, forms, and questionnaires, claims and surveys; identify and resolve problems in depth by analyzing and interpreting rules and regulations, and numerical data; clearly and concisely both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; operate office equipment including computers and supporting applications.

License required: Valid California Class C Driver License or equivalent from your state of residency that allows you to drive in the course of your employment is required at time of application.

#### PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

**Physical Demands:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

**Work Environment:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated. Position will require travel to all facilities, including Desert facilities and Sacramento. Some travel will require overnight stays.

**Vision Requirements:** No special vision requirements.

This job announcement has been designed to indicate the general nature and level of work being performed by employees in this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. To receive a copy of the complete job description, please send an email to [jobs@mwdh2o.com](mailto:jobs@mwdh2o.com).

The Metropolitan Water District of Southern California is committed to providing reasonable accommodations to qualified individuals with disabilities. Qualified individuals with disabilities, who need a reasonable accommodation during the application or selection process, please call (213) 217-7738 or email [jobs@mwdh2o.com](mailto:jobs@mwdh2o.com).

MWD is a Federal and State EO employer - Veterans/Disabled and other protected categories.

**Kind:** Full Time

**Level:** Professional

#### **Apply**

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