

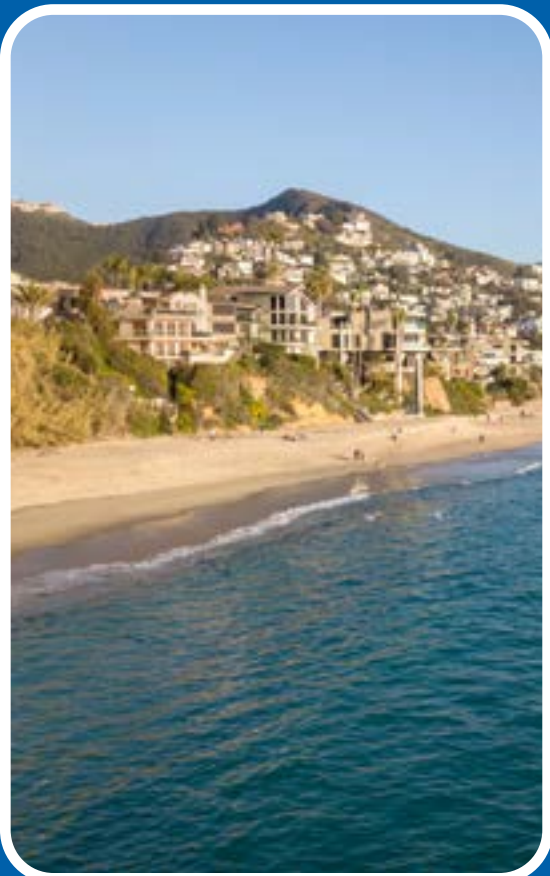
# IRVINE RANCH WATER DISTRICT



**DIRECTOR OF SAFETY & SECURITY**

## Outstanding Career Opportunity

The Irvine Ranch Water District (IRWD) is conducting a broad search for a highly energetic and experienced Director of Safety & Security. This is a newly created executive level position within the District to address and focus on comprehensive safety, security, and emergency preparedness and response programs. Under the direction of an Executive Director, the Director of Safety & Security will provide safety and health performance measures to the General Manager and the Executive Leadership Team. The key focus of this position will evolve around continuous improvement of occupational safety, health and emergency preparedness, and response performance on a district-wide basis. Ideally, the top candidate will also be action-oriented, approachable, confident, and demonstrate the ability to collaborate across the organization in alignment with the District's values.



### Experience Living and Working in Orange County!

Orange County is an outstanding place to live, work, and enjoy all that Southern California has to offer. The area is known for its numerous tourist attractions, cultural opportunities, Mediterranean climate, beautiful beaches, and large wilderness and natural areas. The County is a leading California business center and home to some of the nation's leading companies in the biotechnical, medical, electronic, computer, information, video gaming, cosmetic, clothing, finance, and other fields.

Outstanding educational opportunities are also available within or near the IRWD service area. Irvine Unified, Newport Mesa Unified, Saddleback Valley Unified, and Tustin Unified are the largest public-school districts served by IRWD. There are numerous public and private colleges and universities located within the IRWD service area, including the University of California Irvine, Chapman University, Irvine Valley College, Rancho Santiago Community College, and many others.

## Overview of the District

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Irvine Ranch Water District has established itself as a progressive, values-driven agency with an international reputation for its leading-edge water recycling program, water use efficiency practices, water banking, urban water treatment, energy management, and overall exemplary services to its customers. IRWD provides high quality, reliable drinking water, non-potable water, sewage collection, and urban runoff treatment services to an increasingly diverse daytime population of nearly 600,000 residents, workers, students, and others. IRWD provides service to its customers through 118,000 water, and 113,000 sewer service and recycled water connections. In Fiscal Year 2019-20 IRWD supplied over 80,000 acre-feet of water, of which 52% was from groundwater, 27% recycled water, 14% imported water, and 7% runoff capture. IRWD serves the entire City of Irvine as well as portions of Costa Mesa, Lake Forest, Newport Beach, Orange, Tustin, and unincorporated Orange County.

The District encompasses approximately 181 square miles and extends from the Pacific Coast to the foothills, with elevations ranging from sea level to 3,200 feet. With a population over 3 million, Orange County is the third largest county in California and one of the largest in the United States.

IRWD is governed by a five-member, publicly elected Board of Directors, each member elected for four-year terms. These officials are recognized leaders throughout the water industry and are responsible for setting the District's policies. District leadership, implementation of Board policies, and overseeing the day-to-day operations are the responsibility of the General Manager. Mr. Paul Cook has been with the District since 2004 and has served as the General Manager since 2011.

IRWD's Fiscal Year 2021-22 operating budget is approximately \$180 million. Its annual capital budget of approximately \$100 million includes a diverse mix of challenging and complex capital projects involving the District's water recycling facilities; groundwater and surface water membrane treatment facilities; water banking facilities; energy storage facilities; and biosolids dewatering, digestion, energy recovery, and pelletization facilities.

# IRWD's Values

- We share a concern for safety: For ourselves, our co-workers, and the public.
- We model corporate and individual integrity and transparency in all we do.
- We encourage creative, anticipatory, and adaptive solutions with a bias for action.
- We embrace teamwork, collaboration, and enjoyment of our work.
- We take ownership and personal responsibility.
- We promote professional growth and opportunity for staff.
- We prioritize responsive and caring customer service.
- We foster environmental stewardship.
- We treat each other with respect and kindness.





## Position Overview / Key Responsibilities

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The Director of Safety & Security is an at-will position and reports to an Executive Director.

This top position has full responsibility to plan, organize, integrate, implement, and audit the work of the Safety & Security Department ("S&S Department"). The Director also oversees staff supporting comprehensive program areas, which includes employee health, safety, security, investigations, and comprehensive responses to emergency situations. The Director also ensures that programs are designed and administered to align with the District's values. The Department has four full-time staff (including the Director).

General responsibilities of the Director of Safety & Security include:

- ◆ Develop, implement, and administer comprehensive safety and security management systems, procedures, programs, policies, guidelines, and work standards to achieve occupational safety and health excellence.
- ◆ Promote, plan, organize, and provide direction to District staff to strengthen the District's safety culture; monitor and evaluate the efficiency and effectiveness of department service delivery methods and procedures; and recommend appropriate services and staffing levels.
- ◆ Provide leadership and work with staff to develop and retain highly competent, customer service-oriented staff through selection, compensation, training, and day-to-day management practices that support the District's mission and values.
- ◆ Establish/Maintain primary interface with regulatory agencies such as Cal/OSHA, the Orange County Health Care Agency, and the Water Emergency Response Organization of Orange County (WEROC).
- ◆ Serve as the primary liaison with local, state, and federal law enforcement and emergency management personnel, including police and fire agencies, for compliance with fire, life, safety, and other regulatory codes; conduct annual fire preventions inspections with appropriate fire protection agencies; and maintain primary interface with police, state, and federal agencies relative to the physical security measures pertinent to District operations.
- ◆ Develop and administer the Safety & Security Department budget.

# Position Overview / Key Responsibilities *continued*

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## Key responsibilities for the Safety Program:

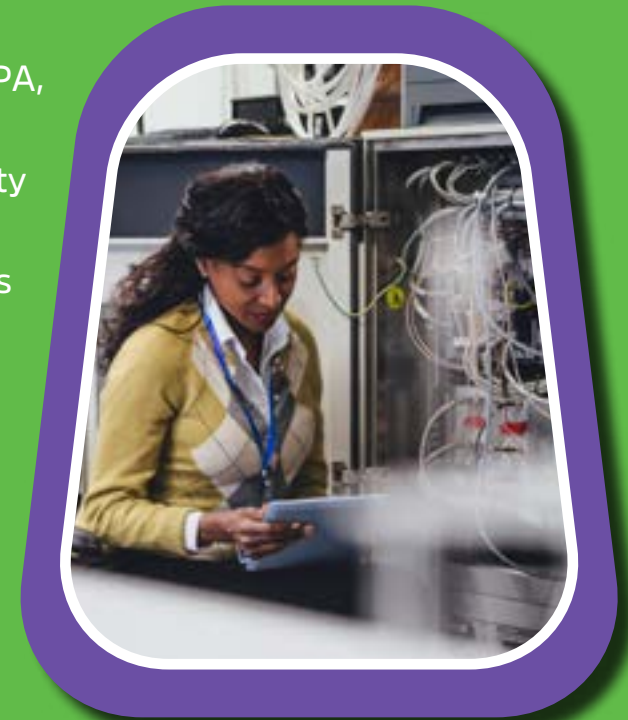
- ◆ Interpret, administer, and ensure documentation for OSHA, Cal/OSHA, DOT, NFPA, and other pertinent regulations.
- ◆ Apply technical and professional expertise in the review and evaluation of safety and health legislation and regulations.
- ◆ Oversee and/or conduct investigations into accidents, injuries, and near-miss events and administers the District Accident Prevention Programs.
- ◆ Facilitate meetings of the District Safety Steering Committee, including preparing meeting agendas, developing reports, and following up on action items.
- ◆ Ensure staff comply with all District and mandated safety rules, regulations, and protocols.

## Key responsibilities for Security:

- ◆ Ensure the security of District facilities by reviewing facility access controls, determining appropriate level of video surveillance, or other methods to maintain the integrity of District operations.
- ◆ Manage the activities of private security guard services including a daily review of the guard report of findings and observations.

## Key responsibilities for Emergency Preparation:

- ◆ Maintain IRWD's Emergency Response Program, including its Emergency Operation Plan (EOP) and the protocols, organizational charts, and other materials contained within it.
- ◆ Maintain the readiness of the District's primary and secondary Emergency Operations Center (EOC).
- ◆ Responsible for the coordination, scheduling, and administration of annual emergency response preparedness drills.
- ◆ Perform emergency incident debriefs and reports out to management and staff.





## How do you measure up?

### *Attributes of IRWD's Senior and Executive Staff*

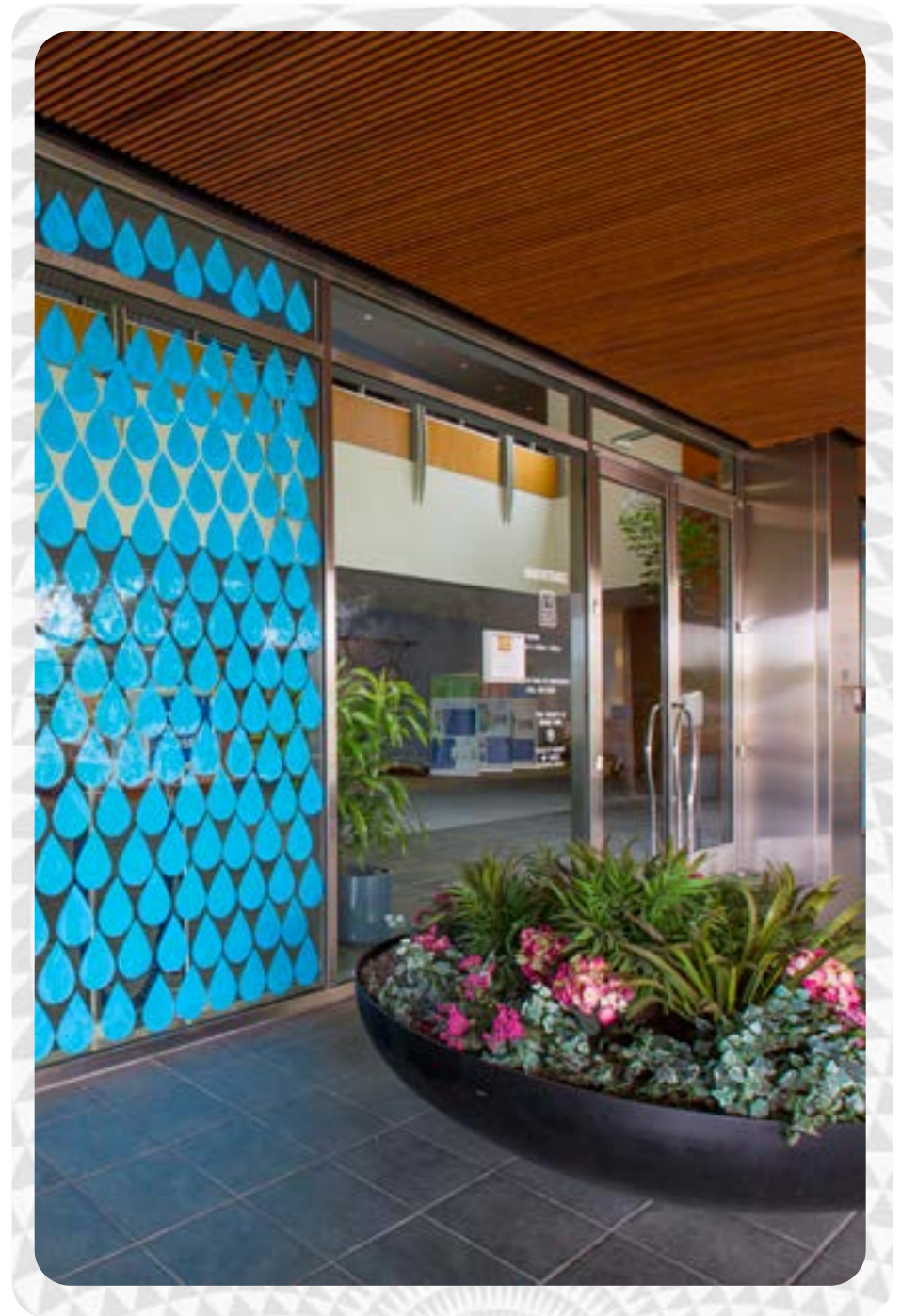
- ◆ **A Leader** with outstanding mentoring and team-building skills, who builds trust, motivates others, and moves the organization forward by being inclusive yet decisive.
- ◆ **A Critical Thinker** who is strategic and forward-thinking with the vision and commitment to seek continuous improvement in the effectiveness and efficiency of the District as well as the Safety & Security Department.
- ◆ **An Excellent Communicator** and accomplished presenter who has an outgoing and personable communication style, exceptional listening skills, a well-honed sense of diplomacy, the ability to drive change and influence people, and the flexibility to work with a variety of individuals at all levels in the organization.
- ◆ **A Collaborator** who is an active listener and expresses opinions candidly on all issues while engaging in a collaborative, team-spirited work environment with the General Manager, the Senior Staff Team, the Board of Directors, managers, and staff throughout the organization in the spirit of contributing to IRWD's overall success.
- ◆ **Results-Oriented** with a sense of urgency and timeliness that benefit a fast-paced and dynamic environment.
- ◆ **Confident** and self-assured with the ability to exercise a high degree of professionalism, common sense, sound judgment, and a sense of humor.
- ◆ **Creative** with an entrepreneurial spirit, advanced problem-solving skills, and a passion for developing and encouraging creativity in others.
- ◆ **Ethical** with impeccable integrity, a commitment to organizational values as a basis for decision-making, and an unwavering commitment to assist in leading and managing a top-tier organization.



## The Ideal Candidate

As a result of the key nature of this position to the organization, IRWD seeks to attract highly qualified candidates for consideration that bring a balanced approach to the organization's safety, security, and emergency preparedness needs. An adaptive leadership style with exceptional administrative, communication, interpersonal, and relationship-building skills is critical for success in this high-level position. As a very strong manager of resources, the Director will have the ability to address day-to-day operational and personnel related matters with a keen and uncommon ability. Top candidates for consideration will have prior management experience in an organization that promotes best practices and have a ***proven track record of developing comprehensive safety, security, and emergency preparedness strategies, programs, and measures.***

The successful Director of Safety & Security will also have ***verifiable experience*** in successfully completing projects of importance that require in-depth evaluation and consensus building within administrative and operational environments. In addition, the ideal candidate will have extensive knowledge in the security arena, or public safety environment including establishing broad security strategies, policies, standards, and protocols. The ideal candidate will also have experience developing and implementing security and emergency management programs required to ensure business continuity. Although not often deployed, experience overseeing misconduct and other security related incidents would be an added plus.





## The Ideal Candidate *continued*

### **Additionally, management level experience desired in the Director include:**

- ◆ Provide leadership in developing, expanding, and conveying comprehensive safety, security and emergency management strategies, programs, and measures to assess and mitigate risk, maintain continuity of operations, and safeguard IRWD's physical assets, employees, and customers;
- ◆ Communicate, build consensus, and work collaboratively with a broad range of people and organizations;
- ◆ Develop consensus within an organizational climate of diverse operational activities and often-conflicting regulations imposed by agencies with regulatory jurisdiction;
- ◆ Envision and achieve the desired outcomes through clearly defined programs and initiatives and to convince others that the selected course of action is appropriate;
- ◆ Effectively communicate within all levels of the organization (including briefing the General Manager and Senior Staff Team) on the status of security and emergency management;
- ◆ Lead and manage the S&S Department to initiate and implement programs and systems that are based on best business practices; and
- ◆ Provide strong fiscal management and accountability.

### **Personal characteristics and attributes will include having or being:**

- ◆ An excellent facilitator;
- ◆ An engaging, highly collaborative personality with a results-oriented approach;
- ◆ A calculated risk-taker willing to step out beyond the norm;
- ◆ High integrity and an open and approachable management style;
- ◆ Ability to build trust and relationships;
- ◆ Strategic thinking, planning, and process improvement skills;
- ◆ Emotional maturity to understand the impact and sensitivity of security issues;
- ◆ An active leader in the profession by "setting the direction" and "charting the course;" and
- ◆ An optimist with a "can-do" attitude.

## The Ideal Candidate *continued*

In summary, the successful candidate will have the ability to lead and manage the varied and robust needs of the District to address the safety, security, and emergency preparedness needs with an approachable, honest, and forthright manner.

Additionally, in alignment with the existing culture of the organization under the leadership of the General Manager, the Director will have characteristics that embody an innovative approach, problem solver, great listener, trusted advisor, and relationship builder. Also, as a key contributor and leader in the organization, the Director will display the values of integrity, accountability, and transparency.



## Qualifying Education and Experience

**Education:** A combination of education and experience equivalent to a Bachelor's degree in a safety or related discipline is required. Related Certifications are preferred.

**Experience:** Ten years of progressively responsible experience performing professional level work in the administration of an occupational safety program; six of those years in a supervisory capacity. Safety management, emergency response, and security experience are preferred. Four or more years of experience in safety and emergency preparedness and response in a public agency is highly desirable. Strong working knowledge of risk management, CAL/OSHA regulations, and other governmental agencies is preferred.

**License/Certification:** Certification as a Safety Professional or equivalent is desired. Valid Class 'C' Driver's License is required.

**Review and Evaluation of Experience and Education:** Candidates should be aware that District Leadership, working with Ralph Andersen & Associates, reserves the right to determine the best combination of education and experience required for this position. The District intends to attract a broad spectrum of highly qualified and interested professionals to apply for this position.

# Compensation and Benefits

The annual salary range for the Director of Safety & Security is \$141,648 to \$211,056. Placement within the salary range will be based on the candidate's qualifications, experience, and career accomplishments.

The District provides an excellent benefits package that includes:

- ◆ Retirement benefits (CalPERS pension plan of 2% @ 62 for PEPRRA; new members hired on or after January 1, 2013, who have not been in PERS membership or in membership reciprocal retirement system. **New employees with prior CalPERS or reciprocal retirement system membership (Classic Member) are eligible for CalPERS pension plan of 2% @ 60 formula, provided the selected candidate has been a CalPERS, or reciprocal member within six months of hire date with IRWD).**
- ◆ Auto allowance of approximately \$500 per month, adjusted annually based on the updated IRS mileage rates.



- ◆ Deferred compensation plan with employer-match contributions (100% match up to 3% of employee annual base salary after one year of service. After two years of service, employee is eligible for an additional 1% direct contribution from the District).
- ◆ Choice of HMO and PPO medical insurance plans.
- ◆ Employer paid dental, vision, life insurance, and long-term disability plans.
- ◆ Section 125 Plan.
- ◆ Retiree Health Cost Reimbursement Plan.
- ◆ Vacation, Holiday, and Sick Leave.
- ◆ Other benefits including educational reimbursement, professional development, wellness reimbursement, and cell phone allowance.



## To Apply

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Candidates are encouraged to **apply no later than Monday, September 20, 2021**, by submitting a comprehensive resume and compelling cover letter via email to [apply@ralphandersen.com](mailto:apply@ralphandersen.com). Resumes will be reviewed upon receipt of submittal and video screening interviews will be conducted by Ralph Andersen & Associates. Review of resumes with the General Manager will begin during the last week of September, or upon the establishment of a pool of highly qualified applicants. For optimal consideration, interested individuals are encouraged to apply early in the process.

Important to note, this is a confidential process and references **will not** be requested or contacted until mutual interest has been established. References and verifications/backgrounds will be done in the final stages of the search process with the top contender(s) after notification of status and signing the required release forms.

### Work Schedule / COVID-19 Accommodations

Irvine Ranch Water District is considered an essential service and as a result, the Director of Safety & Security will be required to be actively involved in day-to-day activities during normal operations. Currently, IRWD operates on a 9/80 work schedule with every other Friday off as the flex day.

## Final Selection Process

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Video interviews (Round #1) with the General Manager and members of the Senior Staff Team will be conducted during early October. Follow-up interviews (Round #2) for top contenders will likely be done in-person with social distancing in place and will also include a tour of facilities and other follow-up meetings and discussions with key staff. Timing for the second round of interviews will be in late October.

Every effort will be made to accommodate the transition of the newly selected Director of Safety & Security to join the District at a mutually agreed upon date, preferably during November or December 2021.

Confidential inquiries are welcomed to Ms. Heather Renschler at (916) 630-4900, or alternatively, request a specific appointment for an introductory call by directing an email to: [scheduling@ralphandersen.com](mailto:scheduling@ralphandersen.com) with IRWD in the subject line.



***Irvine Ranch Water District is an Equal Opportunity/ADA Employer and places a high value on equity, diversity, and inclusion in the workplace.***