



## Human Resources Generalist

**Orange County Power Authority seeks a collaborative, human resources professional to work with management, consultants, and staff to ensure consistent and compliant implementation of human resources policies and procedures.**

### **About OCPA:**

**OCPA is a dynamic, new agency, serving the public in the space of clean, and more affordable green energy.** As a new Community Choice Aggregator (CCA) in California, phased electric service was launched in April 2022. Currently, the Authority serves over 177,000 customer accounts in Southern California Edison territory. We currently serve three member agencies (Buena Park, Fullerton, and Irvine). The City of Fountain Valley has joined OCPA with service to begin in 2026. More expansion throughout the region is to come. OCPA's projected retail sales exceed 2,100 gigawatt-hours in 2025 and will increase with additional members. For more information, please visit our website at [www.ocpower.org](http://www.ocpower.org).

**Application Process:** Candidates should send a succinct cover letter and resume with a minimum of three professional references to [recruitment@ocpower.org](mailto:recruitment@ocpower.org). Submissions will be accepted on a continuous basis until the position is filled.

**A first review of submissions will occur July 30, 2025.**

### **About the Position:**

**The Human Resources Generalist** is responsible for full-cycle recruitment, onboarding, benefits administration, employee relations, and labor law compliance, fostering a positive workplace culture aligned with OCPA's mission.

OCPA currently utilizes a hybrid work schedule which includes three days per week in-office, Monday, Tuesday and Thursday. This schedule is subject to change due to agency events or special meetings.

### **Examples Of Duties / Functions**

Management reserves the right to modify work assignments and make reasonable accommodations to enable qualified employees to perform the essential functions of the job. Duties and responsibilities include, but are not limited to:

- Coordinate full-cycle recruitment, including drafting job postings, screening applicants, scheduling interviews, conducting reference checks, and preparing job offers.
- Conduct new hire onboarding and orientation; manage offboarding and exit processes.
- Administer employee benefit programs; respond to employee inquiries and coordinate with benefit providers.
- Coordinate benefit plan enrollments, changes, and open enrollment processes.
- Maintain accurate and confidential HR records and files.
- Draft, review, and update HR policies, the employee handbook, and workplace safety

programs.

- Assist in coordinating and tracking the employee performance review process.
- Support workplace investigations and employee relations matters with professionalism and confidentiality.
- Review and approve HR department invoices, including those related to benefits and consultants.
- Assist in the development of the annual HR budget and periodic projections.
- Plan, coordinate, and support employee training and professional development activities.
- Implement and administer programs and activities to achieve HR goals and objectives.
- Collaborate with the General Counsel and outside consultants to advise management, legal counsel, supervisors, and employees to interpret and apply HR policies and procedures, and federal and state employment laws related to the following:
  - Professional development and training
  - Recruitment, selection, pre-placement and onboarding
  - Classification and compensation
  - Benefits administration
  - Disability and leave management
  - Management rights and responsibilities
  - Performance management
  - Employee recognition
  - Equal employment opportunity laws

The Human Resources Generalist will also collect compensation and benefits data to support the Chief Financial Officer in developing compensation surveys and salary schedules and will perform other related HR duties as assigned.

## **Qualifications**

### **Experience/Education:**

Any combination demonstrating the ability to effectively and successfully perform the duties of the position is considered qualifying. A typical combination is as follows:

Equivalent to possession of a bachelor's degree from an accredited college or university in human resources, business administration, psychology, or related field and at least three (3) years of relevant HR experience.

Start-up working experience in a Community Choice Aggregate (CCA), electric utility, or energy-related firm is highly desirable. PHR or SHRM-CP certification strongly preferred.

Possession of a valid State of California driver's license is preferred.

### **Required Knowledge, Skills and Abilities:**

The successful candidate will possess varied knowledge, skills and abilities. The following are examples indicative of successful performance in this position:

#### **Knowledge and Skills:**

- Principles and practices of modern public personnel and HR administration, including federal and state laws, case law, rules, and regulations related to the field.
- Principles and methods of recruitment, examinations, job classification, wage and salary administration, and equal opportunity employment.
- Principles and practices of modern training techniques, including ongoing employee development and skills/needs matching.
- Training objectives, methodologies, and evaluation.
- Principles and practices of classification and compensation system management including statistical analyses and cost projections.
- Principles and techniques of public administration, including program planning, implementation and evaluation, budget development and analysis.
- Functions and operations of general HR policies and procedures.
- Modern office procedures and methods including automation and computer applications and software related to the work.
- Research methodology, policy development, report writing, and basic statistical techniques.
- Contract development and administration.

### **Abilities:**

- Recognize and resolve problems of a sensitive or political nature.
- Analyze complex employment situations, assess benefits and potential any provide a proposed action and alternatives, and make effective recommendations to implement or ensure implementation of recommendations.
- Analyze data and statistical issues; draw sound conclusions and make effective recommendations.
- Identify and analyze problem areas and provide recommendations and solutions for department management teams related to HR issues including collecting and analyzing data, drawing valid conclusions from available information, and projecting consequences of decisions and recommendations.
- Analyze, collect, interpret and evaluate a variety of complex qualitative and quantitative data; compute cost/benefit ratios; project costs.
- Manage a variety of simultaneous work projects to meet established timetables and commitments.
- Conduct mediation and group problem solving.
- Establish and maintain effective working relationships with those contacted in the course of the work, including officials and managers, representatives of other governmental agencies, community, business and other groups, employees, and the public.
- Evaluate and make recommendations to successfully implement, and administer effective employee relations, benefits, classification, organization development and training, and recruitment and selection programs and processes.
- Maintain and update an Employee Handbook and other HR policies, procedures, and guidelines.
- Develop and implement communications strategies and plans for keeping employees and managers informed.
- Develop and provide for new employee orientation.
- Effectively communicate, both orally and in writing, including making presentations of findings, recommendations, and policies orally or in writing to Board members, department directors, and employees.
- Lead and train administrative support staff in the conduct of their work related to HR.

- Prepare clear and concise reports, policies, procedures, correspondence, and other written materials.

### **Other Qualifications:**

**Analytical Thinking:** Approaches a problem or situation by using a logical, systematic, sequential approach.

**Collaboration:** Develops networks and builds alliances; engages in cross-functional activities both internally and with external stakeholders.

**Communication Skills:** Effectively conveys information and expresses thoughts and facts clearly, orally, and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.

**Fiscal Management:** Demonstrates responsible budget management.

**Leadership:** Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative and collaborative work environment, allowing others to learn from mistakes; provides motivational support and direction.

**Vision/Strategic Thinking:** Supports, promotes and ensures alignment with the organization's vision, values, and strategic goals; understands how an organization must change in light of internal and external trends and influences; builds a shared vision with others and influences others to translate vision to action.

### **Physical Demands:**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer / laptop; to operate a motor vehicle and to visit various meeting sites in Orange County for the conduct of the Authority's business. This is primarily a sedentary office classification, although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve information using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

### **Environmental Elements:**

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions, and no known direct exposure to hazardous physical substances. The employee interfaces with staff, management, other Authority's representatives, and government officials, business representatives, and the general public in explaining the Authority's programs and requesting and providing information.

### **Compensation And Benefits:**

Salary is commensurate with experience. The salary range is **\$104,100 to \$149,900 per year**. OCPA offers a generous benefits package that includes:

- Individual, family, and domestic partner health insurance (medical, dental, vision)
- Life, short-term disability, and long-term disability insurance coverage
- Retirement with employer matching (up to 4% of salary)
- Paid time off (PTO), ten paid holidays and two floating holidays
- Health and wellness reimbursement benefit
- Technology stipend
- Flexible spending accounts (FSA) – health and dependent care
- Employee assistance program (EAP)

This is an exempt position. This is not a civil service position; however, some OCPA employees may be required to submit a Statement of Economic Interests form, also known as Form 700.

Orange County Power Authority is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.