



Lakewood Water District currently has a great opportunity for a Human Resource Analyst at our District Office. The District is seeking a highly motivated, team-orientated, and energetic individual with excellent Human Resource skills, to join our fantastic team.

**Job Title:** Human Resource Analyst

**Location:** 11900 Gravelly Lake Dr SW, Lakewood, WA 98499

**Monthly Salary:** \$5,775-\$7,250

**Schedule:** Monday – Friday, 8:00 AM – 5:00 PM

**Benefits Offered:** \*Medical, Dental, Vision, Retirement, Life Insurance, and 12 Paid Holidays

**Employment Type:** Full-Time, Salary Exempt

**Job Summary:**

The position is responsible for performing a variety of complex administrative, professional, and technical work in human resources administration. Duties involve full life cycle recruitment, compliance, classification and compensation, benefits and leave administration, performance management, employee relations, recognition and retention programs, safety and health, and analytical work related to studies, surveys, and assignments within the human resources function.

A minimum of 4 years related experience and a professional designation of PHR, SPHR or SHRM-CP is required. A Bachelor's degree in a related field is desired. Applicants with government or special purpose district experience highly preferred.

Lakewood Water District is a **tobacco-free** employer. Lakewood Water District is an Equal Opportunity Employer.

To apply please submit your resume, cover letter and application to [tmacdougall@lakewoodwater.org](mailto:tmacdougall@lakewoodwater.org). Visit [www.lakewoodwater.org](http://www.lakewoodwater.org) for more information. The position is open until filled. Interested applicants are encouraged to apply early.

*\* **100% paid** benefits for employees to include: Medical, Dental, Vision and 75% paid benefits for dependents.*