



**NOTICE OF JOB OPENING**  
**CHIEF PEOPLE AND INCLUSION OFFICER**  
**1 Opening**  
**(External & Internal)**

**Opening Date:** 9/15/2022

**Closing Date:** Until Filled

**Classification:** Grade 2, Exempt (\$134,977 Annually)

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**Summary of Job Duties and Responsibilities** The Chief People and Inclusion Officer (CPIO) assists the Chief Executive Officer in the overall management of the Utility; plans, directs, and oversees the Human Resources, Environmental Health and Safety, and the Public Affairs and Communications Departments; supervises department directors and other personnel as assigned; is an extension of the office of the CEO and operates to deliver transformation programs promised to customers, stakeholders and employees; oversees the Utility's strategic plan development, implementation, and achievement; directs development of programs, policies, and procedures, to enable and encourage continuous improvement and quality services within the Utility; directs development of programs, policies and procedures to improve social justice within the Utility and the communities the Utility serves; oversees overall organization learning, training, and development of the workforce; provides coordination among various departments to promote unity and teamwork; oversees development and execution of operating and capital budgets within areas of responsibility; subject to call seven days a week; and performs other essential duties as deemed necessary.

**Knowledge, Skills, and Abilities:**

Knowledge of Human Resources management principles and practices  
Knowledge of Diversity, Equity and Inclusion principles and practices  
Knowledge of risk mitigation strategies  
Knowledge and expertise in development of strategic planning and implementation.  
Knowledge and expertise in development of business process improvement, innovation and change management programs.  
Knowledge of supervisory procedures and practices  
Knowledge of the practice and principles of short and long-range planning  
Knowledge of policy formulation.  
Knowledge of budget principles and practices.  
Knowledge of supervisory principles and practices.  
Knowledge of effective branding.  
Ability to leverage talent efficiently to obtain Utility goals  
Ability to earn the trust of CAW's Board of Commissioners  
Ability to make significant decisions independently  
Ability to function as an extension of the CEO to operate and deliver transformation programs to customers, stakeholders, and employees  
Ability to network with peers in the water and wastewater industry and leverage those connections to the benefit of the Utility.  
Ability to facilitate change through influence, not mandates.  
Ability to assess, recommend and develop in-house training programs.  
Ability to develop and effectively make presentations to CAW Board.  
Ability to organize, direct, supervise and maintain accountability for the work of others.  
Ability to coordinate work with and through others, within and outside the Utility.  
Ability to establish benchmarking, analyze trends, interpret statistics, evaluate the effectiveness of programs and activities, and recommend viable alternatives/solutions.  
Ability to maintain confidentiality.  
Ability to communicate exceptionally well, both orally and in writing, with employees, community leaders, government officials, and individuals with varying backgrounds.  
Ability to maintain professionalism and tactfully relay information and respond to questions, concerns, and complaints.  
Ability to utilize computer software programs including Microsoft Office.  
Ability to handle multiple projects under time and resource pressure.  
Ability to analyze complex issues and problems and develop/recommend an effective course of action.  
Ability to effectively develop and document programs, policies, and procedures.  
Ability to read, interpret and apply applicable federal and state laws and regulations.  
Ability to demonstrate excellent attention to detail.  
Skilled in developing programs, policies, procedures, documents, and presentations pertaining to organizational process improvement.  
Skilled in diplomatic handling of sensitive situations, issues, questions, problems, suggestions.  
Skilled in interacting with employees, community leaders, government officials and others effectively and in a courteous manner.

**Minimum Qualifications**

Bachelor's Degree in Business Administration, Management, or related area, and **Five (5)** years of progressively responsible work experience in diversity, equity and inclusion, human resources, strategic planning and implementation, internal and external communications, organizational process improvement, change management or related areas, and **Ten (10)** years of experience in a senior role including progressively more responsible experience in supervising the work of others.

**Preferred Qualifications**

Operational experience in water and/or wastewater industry  
Master's Degree in Business Administration, Management, or related area  
AIHR, eCornell, ESSEC, Catalyst, DiversityFIRST, or other recognized DEI Certification  
SPHR, PHR, SHRM-CP or SHRM-SCP Certification  
Accreditation in Public Relations  
Strategic Planning Certifications  
Public sector experience beneficial

**Special Qualifications**

Must pass a criminal background check  
Must maintain a personal telephone due to subject to call out.  
High level of emotional intelligence  
Strong interpersonal skills  
Must be high-performing, innovative, values-driven, informed, and passionate individual

**Work Conditions**

Works in a heated and cooled typical office environment.

The above describes the general content and requirements for this job. It is not intended to be an all-inclusive list of duties, responsibilities, or requirements.

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All forms, including resume, must be completed, and returned to Human Resources or emailed to [Careers@carkw.com](mailto:Careers@carkw.com) to be considered for the position

Central Arkansas Water is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate in its employment practices, or any other activities, based on race, color, religion, sex, national origin, age, disability, veteran's status, sexual orientation, gender identity, genetic information, political opinions or affiliation, or any other status protected by law.

[www.carkw.com](http://www.carkw.com)

We support diversity, equity, and inclusion in our workplace.

# Diversity Outreach Survey

The purpose of this survey is to assist Central Arkansas Water in determining if we are adequately advertising job openings. This information is being collected by our diversity team. Completing this form is voluntary and your answers will not be viewed by the hiring staff.

Please do not write your name on this survey form.

Job Title: Chief People and Inclusion Officer

1. How did you hear about this job opening?

Indeed

Central Arkansas Water - Website

AWWA, SWAWWA

Social Networks, please specify: \_\_\_\_\_

Other, please specify: \_\_\_\_\_

2. Please place a checkmark by the answer that best describes your race or ethnic group (per U.S. Census Classification).

Asian

American Indian or Alaska Native

Black, African American

Hispanic, Latino or Spanish

White

Other, please specify: \_\_\_\_\_

3. What is your gender?      \_\_\_\_\_ Male      \_\_\_\_\_ Female

**Thank you for completing this survey.**

Check here and return if you do not wish to participate in this survey.

**This survey is NOT a part of your official application for employment. It will not be used for interview purposes or in any hiring decision. The information will be filed separately from your application for employment.**



# APPLICATION FOR EMPLOYMENT CENTRAL ARKANSAS WATER

An incomplete or illegible application may jeopardize your opportunity for employment. Because eligibility to compete for positions is based on a review of your application and since only information provided will be evaluated, be certain that you complete all items as fully and accurately as possible.

NAME \_\_\_\_\_ DATE \_\_\_\_\_  
LAST FIRST MIDDLE

STREET ADDRESS \_\_\_\_\_ HOME PHONE \_\_\_\_\_

\_\_\_\_\_  
CITY STATE ZIP

BUSINESS PHONE \_\_\_\_\_

CELL PHONE \_\_\_\_\_

ARE YOU A CITIZEN OF THE UNITED STATES OR ARE YOU LAWFULLY ELIGIBLE TO BECOME EMPLOYED IN THE U.S.?

YES  NO (Proof of U.S. citizenship or immigration status will be required if employed)

POSITION YOU ARE APPLYING FOR \_\_\_\_\_

TYPE OF EMPLOYMENT DESIRED:  FULL-TIME  TEMPORARY  SUMMER  PART TIME

DATE AVAILABLE \_\_\_\_\_ SALARY REQUIREMENTS \$ \_\_\_\_\_

WHERE DID YOU HEAR ABOUT THIS OPENING?  NEWSPAPER  JOB LINE  EMPLOYEE REFERRAL  OTHER \_\_\_\_\_

**\*\*\*LIST PREVIOUS EMPLOYMENT, BEGINNING WITH THE LAST\*\*\***

FROM DATE (Mo/ Yr)	TO DATE (Mo/ Yr)	NAME AND LOCATION OF EMPLOYER	SUPERVISOR	YOUR JOB	REASON FOR LEAVING	FULL OR PART TIME

TYPE SCHOOL	NAME & ADDRESS	GRADUATED?	PRIMARY COURSES OF STUDY	
HIGH SCHOOL	XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX		XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX	
BUSINESS OR TRADE SCHOOL				
COLLEGE			Major:	Degree:
			Minor:	
GRADUATE SCHOOL			Degree:	
CORRESPONDENCE COURSES OR SPECIAL TRAINING				

Excluding those which would reveal sex, race, religion, national origin, age, ancestry, disability or other protected status, list any professional, trade, business or civic organizations with which you are associated:

\_\_\_\_\_

\_\_\_\_\_

List professional, business or trade licenses held, awards or special recognitions received:

\_\_\_\_\_

\_\_\_\_\_

LIST THREE WORK-RELATED REFERENCES:

NAME	OCCUPATION	EMPLOYER	PHONE #	ASSOCIATION <small>(Peer vs. supervisor)</small>

Have you previously been interviewed for a position with Central Arkansas Water? If yes, provide positions and dates:

\_\_\_\_\_

Have you ever been employed by Central Arkansas Water? If yes, provide position, dates, and reason for leaving:

\_\_\_\_\_

\_\_\_\_\_

\* Do you understand the physical and mental requirements of the job for which you are applying?  Yes  No

\* Are you able to fully and completely perform all functions, duties and responsibilities of the particular job for which you are applying with or without an accommodation?

Yes  No If no, please provide an explanation: \_\_\_\_\_

\_\_\_\_\_

\* **The Americans With Disabilities Act of 1990 prohibits discrimination against a qualified individual with a disability.**

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Central Arkansas Water embraces a diverse and inclusive environment. As an Equal Opportunity Employer, all applicants who meet the stated qualifications will be considered for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status. CAW is also committed to compliance with all fair employment practices.  
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• I, \_\_\_\_\_, understand and voluntarily agree that Central Arkansas Water (or an investigative bureau of your choice) may check any references or other information provided on this application form by me. Further, I hereby give consent to any and all current and prior employers of mine, or educational institutions I have attended, to provide information to Central Arkansas Water with regard to my employment with current or prior employers or my educational background. I understand and accept that your employment decision may be based upon information furnished by me or obtained through the verification process. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. I authorize you to make copies of documents related to my employment, which shall have the same effect as the originals.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

- I understand and agree that if I am offered and accept a position with the Central Arkansas Water, that the position is not for a specific period of time, and I agree that I will be an employee at will and this arrangement can be terminated at any time by myself or Central Arkansas Water, with or without notice.
- If employed by Central Arkansas Water, I agree to abide by its rules and regulations.
- I understand and agree to examinations and testing, including a pre-employment physical, criminal background check, and drug screening, considered necessary by Central Arkansas Water at any time, at the option of the Utility and at no personal expense to me. I authorize the examining physician or organization to disclose to Central Arkansas Water or its representatives the results of such examinations, tests, or background information. I understand Central Arkansas Water will limit such information only to those individuals who have a need to be informed of such.
- I understand that, unless I am notified by Central Arkansas Water otherwise, this application will be considered only for the position I designated on this application form. I understand that in order to be considered for other available positions with Central Arkansas Water, I will need to complete a separate application for each position.

**I hereby affirm that my answers to the foregoing questions are true and correct, and I understand that misrepresentation or omission of facts called for in this application may be cause for disqualification for consideration of the position, or if employed by Central Arkansas Water, immediate dismissal without notice.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



**EQUAL OPPORTUNITY EMPLOYER**

221 East Capitol Avenue \* PHONE (501) 377-1251 \* LITTLE ROCK, AR 72202

## EMPLOYEE BENEFITS INFORMATION (Full Time Employees Only)



### Compensation

- Competitive Compensation
- Generous Paid-Time off, Paid Holidays, Discretionary Time, Overtime for non-exempt staff
- Pension Plan (APERS)
- Deferred Compensation Plan
- Saving Plan
- Utility-Paid Life Insurance
- Short-Term Disability and Additional Life Insurance Coverage options
- Utility-Paid Long-Term Disability
- Accident, Critical Illness, Hospital Stay Pay and Identity Theft coverage options
- Credit union membership
- Uniforms provided (as required by position)
- Annual Work Boot Allowance (as required by position)
- Public Student Loan Forgiveness Eligible Employer
- Generous Retiree Benefits
- Performance Evaluation six months after hire and after twelve months. Each evaluation has the opportunity for a merit increase. Annual evaluations thereafter with the opportunity for merit increase.
- Annual Pay Plan increase (as approved by CAW's Board of Commissioners)



### Health & Wellbeing

- Utility-subsidized individual and family health care coverage options with Rx Plan
  - PPO – 96% employee premium paid by Utility
  - HDHP- 100% employee premium paid by Utility
- HAS – Utility funded based on HDHP coverage option
- FSA
  - Medical
  - Dependent Care
- Dental – 100% employee premium paid
- Vision
- EAP – Utility-paid
- Remote Work (position eligibility applies)
- Paid Family Bereavement Leave, Emergency Leave, Military Leave, COVID vaccine time, Blood donation, Jury Duty
- Utility Paid Rehabilitation for Drug or Alcohol Abuse
- Special Interest Employee Committees
- Various Employee Recognition Programs
- Compressed Work Schedule (available for most positions)
- HIVIP (High-Performing, Innovative, Values-Driven, Informs and Passionate) culture
- Safety Program



### Professional Development

- 100% Tuition Reimbursement
- Utility support for industry licenses
- Utility-paid professional memberships
- In-house training and development program CAWU
- Employee Perks and Discounts (automotive, banking, cellular, dining, education, fitness, home improvement, office supply and misc.)
- Financial Planning
- Internal Promotion Opportunities
- Employee-led, Executive sponsored, Diversity, Equity and Inclusion Team and Initiatives



### Community

CAW takes our commitment to be involved seriously. Our team members can always be found in a neighborhood, at a community event, fundraiser or educational initiative promoting quality of life, exceptional service and science, technology, engineering, and mathematics (STEM) education.