



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

Board Report

Human Resources

• Human Resources August Activity Report

Summary

This report provides a summary of the Human Resources activities for August 2024.

Purpose

Informational

Detailed Report

HR Priorities

Partner with Metropolitan leadership to support learning, development, and adaptive workforce planning initiatives.

In August, 619 employees completed in-person and virtual trainings covering topics like Critical Thinking, Grammar Essentials, Stress Management, Project Management, Ethics, Excel Dashboards, and Personal Security Awareness. LinkedIn Learning's online training platform was accessed for trainings on Adding Value Through Diversity, Avoiding New Manager Mistakes, Construction Change Orders, Learning Industrial Automation, Sharepoint QuickTips, and Understanding Personal Protective Equipment.

OD&T facilitated session 4 of its 14th cohort of Metropolitan Management University for 14 new managers. The topic of the day was Emotional Intelligence. Participants will be taking an Emotional Intelligence assessment that will be debriefed with them in one-on-one sessions with OD&T.

Our annual Employee Experience Survey was launched, inviting all employees to share feedback on Metropolitan's culture and leadership.

Recruitment filled 29 positions in the month of August. There are 35 recruitments in the final stages, which includes hiring recommendations being made. Twenty-three new staffing requisitions were received, resulting in 131 positions being recruited for. Staff has been working with All-Star Talent in an outreach campaign targeted towards hard-to-fill positions in the Desert, Environmental Planning, and Information Technology. This effort is aimed at making qualified candidates aware of the exciting opportunities available at Metropolitan. In addition, staff continues to make site visits which have included Jensen, Diamond Valley Lake, Lake Mathews, La Verne, and Carson Reuse Facility.

Employee Relations conducted four Desert visits in August and is having frequent office hours with staff. These visits have been incredibly rewarding, providing valuable insights and strengthening our relationships with our colleagues in the Desert. We are confident that these visits will lead to improved collaboration and better outcomes for our organization.

HR Core Business: Provide Excellent Human Resources Services

Objective #1: Administer all HR services with efficiency and a focus on customer service excellence, consistency, and flexibility.

Date of Report: 9/10/2024

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The Business Support Team planned, organized, and coordinated a “Back Care” wellness webinar. The live webcast was held on August 21, 2024, and was hosted by Kaiser Permanente. The webinar invited employees to explore ways to protect their back with better posture, proper sleep position, stretching and exercise, and reducing stress. Employees were also encouraged to create a personal action plan to promote back health.

HR Metrics	June 2024	August 2024	Prior Month July 2024
Headcount			
Regular Employees	1,810	1,824	1,822
Temporary Employees	52	45	45
Interns	2	4	5
Recurrents	17	15	16
Annuitants	23	23	23

	August 2024	July 2024
Number of Recruitments in Progress (Includes Temps and Intern positions)	131	137
Number of New Staffing Requisitions	23	15
	August 2024	July 2024
Number of Job Audit Requests in Progress	8	10
Number of Completed/Closed Job Audits	4	2
Number of New Job Audit Requests	2	4

Transactions Current Month and Fiscal YTD (includes current month)			
<u>External Hires</u>	<u>FY 23/24 Totals</u>	<u>August 2024</u>	<u>FISCAL YTD</u>
Regular Employees	105	7	21
Temporary Employees	61	3	5
Interns	3	0	3
Internal Promotions	80	14	19
Management Requested Promotions	172	8	16
Retirements/Separations (regular employees)	71	5	8
Employee-Requested Transfers	14	1	3

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Departures

Last	First Name	Classification	Eff Date	Reason	Group
De Leon	Rebecca	Sr Admin Analyst	6/7/2024	Retirement	SUSTAINABILTY,RESILIENCE& INNOV
Molina	Yamel	Accounting Tech II	6/7/2024	Retirement	FINANCE GROUP
Phoonswadi	Petchara	Pr HRIS Analyst (C)	7/20/2024	Retirement	HUMAN RESOURCES GROUP
Pittsinger Jr.	Richard	Wtr Trtment Plant Operator III	7/1/2024	Retirement	TREATMENT&WATER QUALITY GROUP
Ho	Quang	Instrumnt&Cntrl Tech III	7/15/2024	Retirement	TREATMENT&WATER QUALITY GROUP