



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

# Board Report

## Human Resources Group

- **Human Resources Activity Report**

### Summary

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This report provides a summary of the Human Resources group activities for the month of October 2024.

### Purpose

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Informational

### Detailed Report

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### HR Priorities

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

In October, 700 employees completed in-person and virtual trainings covering topics like Stress Management & Positivity in the Workplace, CyberSecurity Awareness, Developing Successful Interpersonal Skills, Foundations of Customer Service, Microsoft Visio, and Microsoft Project. LinkedIn Learning's online training platform was accessed for trainings on Mastering Common Interview Questions, Project Leadership, Strategic Ability, Tips to Build a Positive Mindset, and Working with Difficult People. In addition, 260 managers and 400 non-managers attended ELI's "Civility in the Workplace" training.

OD&T facilitated sessions 8 and 9 of its 14<sup>th</sup> cohort of Metropolitan Management University for 14 new managers. The topics were Recruitment, Employee Relations, Assertive Communication, and Coaching. The Unit also hosted a Job Spotlight which educates employees on jobs and departmental functions at Metropolitan that we might not be aware of. Thirty-one employees logged in for this Spotlight session, which featured Metropolitan's Records Management Team and our Historical Library.

Our annual Employee Survey collected feedback on Metropolitan's culture and leadership (with a 54 percent response rate). The results will be posted on a SharePoint site hosted by Human Resources.

Recruitment Unit filled 13 positions in the month of October. Seven recruitments are in the final stages, which includes hiring recommendations being made. Twenty-five new staffing requisitions were received resulting in 141 positions being recruited for. Staff continues to work 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.

### HR Core Business: Comply with Employment Laws and Regulations

**Effectively administer all Human Resources policies, programs, and practices in compliance with applicable federal and state laws and Metropolitan's Administrative Code, Operating Policies, and Memorandum of Understanding.**

Date of Report: [11/19/2024]

## Board Report Human Resources Activity Report

In October, six new workers' compensation claims were received. Eight employees are currently off work because of an industrial injury or illness. Staff continues to address accommodations, coordinate treatment, and work closely with our workers' compensation third-party administrator, Tristar Risk Management.

HR Metrics	June 2024	October 2024	Prior Month September 2024
<b>Headcount</b>			
Regular Employees	1,810	1,817	1,823
Temporary Employees	52	36	42
Interns	2	2	3
Recurrents	17	15	15
Annuitants	23	21	23

	October 2024	September 2024
<b>Number of Recruitments in Progress</b> (Includes Temps and Intern positions)	141	129
<b>Number of New Staffing Requisitions</b>	25	12
	October 2024	September 2024
<b>Number of Job Audit Requests in Progress</b>	7	7
<b>Number of Completed/Closed Job Audits</b>	0	3
<b>Number of New Job Audit Requests</b>	0	2

Transactions Current Month and Fiscal YTD (includes current month)			
External Hires	FY 23/24 Totals	October 2024	FISCAL YTD
Regular Employees	105	6	35
Temporary Employees	61	3	8
Interns	3	0	3
<b>Internal Promotions</b>	<b>80</b>	<b>9</b>	<b>31</b>
<b>Management Requested Promotions</b>	<b>172</b>	<b>10</b>	<b>46</b>
<b>Retirements/Separations (regular employees)</b>	<b>71</b>	<b>12</b>	<b>28</b>
<b>Employee-Requested Transfers</b>	<b>14</b>	<b>1</b>	<b>5</b>

### Departures

Last	First Name	Classification	Eff Date	Reason	Group
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Conover	Daniel	8/5/2024	O & M Supervisor	Other	INTEGRATED OPS PLAN&SUPPT SRVC
Olvera	Anna	8/9/2024	Pr Real Estate Rep	Retirement - Service	SUSTAINABILTY,RESILIENCE&INNOV
Pimentel	Virginia	8/20/2024	Pr Admin Analyst (C)	Retirement - Service	HUMAN RESOURCES GROUP
Bicksler	Brett	8/27/2024	Sr Land Surveyor	Retirement - Service	ENGINEERING SERVICES GROUP
Andry	Christina	8/30/2024	Assoc Resource Specialist	Resign - Family Reasons	WATER RESOURCE MANAGEMENT GRP
Sulprizio	William	9/3/2024	O&M Tech IV	Retirement - Service	CONVEYANCE&DISTRIBUTION GROUP
Mesko	Alejandro	9/4/2024	Sr Engineering Technician	Retirement - Service	ENGINEERING SERVICES GROUP
Alvarez	Erika	9/7/2024	Pr Buyer	Resign-Accepted Other Employ	FINANCE AND ADMINISTRATION
Zimmermann	Ernest	9/7/2024	Microcomputer Technology Supv	Retirement - Service	INFORMATION TECHNOLOGY GROUP
Cortez	Renee	9/14/2024	Team Manager II	Retirement - Service	ENGINEERING SERVICES GROUP
Berry	Wyatt	9/27/2024	O&M Tech IV	Other	CONVEYANCE&DISTRIBUTION GROUP
Doyle	Gwynneth	10/4/2024	Environmental Specialist	Other	SUSTAINABILTY,RESILIENCE&INNOV