



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

Board Report

Human Resources Group

- **Human Resources May Activity Report**

Summary

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

Purpose

Informational

Detailed Report

HR Priorities

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

In May, 601 employees completed in-person and virtual trainings covering topics like Grammar and Punctuation, Keeping Emails Short and Sweet, Persuasive Writing, Personal Security Awareness, Communication Strategies, Presentation Skills, and Reasonable Suspicion for Managers. LinkedIn Learning's online training platform was accessed for trainings on Communicating Values, Managing Your Time, Preventing Harassment, Excel Quick Tips, Building Leadership Visibility, and Advanced Business Development.

The Organizational Development & Training Unit also started its 14th cohort of Metropolitan Management University for 14 new managers. Classes included content on Developing a Leadership Mindset, Evaluating your Communication Strategy, Maintain Work/Life Balance, Conducting Effective One-on-One Meetings, and Leading Teams through Change.

Recruitment filled 19 positions in the month of May. Eleven new staffing requisitions were received, resulting in 204 positions being recruited for. Staff has been working with AllStar to develop 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 has been making site visits, which have included Jensen, Diamond Valley Lake, and Carson Reuse Facility.

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.

The Business Support Team planned, organized, and coordinated a "Finding More Margin" wellness webinar. The live webcast was held on May 22, 2024, and was hosted by Kaiser Permanente. The webinar invited employees to discover strategies to lessen time stress, create healthier boundaries, and build more time for themselves throughout the day. Employees were invited to create a realistic action plan, using their strengths to improve their health and well-being.

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HR Metrics	June 2023	May 2024	Prior Month April 2024
Headcount			
Regular Employees	1,779	1,814	1,806
Temporary Employees	25	53	52
Interns	0	2	3
Recurrents	18	17	17
Annuitants	24	23	23

	May 2024	April 2024
Number of Recruitments in Progress (Includes Temps and Intern positions)	204	212
Number of New Staffing Requisitions	11	9
	May 2024	April 2024
Number of Job Audit Requests in Progress	11	11
Number of Completed/Closed Job Audits	1	0
Number of New Job Audit Requests	1	0

Transactions Current Month and Fiscal YTD (includes current month)			
External Hires	FY 22/23 Totals	May 2024	FISCAL YTD
Regular Employees	116	10	100
Temporary Employees	36	6	58
Interns	0	0	3
Internal Promotions	72	11	76
Management Requested Promotions	149	29	162
Retirements/Separations (regular employees)	98	2	63
Employee-Requested Transfers	19	2	13

Departures

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Last	First Name	Classification	Eff Date	Reason	Group
Rutzen	Dean	Employee Relations Specialist	4/2/2024	Retirement - Service	HUMAN RESOURCES GROUP
Rivas	LeeAllen	O&M Tech IV	3/12/2024	Resignation	CONVEYANCE&DISTRIBUTION GROUP