



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

# Board Report

## Group

- Human Resources Activities Report

### Summary

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This report provides a summary of the Human Resources Group activities for September 2025.

### Purpose

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Informational

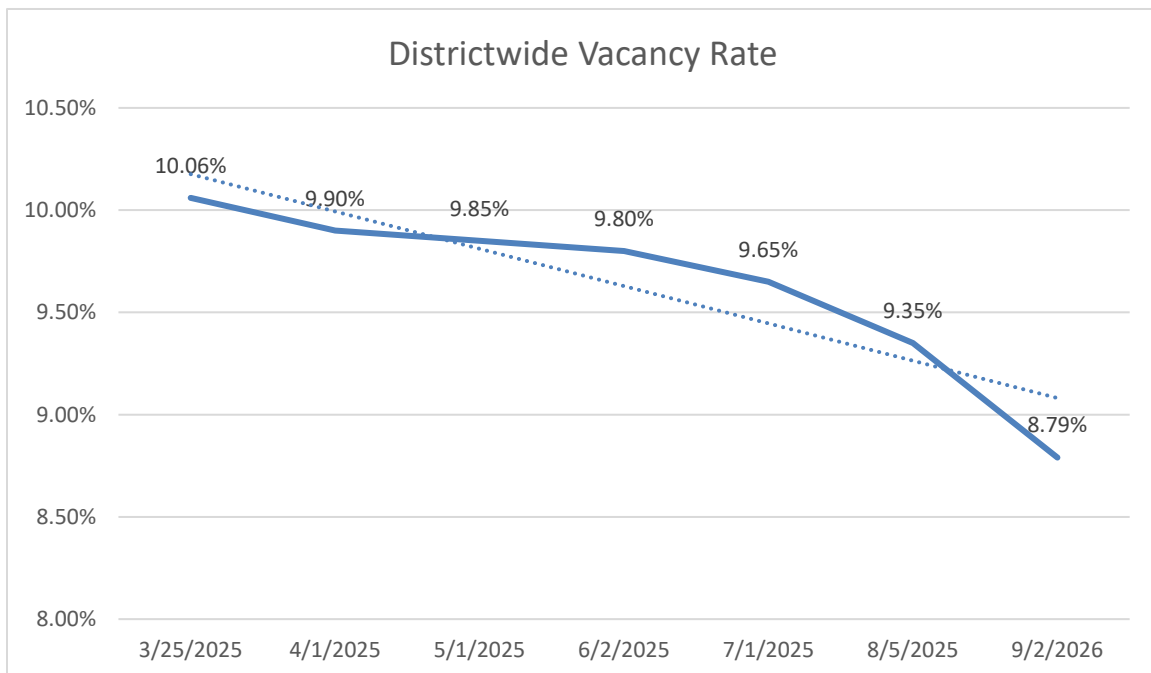
### Detailed Report

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#### GM Business Plan

#### Accelerate recruitments to reduce the vacancy rate.

The Human Resources Group's goal to improve the workplace includes accelerating recruitment to reduce Metropolitan's vacancy rate. As of September 1, 2025, the District's vacancy rate is at 8.79%, down from 9.35% the previous month. This marks the seventh consecutive month of decline. Additionally, a monthly recruitment status report continues to be shared with Group Managers.



## Board Report Human Resources Activities Report

The Recruitment Unit is in the process of deploying a recruitment surge team. Five Human Resources Assistants hired as part of this plan started in September. Three of the seven Recruiter positions are in the references stage. Final interviews concluded and decisions are in the finalization stage for the remaining four recruiter positions. The Recruitment Unit is also finalizing the deployment of a new Eform to support tracking staffing requisitions from start to finish, to reduce time to fill openings.

### **Use annual assessments to inform workplace improvement strategies.**

The District continues to use the annual employee survey to inform workplace improvement strategies. The Annual Employee Survey, administered by Quantum Workplace, launched on August 25, 2025, is expected to take approximately 10-15 minutes to complete. The survey period closed on September 30, 2025. Responses will be analyzed and will be used to develop new strategies. Findings will be shared with all employees.

### **Promote START values.**

START has been included in the onboarding experience and will continue to be integrated as the new version of the new employee orientation as it is developed, enhancing social interactions and team building, more successfully integrating new employees into their teams, and enhancing collaboration.

### **HR Priorities**

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

The Organizational Development & Training (OD&T) Unit has a goal to enhance the overall performance and development of employees of Metropolitan, which is essential for the success and overall growth and development of Metropolitan's workforce. From August to September, 616 employees attended trainings on topics such as Using Power BI with Excel, Resume Writing, and Civil Treatment Workplace for Employees. LinkedIn Learning, MWD's e-learning platform, was accessed for training on the following topics: Thinking 101: How to Reason Better to Live Better, Management Essentials, and Leadership Ethics.

OD&T hosted its 15<sup>th</sup> cohort Metropolitan Management University course for managers. On September 10, 2025, MMU sessions, attended by EEO Management and the EEO Investigation team, focused on compliance training on leaves, and Americans with Disabilities Act (ADA) and California Fair Employment and Housing Act (FEHA) compliance. On September 24, 2025, MMU training sessions included advanced communication methods and presentation skills using a storytelling model.

### **HR Core Business: Provide Excellent Human Resources Services**

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

The Business Support Team successfully planned and coordinated an *Independence from Tobacco* wellness webinar held live on September 17, 2025, in partnership with Kaiser Permanente. This webinar invited employees to reflect on their personal experiences with tobacco and nicotine, and to consider whether now—or in the near future—might be the right time to make a change. It offered practical strategies and resources to support becoming

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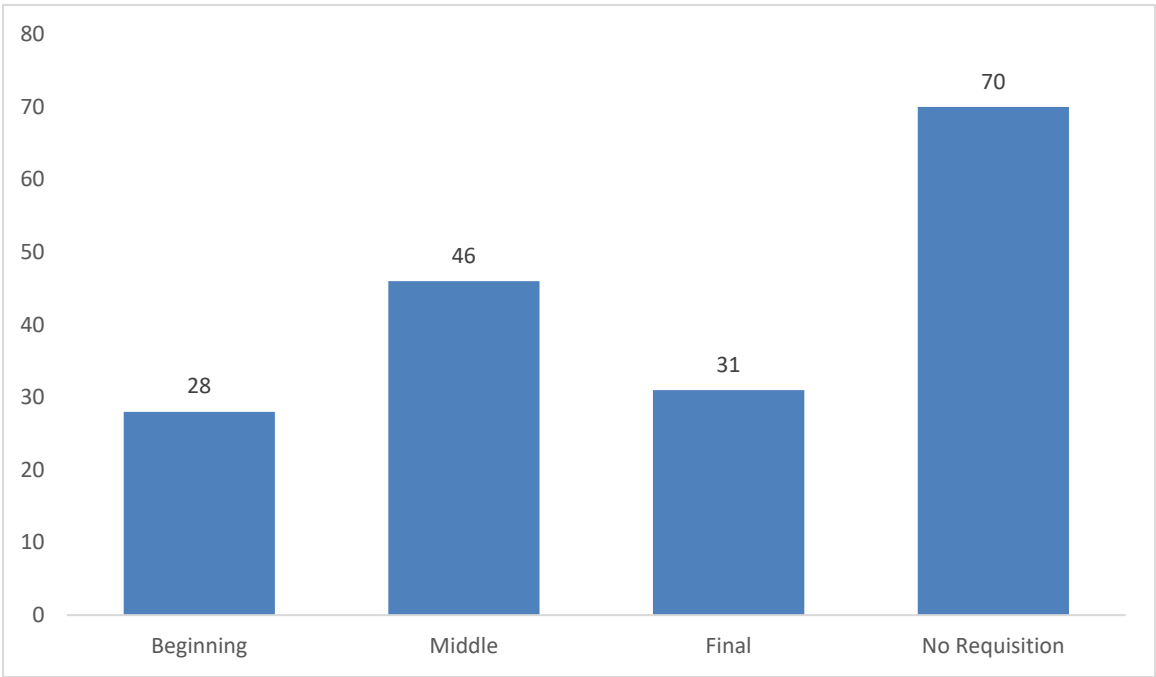
tobacco-free. Participants were encouraged to develop a realistic action plan, grounded in their own strengths, to begin their journey toward independence from tobacco.

Last month's webinar, *Alcohol and Your Health*, held on August 20, 2025, attracted 33 registered participants across both the live session and on-demand viewings. The event required 2 hours of staff time for preparation and hosting.

### Human Resources Metrics

Group	Vacancy Count	Vacancy %
BAY-DELTA INITIATIVES	1	5.88%
BOARD OF DIRECTORS	2	25.00%
CONVEYANCE&DISTRIBUTION GROUP	24	8.57%
DIVERSITY,EQUITY&INCLUSION	1	8.33%
ENGINEERING SERVICES GROUP	19	4.96%
EQUAL EMPLOYMENT OPPORTUNITY	0	0.00%
EXTERNAL AFFAIRS	9	14.29%
FINANCE AND ADMINISTRATION	4	3.28%
GENERAL COUNSEL	2	5.41%
HUMAN RESOURCES GROUP	5	10.64%
INFORMATION TECHNOLOGY GROUP	12	9.09%
INTEGRATED OPS PLAN&SUPPT SRVC	24	9.49%
OFF OF SAFETY, SECURITY&PROTECTION	9	13.04%
OFFICE OF ETHICS	3	37.50%
OFFICE OF THE GENERAL AUDITOR	3	21.43%
OFFICE OF THE GENERAL MANAGER	4	15.38%
SUSTAINABILITY,RESILIENCE&INNOV	3	6.52%
TREATMENT&WATER QUALITY GROUP	39	9.80%
WATER RESOURCE MANAGEMENT GROUP	11	16.42%
<b>Grand Total</b>	<b>175</b>	<b>8.79%</b>

Current Recruitment Status (9/1/2025)



**Personnel Snapshot**

	<b>September 2025</b>	<b>Prior Month August 2025</b>
<b>Headcount</b>		
Regular Employees	<b>1,825</b>	<b>1,816</b>
Temporary Employees	<b>53</b>	<b>50</b>
Interns	<b>6</b>	<b>6</b>
Recurrent	<b>13</b>	<b>13</b>
Annuitants	<b>19</b>	<b>19</b>

<b>Transactions Current Month and Fiscal YTD (includes current month)</b>			
<b><u>External Hires</u></b>	<b><u>FY 24/25 Totals</u></b>	<b><u>September 2025</u></b>	<b><u>FISCAL YTD</u></b>
Regular Employees	<b>110</b>	<b>16</b>	<b>43</b>
Temporary Employees	<b>57</b>	<b>3</b>	<b>12</b>
Interns	<b>5</b>	<b>0</b>	<b>4</b>
<b>Internal Promotions</b>	<b>85</b>	<b>3</b>	<b>21</b>
<b>Management Requested Promotions</b>	<b>160</b>	<b>6</b>	<b>26</b>
<b>Retirements/Separations (regular employees)</b>	<b>94</b>	<b>7</b>	<b>28</b>
<b>Employee-Requested Transfers</b>	<b>19</b>	<b>0</b>	<b>3</b>