



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 activities for March 2025.

### 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.**

The Organizational Development & Training facilitated a Team Building for Weymouth's Engineering Compliance Unit. In addition, it hosted "Speed of Trust" (a Franklin Covey program) for the DE&I Group. Four hundred seventy-seven employees attended virtual and in-person trainings on topics ranging from Influencing without Authority, Advanced SharePoint, Negotiation Skills, Microsoft Teams, Foundations of Public Speaking, and Emotional Intelligence 101. LinkedIn Learning, MWD's e-learning platform, was accessed for topics like Active Listening, Conducting Needs Analyses, Excel Quick Tips, Leading with Positive Power, Enhancing your Productivity, and Teaching Civility in the Workplace.

Recruitment Unit filled 15 positions in the month of March. There are 45 recruitments that are in the final stages, which include hiring recommendations being made. Twenty-seven new staffing requisitions were received, resulting in 179 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: 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 "Plant-Based Meal Planning" wellness webinar. The live webcast was held on March 19, 2025, and hosted by Kaiser Permanente. The webinar provided employees with the opportunity to learn how to create healthy plates by using plant-based proteins and identified ways to meet their nutritional needs. Employees were invited to create a realistic action plan to design plant-based meals.

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| HR Metrics          | June 2024 | March 2025 | Prior Month February 2025 |
|---------------------|-----------|------------|---------------------------|
| <b>Headcount</b>    |           |            |                           |
| Regular Employees   | 1,810     | 1,803      | 1,800                     |
| Temporary Employees | 52        | 39         | 35                        |
| Interns             | 2         | 1          | 1                         |
| Recurrents          | 17        | 14         | 14                        |
| Annuitants          | 23        | 18         | 18                        |

|  | March 2025 | February 2025 |
|--|------------|---------------|
| <b>Number of Recruitments in Progress</b><br>(Includes Temps and Intern positions) | 179        | 167           |
| <b>Number of New Staffing Requisitions</b>   | 27         | 17            |
|  | March 2025 | February 2025 |
| <b>Number of Job Audit Requests in Progress</b>                                    | 15         | 15            |
| <b>Number of Completed/Closed Job Audits</b>                                       | 2          | 6             |
| <b>Number of New Job Audit Requests</b>  | 2          | 1             |

| <b>Transactions Current Month and Fiscal YTD (includes current month)</b> |                        |                   |                   |
|---|------------------------|-------------------|-------------------|
| <u>External Hires</u>   | <u>FY 23/24 Totals</u> | <u>March 2025</u> | <u>FISCAL YTD</u> |
| Regular Employees   | 105                    | 4                 | 71                |
| Temporary Employees   | 61                     | 3                 | 29                |
| Interns   | 3                      | 0                 | 3                 |
| <b>Internal Promotions</b>  | <b>80</b>              | <b>11</b>         | <b>63</b>         |
| <b>Management Requested Promotions</b>                                    | <b>172</b>             | <b>13</b>         | <b>108</b>        |
| <b>Retirements/Separations (regular employees)</b>                        | <b>71</b>              | <b>5</b>          | <b>80</b>         |
| <b>Employee-Requested Transfers</b>                                       | <b>14</b>              | <b>1</b>          | <b>11</b>         |

## Board Report Human Resources Activities Report

### Departures

| Last    | First Name | Classification           | Eff Date   | Reason         | Group                          |
|---------|------------|--------------------------|------------|----------------|--------------------------------|
| Green   | Steven     | Electrical Specialist    | 1/21/2025  | Retirement     | TREATMENT&WATER QUALITY GROUP  |
| Plume   | James      | O&M Tech IV              | 1/31/2025  | Retirement     | INTEGRATED OPS PLAN&SUPPT SRVC |
| Garcia  | Bart       | Inspection Trip Manager  | 2/4/2025   | Retirement     | EXTERNAL AFFAIRS               |
| Walters | Geraldine  | Asst Board Administrator | 2/4/2025   | Retirement     | BOARD OF DIRECTORS             |
| Lee     | Justin     | Admin Analyst            | 12/31/2024 | Non-Retirement | ENGINEERING SERVICES GROUP     |