



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

Board Report

Human Resources Group

• Human Resources Activities January-February 2024

Summary

This report provides a summary of the Human Resources activities for January and February 2024.

Purpose

HR Priorities

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

The training calendar was posted for the January and February offerings. A total of 392 employees completed in-person and virtual trainings covering topics like Franklin Covey's 7 Habits, Communicating Authentically & Effectively, Excel Calculations, Interviewing Skills, and Resume Writing. LinkedIn Learning's online training platform was accessed for trainings on Generative AI, Tinkercad, Mindfulness in the Workplace, PowerPoint Data Analytics, Inclusive Language at Work, and Interviewing Techniques. The OD&T Unit also facilitated a DiSC session for the Water Quality Assurance Team at Weymouth to develop more effective communication, conflict resolution, and collaboration.

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 "Managing Your Weight" wellness webinar. The live webcast was held on February 21, 2024, and was hosted by Kaiser Permanente. The webinar invited employees to discover how setting realistic goals, coming up with an action plan, and practicing new skills over time will help them gain confidence to manage their weight successfully.

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.

In February, no new workers' compensation claims were received. One employee is currently off work because of an industrial injury or illness. This reflects Metropolitan's effort to accommodate injured workers while enabling them to be productive and on the job. Staff continues to address accommodations, coordinate treatment, and work closely with our Workers' Compensation Third-Party Administrator, Tristar Risk Management.

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HR Metrics	June 2023	February 2024	Prior Month January 2024
Headcount			
Regular Employees	1,779	1,791	1,787
Temporary Employees	25	48	46
Interns	0	1	1
Recurrents	18	17	17
Annuitants	24	23	23

	February 2024	January 2024
Number of Recruitments in Progress (Includes Temps and Intern positions)	202	207
Number of New Staffing Requisitions	19	19
	February 2024	January 2024
Number of Job Audit Requests in Progress	14	16
Number of Completed/Closed Job Audits	4	1
Number of New Job Audit Requests	2	0

Transactions Current Month and Fiscal YTD (includes current month)			
<u>External Hires</u>	<u>FY 22/23 Totals</u>	<u>February 2023</u>	<u>FISCAL YTD</u>
Regular Employees	116	4	73
Temporary Employees	36	3	43
Interns	0	0	1
Internal Promotions	72	7	53
Management Requested Promotions	149	11	96
Retirements/Separations (regular employees)	98	21	59
Employee-Requested Transfers	19	1	11

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Departures

Last	First Name	Classification	Eff Date	Reason	Group
McCoy Snider	Tina	Admin Assistant II	11/10/2023	Retirement - Service	TREATMENT & WATER QUALITY GROUP
Webb	Nancy	Pr Admin Analyst	11/2/2023	Retirement - Service	SUSTAINABILTY, RESILIENCE & INNOV
Yip	Anthony	Sr Engineer	11/11/2023	Retirement - Service	ENGINEERING SERVICES GROUP
McDonnell	Monica	Team Manager I	11/18/2023	Retirement - Service	CONVEYANCE & DISTRIBUTION GROUP
Watson	Nery	Buyer II	11/14/2023	Retirement - Service	ADMINISTRATION GROUP
McDonnell	William	Team Mgr-Water Efficiency	12/2/2023	Retirement - Service	WATER RESOURCE MANAGEMENT GRP
Williams	Gregory	Sr Crane Certification Tech	12/8/2023	Retirement - Service	INTEGRATED OPS PLAN & SUPPT SRVC
Nguyen	Thanh	Team Mgr-Server Administration	12/27/2023	Retirement - Service	INFORMATION TECHNOLOGY GROUP
Domingo	Marjorie	Sr Resource Specialist	12/30/2023	Retirement - Service	BAY DELTA INITIATIVES
Fan	Katherine	Sr IT System Administrator	12/30/2023	Retirement - Service	INFORMATION TECHNOLOGY GROUP
Guillory	Daniel	Section Mgr-Ops Safety&Reg Srv	12/27/2023	Retirement - Service	OFF OF SAFETY, SECURITY & PROTECT
Hernandez	Raymond	Pr Admin Analyst	12/30/2023	Retirement - Service	ADMINISTRATION GROUP
Hubbard	Paula	Accounting Tech II	12/30/2023	Retirement - Service	FINANCE GROUP
Koehler	David	Team Mgr-Safety & Reg TechTraining	12/30/2023	Retirement - Service	OFF OF SAFETY,SECURITY & PROTECT
Lee	David	Prgrm Mgr-Info Technology	12/30/2023	Retirement - Service	INFORMATION TECHNOLOGY GROUP
Miyashiro	Jody	Executive Assistant to the GC	12/30/2023	Retirement - Service	GENERAL COUNSEL
Morioka	Dennis	Pr Admin Analyst	12/30/2023	Retirement - Service	ADMINISTRATION GROUP
Palmer	Douglas	O&M Tech IV	12/29/2023	Retirement - Service	INTEGRATED OPS PLAN & SUPPT SRVC
Patricio	Gene	Section Mgr-Conveyance &	12/30/2023	Retirement - Service	CONVEYANCE & DISTRIBUTION GROUP

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		Distrbn			
Rardin	Terry	O&M Tech IV	12/29/2023	Retirement - Service	TREATMENT & WATER QUALITY GROUP
Rieckhoff	Elvira	Team Manager II	12/30/2023	Retirement - Service	INTEGRATED OPS PLAN&SUPPT SRVC
Sandoval	Juan	O&M Tech IV	12/29/2023	Retirement - Service	CONVEYANCE & DISTRIBUTION GROUP
Tafarella	Anthony	Team Mgr-Project Support	12/30/2023	Retirement - Service	ENGINEERING SERVICES GROUP
Thilo	Wayne	Sr Engineer	12/30/2023	Retirement - Service	ENGINEERING SERVICES GROUP
Tucker	Octavia	Section Mgr-Real Property	12/30/2023	Retirement - Service	INTEGRATED OPS PLAN & SUPPT SRVC
Villarreal	Manuel	O&M Tech IV	12/28/2023	Retirement - Service	CONVEYANCE & DISTRIBUTION GROUP
Yoon	Hyung	Assoc Engineer	1/6/2024	Resign-Accepted Other Employ	ENGINEERING SERVICES GROUP
Guevarra	Maricel	O&M Tech IV	12/31/2023	Resign - Personal Reasons	CONVEYANCE & DISTRIBUTION GROUP