



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

# Board Report

## Human Resources

### • June 2024 Human Resources Activities Report

#### Summary

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This report provides a summary of the Human Resources activities for June 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 June, 468 employees completed in-person and virtual trainings covering topics like Interviewing Skills, Personal Security Awareness, Assertive Communication, Principles of Business Writing, Effective Non-Verbal Communication, Resume Writing, Communication Styles, and Efficient Emails. LinkedIn Learning's online training platform was accessed for trainings on Enhancing your Productivity, Influence Skills for Leaders, Management Foundations, Performance Management, Project Management, and Tips for Better Business Writing.

The Organizational Development & Training Unit facilitated session 2 of its 14<sup>th</sup> cohort of Metropolitan Management University for 14 new managers. The topics of the day were performance evaluations, strategic communication (active listening, asking effective questions), trust building, and the foundations of employee engagement.

OD&T launched the first Interim Manager Training, a one-day, intensive class focused on communication, coaching, delegation, and common Employee Relations-related duties and challenges.

The Unit piloted a class for Engineering on "Storytelling with Data" (developing powerful visual aids, presenting with influence, etc.).

OD&T also attended the Safety Fair at Diemer to represent Human Resources Group, discuss career path options, and provide information on upcoming summer trainings.

Recruitment filled 12 positions in the month of June. Eight additional new hires are scheduled to start in the next upcoming pay period. Forty recruitments are in the final stages, which includes reference checks, conditional offers, background checks, and offers. One new staffing requisition was received, resulting in 193 positions being recruited for. Staff has been working 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, and Carson Reuse Facility.

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

Date of Report: [Type Date Here]

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**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 “Sun Safety” wellness webinar. The live webcast, hosted by Kaiser Permanente, was held on June 26, 2024. The webinar invited employees to learn about ultraviolet rays and how they can prevent sun damage. The webinar identified the signs of heat-related illnesses and ways to cool down. Employees were invited to create a realistic action plan to help them take positive steps towards avoiding heat-related illnesses.

HR Metrics	June 2023	June 2024	Prior Month May 2024
<b>Headcount</b>			
Regular Employees	1,779	1,810	1,814
Temporary Employees	25	52	53
Interns	0	2	2
Recurrents	18	17	17
Annuitants	24	23	23

	June 2024	May 2024
<b>Number of Recruitments in Progress</b> (Includes Temps and Intern positions)	193	204
<b>Number of New Staffing Requisitions</b>	1	11
	June 2024	May 2024
<b>Number of Job Audit Requests in Progress</b>	8	11
<b>Number of Completed/Closed Job Audits</b>	3	1
<b>Number of New Job Audit Requests</b>	0	1

<b>Transactions Current Month and Fiscal YTD (includes current month)</b>			
<u>External Hires</u>	<u>FY 22/23 Totals</u>	<u>June 2024</u>	<u>FISCAL YTD</u>
Regular Employees	116	5	105
Temporary Employees	36	3	61
Interns	0	0	3
<b>Internal Promotions</b>	<b>72</b>	<b>4</b>	<b>80</b>
<b>Management Requested Promotions</b>	<b>149</b>	<b>10</b>	<b>172</b>

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<b>Retirements/Separations (regular employees)</b>	<b>98</b>	<b>8</b>	<b>71</b>
<b>Employee-Requested Transfers</b>	<b>19</b>	<b>1</b>	<b>14</b>

**Departures**

Last	First Name	Classification	Eff Date	Reason	Group
Burnell Jr.	Robert	Sr Training Specialist (C)	4/13/2024	Retirement - Service	OFF OF SAFETY, SECURITY & PROTECT
Biel	Maria	Assoc Resource Specialist	4/26/2024	Retirement - Service	WATER RESOURCE MANAGEMENT GRP
DeWintter	Raymond	Sr Technical Writer	5/10/2024	Retirement - Service	ADMINISTRATION GROUP
Reukema	David	Sr Resource Specialist	5/2/2024	Retirement - Service	WATER RESOURCE MANAGEMENT GRP
Sweat	Jacquelyn	Accounting Tech II	5/10/2024	Retirement - Service	FINANCE GROUP
Kennedy	John	IT Support Analyst III	5/17/2024	Retirement - Service	INFORMATION TECHNOLOGY GROUP
Zajac	Lori	Assoc Chemist	4/4/2024	Deceased	TREATMENT & WATER QUALITY GROUP
Anderson	Meena	Special Projects Manager	4/20/2024	Resign-Accepted Other Employ	OFFICE OF THE GENERAL MANAGER