



Group

• Human Resources Activities Report

Summary

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

Purpose

Informational

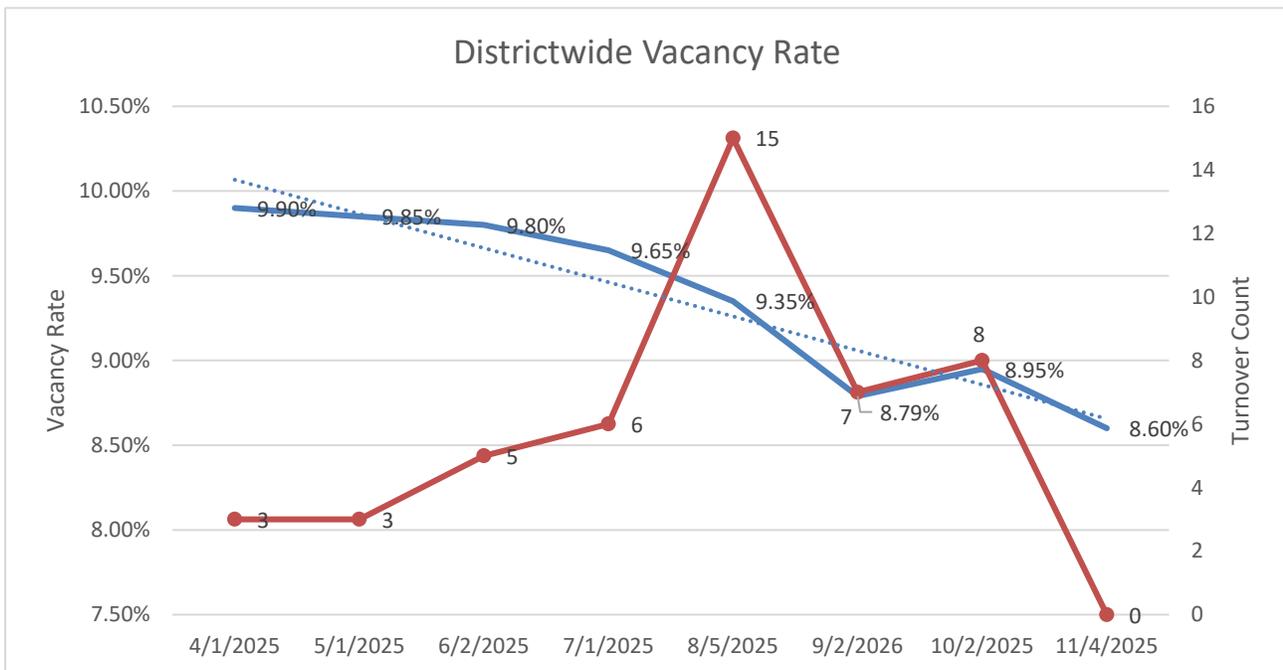
Detailed Report

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 November 4, 2025, the District’s vacancy rate (shown in blue below) is at 8.60 percent, a decrease from 8.95 percent the previous month. The Recruitment Unit finalized 22 hires between October 2, 2025, and November 4, 2025, with ten hires being regular full-time employees, and 12 being District Temporary employees. During this same period, no employees separated from the District (shown in red below). With a strong recruitment rate and low turnover count, the District’s vacancy rate shows a decrease for November.

Additionally, a monthly recruitment status report continues to be shared with Group Managers.



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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 have been finalized. Final interviews concluded and decisions are in the finalization stage for the remaining four Recruiter positions. The Recruitment Unit deployed a new eform, Position Control Number Administration (Form 2627), to support tracking staffing requisitions from start to finish, and to reduce time to fill openings. The eform was rolled out successfully, and employees are utilizing it.

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 in August 2025. The survey period closed on September 30, 2025. Responses are being analyzed and will be used to develop new strategies. Findings will be shared with all employees.

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 October to November, 672 employees attended trainings on topics such as *Personal Security Awareness, Recognizing Discrimination, Harassment and Retaliation, and Cybersecurity Awareness*. LinkedIn Learning, MWD's e-learning platform, was accessed for training on the following topics: *Bluebeam Revu 21 Essential Training, Project Management Foundations: Budgets, and Managing High Performers*. Two FranklinCovey classes were offered to employees. The classes were Project Management and the 7 Habits of Highly Effective People.

Sixteen managers graduated from Metropolitan Management University. The graduates were joined by their managers and executive management for a graduation ceremony and celebration.

Second sessions were held for the IT Client Systems Support Team, and the Controller Units participated in team-building sessions designed to strengthen communication. Team members continued to explore their own behavioral style preferences and learned effective strategies for communicating and listening to colleagues with different styles. Members in both groups shared their experiences in adjusted behaviors and communication styles when interacting with colleagues after the initial training.

OD&T also engaged a consultant who is an expert in communication work with 11 Audit staff on presentation development and delivery skills. The consultant also worked with a member of the Ethics staff on the Board presentation.

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 a *Working with Your Healthcare Provider* wellness webinar held live on November 12, 2025, in partnership with Kaiser Permanente. This webinar invited employees to learn about different health care providers, how to find a health care team you trust and how to make the most out of your appointments. Employees were also invited to

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create a realistic action plan that would help them take positive steps towards building a trusted health care team.

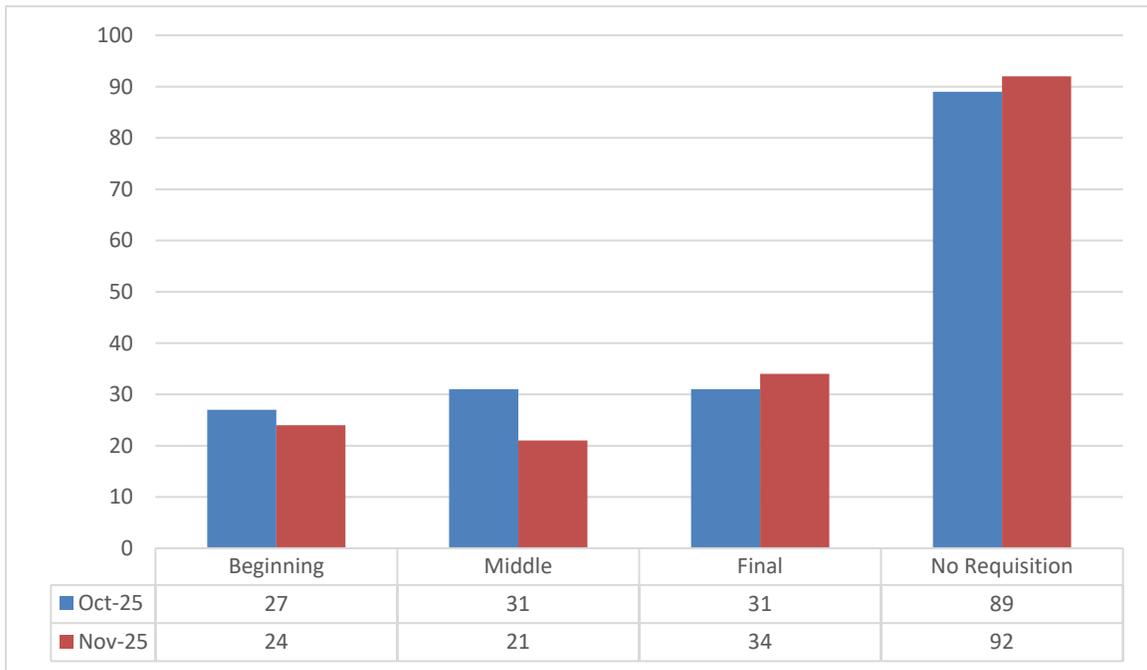
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Human Resources Metrics

Group	Vacancy Count	Vacancy %
BAY DELTA INITIATIVES	1	5.88%
BOARD OF DIRECTORS	1	14.29%
CONVEYANCE&DISTRIBUTION GROUP	25	8.93%
DIVERSITY,EQUITY&INCLUSION	0	0.00%
ENGINEERING SERVICES GROUP	18	4.70%
EQUAL EMPLOYMENT OPPORTUNITY	0	0.00%
EXTERNAL AFFAIRS	8	12.70%
FINANCE AND ADMINISTRATION	4	3.28%
GENERAL COUNSEL	2	5.41%
HUMAN RESOURCES GROUP	4	8.33%
INFORMATION TECHNOLOGY GROUP	12	9.09%
INTEGRATED OPS PLAN&SUPPT SRVC	23	9.13%
OFF OF SAFETY,SECURITY&PROTECT	9	12.86%
OFFICE OF ETHICS	3	37.50%
OFFICE OF THE GENERAL AUDITOR	3	21.43%
OFFICE OF THE GENERAL MANAGER	5	20.00%
SUSTAINABILITY,RESILIENCE&INNOV	3	6.52%
TREATMENT&WATER QUALITY GROUP	39	9.80%
WATER RESOURCE MANAGEMENT GRP	11	16.42%
Grand Total	171	8.60%

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Current Recruitment Stages Status (11/4/2025)



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Personnel Snapshot

	November 2025	Prior Month October 2025
Headcount		
Regular Employees	1,841	1,831
Temporary Employees	62	56
Interns	7	7
Recurrent	13	13
Annuitants	17	17

Transactions Current Month and Fiscal YTD (includes current month)			
<u>External Hires</u>	<u>FY 24/25 Totals</u>	<u>November 2025</u>	<u>FISCAL YTD</u>
Regular Employees	110	10	63
Temporary Employees	57	12	31
Interns	5	0	5
Internal Promotions	85	4	29
Management Requested Promotions	160	11	46
Retirements/Separations (regular employees)	94	0	36
Employee-Requested Transfers	19	2	8

*Retirements/Separations data input by entry date.