



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

Board Report

Equal Employment Opportunity Group

- **Equal Employment Opportunity Monthly Activity Report**

Summary

This report provides a summary of Equal Employment Opportunity November 2024 Monthly Activities.

Purpose

Informational

Attachments

None

Detailed Report

EEO Investigations 101 Training

On November 13, 2024 the EEO Office conducted an EEO Investigations 101 Training. This interactive and informative training provided employees with an overview of the EEO Office and its mission and guiding principles, the complaint intake process, investigative guidelines for conducting EEO investigations, and the post-investigative process. The goal of this training series is to ensure that Metropolitan employees know how to file an EEO complaint, have a better understanding of the complaint process and their rights and responsibilities in the workplace, and to help build a positive rapport with the EEO Office. The training was fully booked, and participants commented that they found the training to be helpful and valuable to their respective roles at Metropolitan.

EEO Concurrence Recruitment & Selection Process

On November 12th, EEO conducted a concurrence process training at the All-Manager Briefing. The purpose of this training was to provide hiring managers, in this section, with an understanding of EEO's role in the recruitment process. EEO explained that an EEO representative would attend the Hiring Strategy meetings for underutilized positions and other positions deemed by the EEO Office to require further monitoring, to assist management with identifying relevant targeted outreach and to discuss other steps in the process that EEO would be involved in. For example, EEO may observe interviews, review testing material, interview questions, selection justifications, and other related processes that are used for making employment-related decisions.

Inspection Trip with NAACP

On December 6–7, 2024, Metropolitan's EEO Manager participated in an inspection trip with the NAACP, board members, and DEI and other partner departments, to Hoover Dam and the Colorado River Aqueduct. The purpose of this trip was to introduce participants to Metropolitan, our infrastructure, and key priorities. For this particular group, an additional goal was to strengthen the relationship between Metropolitan and the NAACP and to explore opportunities to work together. EEO provided information to the group about EEO's role in the recruitment process to include EEO's oversight and the concurrence process. EEO partnered with DEI to provide information on how EEO compliance and DEI work together to improve diversity initiatives, support Affirmative Action, and Non-Discrimination Program requirements in accordance with federal and state law.

Date of Report: January 13, 2025