



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

# Board Report

## Human Resources Group

- **Human Resources April Activity Report**

### Summary

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This report provides a summary of the Human Resources activities for April 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 April, 595 employees completed in-person and virtual trainings covering topics like Microsoft Project, E-Mail Etiquette, Grammar Essentials, Recruitment Procedures, Interpersonal Communication, P-Card Protocol, and Critical Thinking. LinkedIn Learning's online training platform was accessed for trainings on Inclusion During Difficult Times, Managing for Maximum Impact, Occupational Safety & Health, Hybrid Project Management, and Photoshop.

The Organizational Development & Training Unit also facilitated a Communications Styles class for 14 Operators at the Mills filtration plant and hosted the Ethics Office's first Symposium featuring panels from L.A. Metro, City of L.A., and keynote speaker, Ambassador Norman Eisen (Chief Ethics Officer under President Obama). In partnership with the Diversity, Equity & Inclusion Office, OD&T piloted a new training program, conducting a preview and feedback session with 40 Metropolitan employees. OD&T also launched its first "MWD Spotlight Series Lunch & Learn" showcasing jobs that many of us may not be aware of but are crucial to Metropolitan's overall operation. Jacob Bast from the Diving Team was featured, and 40 employees tuned in for the event.

## 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 "Why Sleep Matters" wellness webinar. The live webcast was held on April 17, 2024, and was hosted by Kaiser Permanente. The webinar invited employees to learn simple and effective tools to improve their ability to rest, relax, and sleep. Employees were invited to create a realistic action plan, using their strengths to improve overall sleep.

HR Benefits Unit coordinated with Financial Finesse to host three financial education webinars on April 2 for all employees and retirees enrolled in the Metropolitan 401(k) or 457(b) plans. There were 30 participants in the

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Savings for College Rules and Tools, 40 participants in the Tax Planning for Investors, and 33 participants in the Introduction to Investing class. These classes are designed to provide valuable information to help participants improve their knowledge and achieve their financial goals. Each participant also receives an optional phone call with one of Financial Finesse’s Certified Financial Planners, free of charge, to discuss any financial matter for each course attended.

### 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 April, three new workers’ compensation claims were received. Two employees are 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.

HR Benefits Unit coordinated with HRIS finalized the IRS mandatory 1095B report after providing the required 1095C employee statements to all eligible employees based on ACA guidelines for calendar 2023 within the required deadline dates of March and April 2024.

HR Metrics	June 2023	April 2024	Prior Month March 2024
<b>Headcount</b>			
Regular Employees	1,779	1,806	1,795
Temporary Employees	25	52	50
Interns	0	3	4
Recurrents	18	17	17
Annuitants	24	23	24

	April 2024	March 2024
Number of Recruitments in Progress (Includes Temps and Intern positions)	212	228
Number of New Staffing Requisitions	9	44
	April 2024	March 2024
Number of Job Audit Requests in Progress	11	14
Number of Completed/Closed Job Audits	3	0
Number of New Job Audit Requests	0	0

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Transactions Current Month and Fiscal YTD (includes current month)			
<u>External Hires</u>	<u>FY 22/23 Totals</u>	<u>April 2024</u>	<u>FISCAL YTD</u>
Regular Employees	116	10	90
Temporary Employees	36	5	52
Interns	0	0	3
Internal Promotions	72	5	65
Management Requested Promotions	149	24	133
Retirements/Separations (regular employees)	98	1	61
Employee-Requested Transfers	19	0	11

Departures

Last	First Name	Classification	Eff Date	Reason	Group
Cataldi	Ramona	Deputy Chief DE&I Officer	2/6/2024	Resignation	DIVERSITY,EQUITY&INCLUSION

HR Metrics	June 2023	March 2024	Prior Month February 2024
<b>Headcount</b>			
Regular Employees	1,779	1,795	1,791
Temporary Employees	25	50	48
Interns	0	3	1
Recurrents	18	17	17
Annuitants	24	24	23

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	March 2024	February 2024
<b>Number of Recruitments in Progress</b> (Includes Temps and Intern positions)	<b>228</b>	<b>202</b>
<b>Number of New Staffing Requisitions</b>	<b>44</b>	<b>19</b>
	March 2024	February 2024
<b>Number of Job Audit Requests in Progress</b>	<b>14</b>	<b>14</b>
<b>Number of Completed/Closed Job Audits</b>	<b>0</b>	<b>4</b>
<b>Number of New Job Audit Requests</b>	<b>0</b>	<b>2</b>

<b>Transactions Current Month and Fiscal YTD (includes current month)</b>			
<u>External Hires</u>	<u>FY 22/23 Totals</u>	<u>March 2024</u>	<u>FISCAL YTD</u>
Regular Employees	116	7	80
Temporary Employees	36	4	47
Interns	0	2	3
<b>Internal Promotions</b>	<b>72</b>	<b>7</b>	<b>60</b>
<b>Management Requested Promotions</b>	<b>149</b>	<b>13</b>	<b>109</b>
<b>Retirements/Separations (regular employees)</b>	<b>98</b>	<b>1</b>	<b>60</b>
<b>Employee-Requested Transfers</b>	<b>19</b>	<b>0</b>	<b>11</b>

**Departures**

Last	First Name	Classification	Eff Date	Reason	Group
McCormick	Paul	Team Mgr- Limnology & Reservoir	1/13/2024	Retirement - Service	TREATMENT&WATER QUALITY GROUP