



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

Board Report

Human Resources

• Human Resources July 2024 Activity Report

Summary

This report provides a summary of the Human Resources activities for July 2024.

Purpose

Informational

Detailed Report

HR Priorities

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

In July, 421 employees completed in-person and virtual trainings covering topics like Resume Writing, Advanced Outlook, Recruitment Procedure Training, Interpersonal Skills, Organizational Skills, and Organizational Development & Training Unit's revamped Stress Management & Positivity in the Workplace class. LinkedIn Learning's online training platform was accessed for trainings on Becoming More Decisive, Managing Up, How to Rock an Interview, Sharepoint Quick Tips, Engineering with ChatGPT, and Foundations of Geographic Information Systems.

OD&T facilitated session 3 of its 14th cohort of Metropolitan Management University for 14 new managers. The topics of the day were Active Listening and Effective Delegation.

Recruitment filled 22 positions in July. There are 32 recruitments in the final stages, which includes hiring recommendations, reference checks, offers and conditional offers, and background checks. Fifteen new staffing requisitions were received, resulting in 137 open positions, including some reconciliation of the total number of open recruitments. Some of these included closing open recruitments without a hire. 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.

The Business Support Team planned, organized, and coordinated a company-wide Employee Appreciation Event. The event was held on Saturday, July 20, 2024, at Whittier Narrows for employees and their families. The day was filled with delicious food, fun activities for all ages, and plenty of opportunities to connect with co-workers and their families. The event was an opportunity to come together as a community in a relaxed and festive atmosphere to express a heartfelt thanks for the hard work and dedication of employees.

HR Benefits worked with HRIS, IT, and Payroll to implement and launch the new after-tax 401(k) and 457(b) ROTH accounts, along with deferred compensation self-service, on July 12, 2024. HR Benefits worked with Empower and Financial Finesse on the Communication and Education campaigns to reach out to all active employees and non-active plan participants of Metropolitan's deferred compensation savings plans through

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various formats, emails, webinars, postcards, website updates, and providing one-on-one consultations. Thus far, 192 employees have attended webinars and 75 have enrolled in one or both of the after-tax ROTH accounts with webinars scheduled for August; we anticipate additional participants will enroll.

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 “Sun Safety” wellness webinar. The live webcast was held on June 26, 2024, and hosted by Kaiser Permanente. The webinar invited employees to learn about ultraviolet rays and what they can do to 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 2024	July 2024	Prior Month June 2024
Headcount			
Regular Employees	1,810	1,822	1,810
Temporary Employees	52	45	52
Interns	2	5	2
Recurrents	17	16	17
Annuitants	23	23	23

	July 2024	June 2024
Number of Recruitments in Progress (Includes Temps and Intern positions)	137	193
Number of New Staffing Requisitions	15	1
	July 2024	June 2024
Number of Job Audit Requests in Progress	10	8
Number of Completed/Closed Job Audits	2	3
Number of New Job Audit Requests	4	0

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Transactions Current Month and Fiscal YTD (includes current month)			
External Hires	FY 23/24 Totals	July 2024	FISCAL YTD
Regular Employees	105	14	14
Temporary Employees	61	2	2
Interns	3	3	3
Internal Promotions	80	5	5
Management Requested Promotions	172	8	8
Retirements/Separations (regular employees)	71	3	3
Employee-Requested Transfers	14	2	2

Departures

Last	First Name	Classification	Eff Date	Reason	Group
Clark	Joyce	Pr Environmental Spec	5/16/2024	Retirement	OFF OF SAFETY, SECURITY & PROTECT
McCormick	Matthew	O&M Tech IV	12/19/2023	Retirement	CONVEYANCE & DISTRIBUTION GROUP
Nguyen	Ha	Pr Resource Specialist	6/22/2024	Retirement	ENGINEERING SERVICES GROUP