



### **Organization, Personnel and Effectiveness**

- Human Resources Activities Report

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#### **Subject**

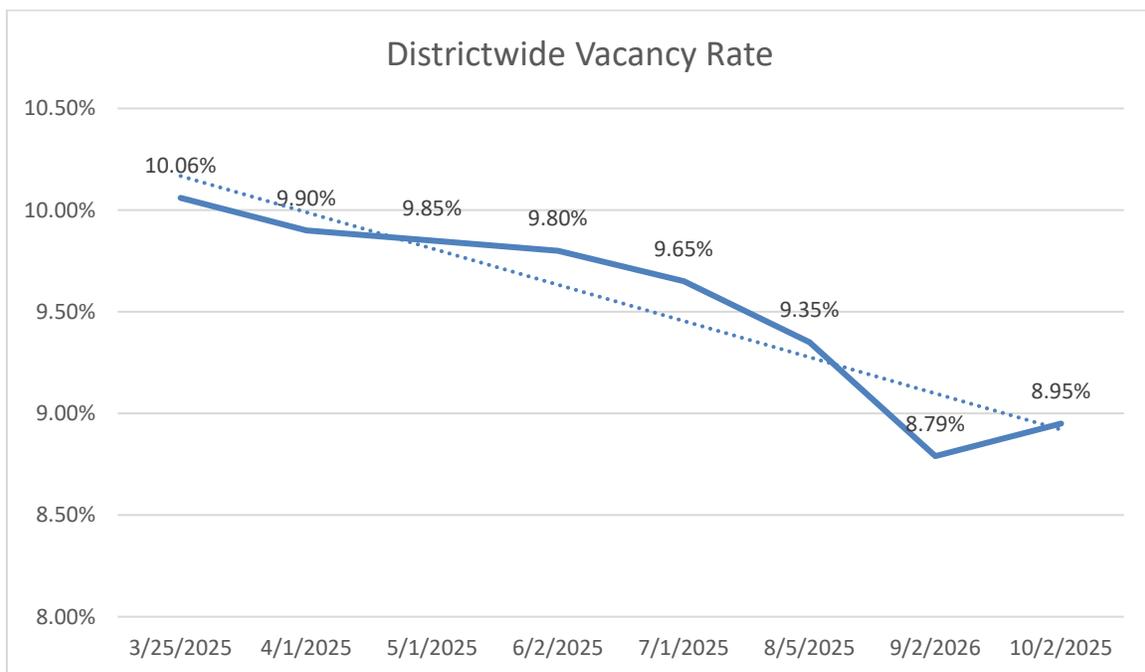
Human Resources Activities Report

#### **Details and Background**

### **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 October 2, 2025, the District’s vacancy rate is at 8.95 percent. Additionally, a monthly recruitment status report continues to be shared with Group Managers.



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.

**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 September to October, 621 employees attended trainings on topics such as Cybersecurity Awareness, Resume Writing, and Recognizing Discrimination, Harassment and Retaliation. LinkedIn Learning, MWD's e-learning platform, was accessed for training on the following topics: Leadership Foundations, How to Boost Your Productivity with AI Tools, and Foundations of Geographic Information Systems.

The Metropolitan Management University (MMU) session on October 8, 2025, included a training session focused on development of team members' natural strengths and enhancing emotional intelligence. The October 22, 2025, MMU session centered on building trust within both individual and team relationships.

OD&T hosted team-building sessions designed to strengthen communication, which was attended by the IT Client Systems Support Team and the Controller Units. Team members explored their own behavioral style preferences and learned effective strategies for communicating and listening to colleagues with different styles.

The 2025 Service Award Luncheon was held on October 16, 2025. A total of 33 honorees, each with 20 to 35 years of dedicated service to Metropolitan Water District, were recognized and celebrated with colleagues, directors, and leadership.

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

**Administer all HR services with efficiency and a focus on customer service excellence, consistency, and flexibility.**

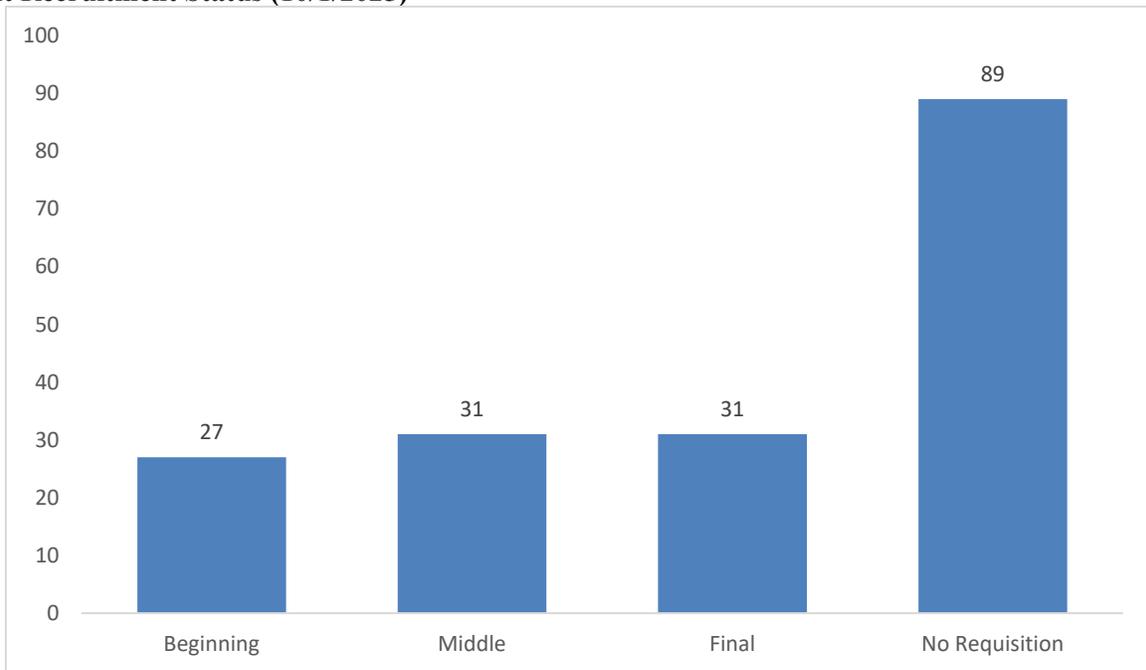
The Business Support Team did not host a wellness webinar in October 2025 due to the CalPERS open enrollment period.

Last month's webinar, Independence from Tobacco, held on September 17, 2025, attracted 34 registered participants across both the live session and on-demand viewings. The event required 2 hours of staff time for preparation and hosting.

**Human Resources Metrics**

Group	Vacancy Count	Vacancy %
BAYDELTA INITIATIVES	1	5.88%
BOARD OF DIRECTORS	1	14.29%
CONVEYANCE&DISTRIBUTION GROUP	23	8.58%
DIVERSITY,EQUITY&INCLUSION	1	9.09%
ENGINEERING SERVICES GROUP	20	5.25%
EQUAL EMPLOYMENT OPPORTUNITY	0	0.00%
EXTERNAL AFFAIRS	8	13.11%
FINANCE AND ADMINISTRATION	4	3.42%
HUMAN RESOURCES GROUP	5	10.42%
INFORMATION TECHNOLOGY GROUP	12	9.38%
INTEGRATED OPS PLAN&SUPPT SRVC	23	9.39%
OFF OF SAFETY, SECURITY&PROTECT	9	12.86%
OFFICE OF ETHICS	3	37.50%
OFFICE OF THE GENERAL MANAGER	5	20.83%
SUSTAINABILITY, RESILIENCE&INNOV	3	6.52%
TREATMENT&WATER QUALITY GROUP	39	10.05%
WATER RESOURCE MANAGEMENT GRP	11	16.67%
GENERAL COUNSEL	7	9.72%
OFFICE OF THE GENERAL AUDITOR	3	12.50%
<b>Grand Total</b>	<b>178</b>	<b>8.95%</b>

**Current Recruitment Status (10/1/2025)**



**Personnel Snapshot**

	<b>October 2025</b>	<b>Prior Month September 2025</b>
<b>Headcount</b>		
<b>Regular Employees</b>	<b>1,831</b>	<b>1,825</b>
<b>Temporary Employees</b>	<b>56</b>	<b>53</b>
<b>Interns</b>	<b>7</b>	<b>6</b>
<b>Recurrent</b>	<b>13</b>	<b>13</b>
<b>Annuitants</b>	<b>17</b>	<b>19</b>

<b>Transactions Current Month and Fiscal YTD (includes current month)</b>			
<b>External Hires</b>	<b>FY 24/25 Totals</b>	<b>October 2025</b>	<b>FISCAL YTD</b>
<b>Regular Employees</b>	<b>110</b>	<b>10</b>	<b>53</b>
<b>Temporary Employees</b>	<b>57</b>	<b>7</b>	<b>19</b>
<b>Interns</b>	<b>5</b>	<b>1</b>	<b>5</b>
<b>Internal Promotions</b>	<b>85</b>	<b>4</b>	<b>25</b>
<b>Management Requested Promotions</b>	<b>160</b>	<b>9</b>	<b>35</b>
<b>Retirements/Separations (regular employees)</b>	<b>94</b>	<b>8</b>	<b>36</b>
<b>Employee-Requested Transfers</b>	<b>19</b>	<b>3</b>	<b>6</b>