



Human Resources Group

• Human Resources Activities Report

Summary

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

Purpose

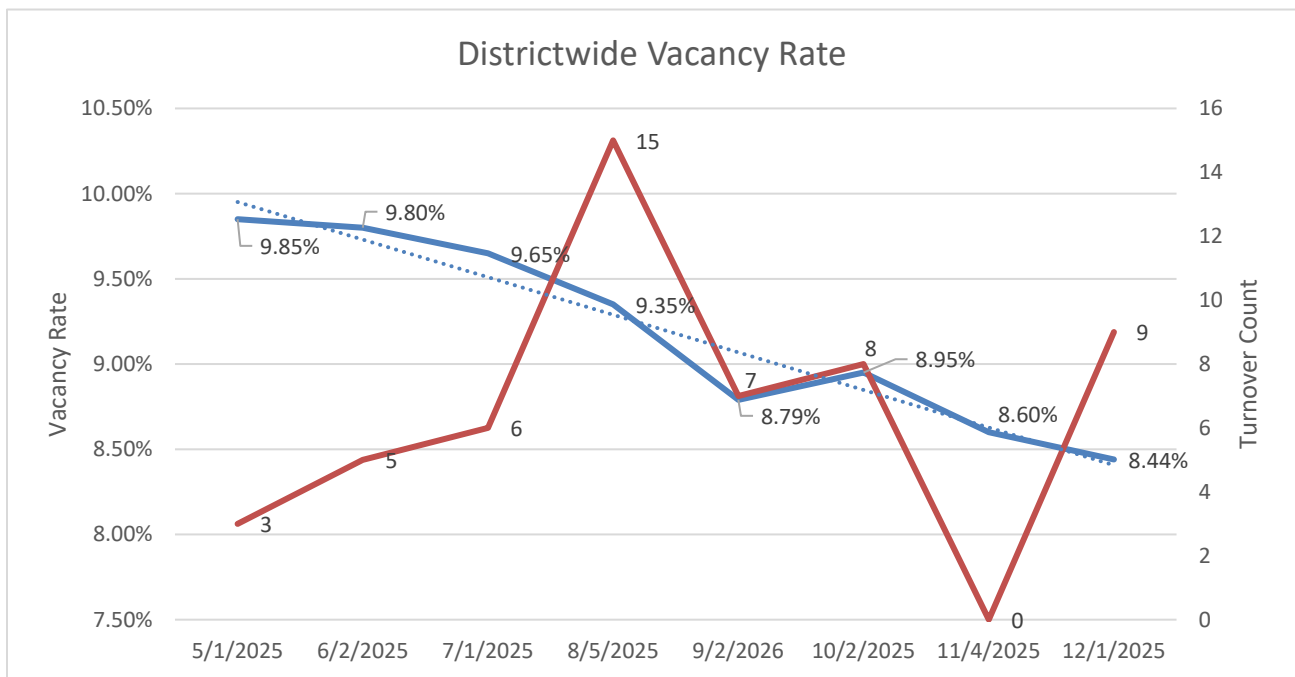
Informational

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 December 1, 2025, the District's vacancy rate is at 8.44 percent, a decrease from 8.60 percent the previous month. Additionally, a monthly recruitment status report continues to be shared with Group Managers.



*Vacancy Rate (blue line) is the percentage of unfilled positions within the District out of the total number of positions.

**Turnover Count (red line) is the count of employees who separated from the District. Separations include retirements, voluntary and involuntary separations, and deaths.

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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 are updated in the SharePoint site and 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 November to December, 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 *Speed of Trust*.

Human Resources Group and External Affairs Group planned, organized, and sponsored four one-day inspection trips in December. Two of the trips were to the Grace F. Napolitano Pure Water Southern California Innovation Center (Center) in Carson, California. At the Center, employees were invited to visit the demonstration plant and observe the innovative purification technology at each stage of the purification process being proposed for the full-scale program. Employees learned how Metropolitan is partnering with the Los Angeles County Sanitation Districts to develop a regional water recycling program.

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Staff inspection trip to the
Grace F. Napolitano Pure Water Southern California Innovation Center

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The other two trips visited Diamond Valley Lake, where Conveyance and Distribution Unit Manager, Scott Reiersen, conducted tours of the facilities, including Wadsworth Plant, the West Dam, and the Inlet/Outlet Tower to both groups of 30 employees. The trips also included a visit to the Santa Rosa Plateau Ecological Reserve in Murrieta. The Reserve is instrumental in safeguarding over 200 species of native birds, as well as 49 endangered, threatened, or rare species of animals and plants such as mule deer, mountain lions, badgers, bobcats, western pond turtles, white-tailed kites and fairy shrimp. Employees attained valuable insights into Metropolitan's role in creating the Reserve and how this helps support our mission of being both economically and environmentally responsible.

Staff trip to Santa Rosa Plateau Ecological Reserve



Staff trip to Diamond Valley Lake

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 an *Intergenerational Caregiving* wellness webinar, held live on December 17, 2025, in partnership with Kaiser Permanente. This webinar invited employees to explore challenges related to meeting the needs of multiple generations and to brainstorm creative solutions. Employees were also encouraged to create a realistic action plan using their personal strengths to care for themselves and their families.

Last month's webinar, *Working with Your Healthcare Provider*, held on November 12, 2025, attracted 40 registered participants across both the live session and on-demand viewings. The event required two hours of staff time for preparation and hosting.

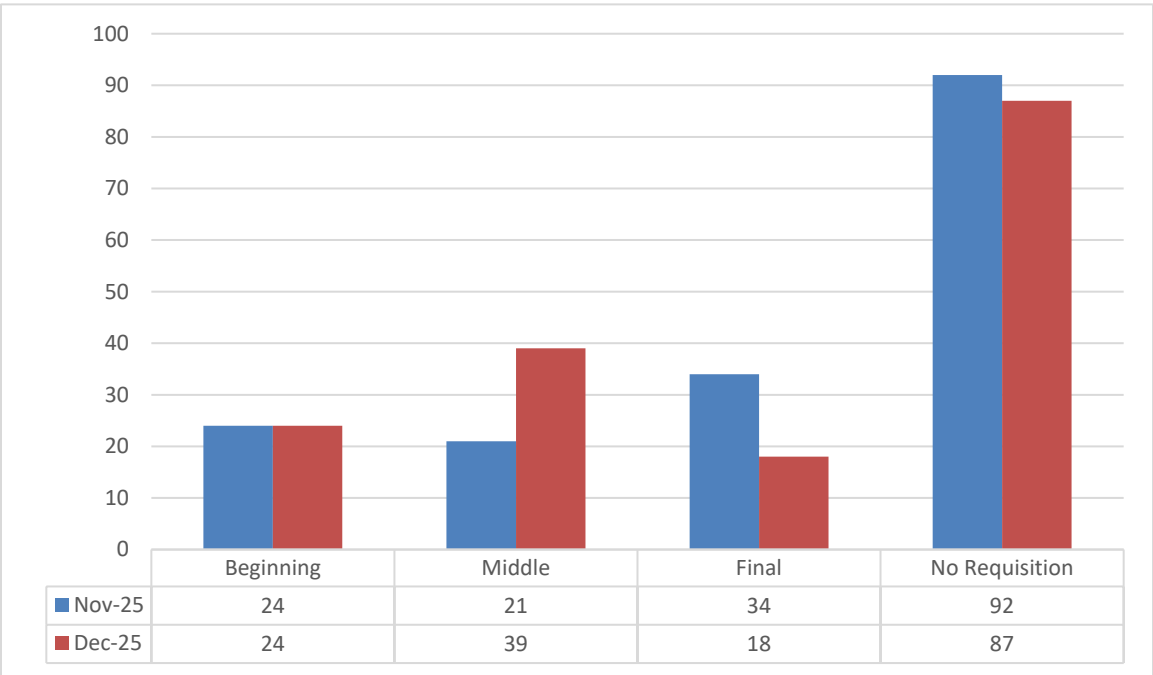
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Human Resources Metrics

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	15	3.92%
EQUAL EMPLOYMENT OPPORTUNITY	0	0.00%
EXTERNAL AFFAIRS	7	11.11%
FINANCE AND ADMINISTRATION	4	3.28%
GENERAL COUNSEL	3	7.89%
HUMAN RESOURCES GROUP	4	8.33%
INFORMATION TECHNOLOGY GROUP	11	8.33%
INTEGRATED OPS PLAN & SUPPT SRVC	21	8.33%
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	41	10.30%
WATER RESOURCE MANAGEMENT GRP	12	17.91%
Grand Total	168	8.44%

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Current Recruitment Stages Status (12/1/2025)



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Personnel Snapshot

	December 2025	Prior Month November 2025
Headcount		
Regular Employees	1,834	1,841
Temporary Employees	59	62
Interns	7	7
Recurrent	13	13
Annuitants	16	17

Transactions Current Month and Fiscal YTD (includes current month)			
<u>External Hires</u>	<u>FY 24/25 Totals</u>	<u>December 2025</u>	<u>FISCAL YTD</u>
Regular Employees	110	2	65
Temporary Employees	57	1	32
Interns	5	0	5
Internal Promotions	85	3	32
Management Requested Promotions	160	7	53
Retirements/Separations (regular employees)	94	9	45
Employee-Requested Transfers	19	0	8

*Retirements/Separations data input by entry date.