



**WATER
AGENCY**

Human Resources

Annual Report

September 20, 2023

**ZONE 7 WATER
AGENCY**

100 NORTH CANYONS PARKWAY



About Us

In support of the Agency's mission, vision, and values, our goal is to serve as a partner, by providing our customers with high quality services, developing, implementing, and supporting programs and processes that add value to Zone 7 and its employees, ensuring a safe and healthy workplace, and encouraging employee empowerment, growth, and retention.



Services

HR Expertise and
Workforce/Management Consultation

Recruitment and Staffing

Training and Development

Employee and Labor Relations

Employee Health and Safety

Conflict Resolution

Strategic Management / Planning



Our Commitment

Zone 7's Five-Year Strategic Plan 2020-2024

The Strategic plan drives the goals and objectives of the Human Resources Section.

***GOAL E: EFFECTIVE OPERATIONS PROVIDE THE AGENCY WITH EFFECTIVE
LEADERSHIP, ADMINISTRATION, AND GOVERNANCE***

Initiative 11 - Review professional development approach to maintain workforce capability for now and into the future Initiative.





Progress

Initiative #11 Activities

- New Employee Orientation & Onboarding Program (complete)
- New Supervisor & Intro to Supervision Training (complete)
- Standardized Operating Procedures (complete)
- Fill HR Positions (complete)
- 100% Training Compliance (complete)
- Classification Review/Studies (ongoing)
- Tuition Reimbursement Program (ongoing)



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Highlights

**ZONE 7 WATER
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General Stats



11

New or Revised

Classification



21

14 in Que

Recruitment



Hires

22

Internal Promotions

8

External Hires

14

Flex Promotions

8





Communication

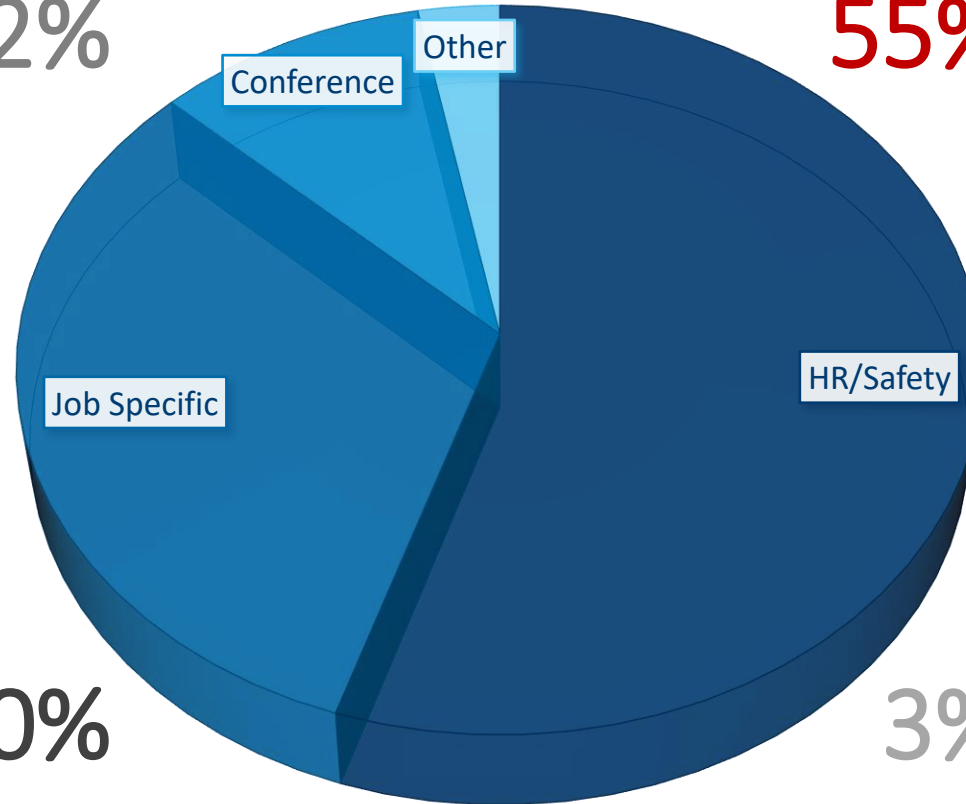
- ✓ HR Mailbox
- ✓ Bi-weekly Admin Report
- ✓ Survey/Feedback
 - HR New Employee Check-ins
 - Employee Engagement Survey
 - Survey + Results
 - Training Needs Assessment
 - Suggestion Box Program
 - Exit Interviews

Training

TRAINING

AWWA Energy Webinars, InfoWater
Hydraulic Modeling, Correctly
Calculating Net Investment in Capital
Assets...

32%



55%

HR/Safety – Ergo, Driver Safety,
Ethics, Mindfulness, Time Mgmt,
First Aid, PPE, Injury Prevention, Air
Quality Protection...

ACWA, AWWA, CAPIO...

10%

3%


Local leadership academy, CSDA
Legislative Days...

Types of Training (Examples)

Correctly Calculating Net Investment in Capital Assets	Accounting
CAD Masters Training	CAD
California Hydrogen Leadership Summit	Climate Change / Air Quality
CAPIO Emergency Communications Academy	Communications
2023 State of Alameda Creek Watershed Conference	Conference
2023 Mid Pacific Water Users Conference	Conference
ACWA DC Summit	Conference
2023 ACWA Spring Conference	Conference
Water101 Workshop	Conference
National Waterways Conference (NWC) DC Legislative Summit	Conference
AWWA Energy Webinars	Energy
ASCE Online Trainings - Proper Channel Sizing, An Intro to HEC-RAS Culvert Hydraulics, Bridge Scour Computations with HEC-RAS, Determining Appropriate Level of Engine, HEC-HMS Computer Workshop, Intro to Design of Erosion Control Measures Using Riprap	Engineering
2023 CSMFO Chapter Meetings	Finance
ESRI User Conference	GIS
CMUA Capitol Day 2023	Gov't/Legislative
Usurping ACWA Legislative Symposium	Gov't/Legislative
CSDA Legislative Days	Gov't/Legislative
Introduction to Groundwater, Watersheds, and Groundwater Sustainability Plans 2023	Groundwater
Principles of Contaminant Transport and Fate in Soil and Groundwater	Groundwater
ASCE Seminar Week-HEC-RAS Computer Workshop	HEC-RAS computer program
InfoWater Hydraulic Modeling	Hydraulic Modeling
GRACast - Identifying and Avoiding Common Mistakes In Well Design	Well Design

<u>2024 Board</u>	<u>2023 Adopted</u>	<u>2023 Actual</u>
\$126,500.00	\$119,000.00	\$68,767.48





Tuition Reimbursement

Claims Paid – Approx \$9k

Administrative Assistant
Associate Engineer
Assistant Engineer
Assistant Planner
Maintenance & Construction Supervisor
Water Plant Operator

Engagement Activities

- Potluck and Grill – Oct 2022
- Employee Tours PPWTP – Sept 2022
- End of Year Get Together – Dec 2022
- Virtual Food Drive – 2022 – 2,400 meals
- Potluck and Grill – April 2023
- Service Awards/Employee Appreciation – May 2023
- Potluck and Grill – August 2023
- Ice Cream Social – August 2023



Fall/Winter 2023

- ☐ Suggestion Box Program
- ☐ Networking Lunch – Del Valle
- ☐ End of Year Get Together



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Questions?

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