



**BOARD OF DIRECTORS
EAST BAY MUNICIPAL UTILITY DISTRICT**

375 11th Street, Oakland, CA 94607

Office of the Secretary: (510) 287-0440

Notice of Time Change

**LEGISLATIVE/ HUMAN RESOURCES
COMMITTEE**

Tuesday, July 8, 2025

10:30 a.m.

Boardroom

375 11th Street

Oakland, CA 94607

Notice is hereby given that the Tuesday, July 8, 2025 Legislative/ Human Resources Committee meeting of the Board of Directors has been rescheduled from 10:00 a.m. to 10:30 a.m. The meeting will be held in the Administration Building Boardroom at 375 11th Street, Oakland, California.

Dated: July 3, 2025



Rischa S. Cole

Secretary of the District

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**BOARD OF DIRECTORS
EAST BAY MUNICIPAL UTILITY DISTRICT**

375 - 11th Street, Oakland, CA 94607

Office of the Secretary: (510) 287-0440

**AGENDA
Legislative/Human Resources Committee
Tuesday, July 8, 2025
10:30 a.m.
Boardroom
375 11th Street
Oakland, CA 94607**

***** Please see appendix for public participation instructions*****

Committee Members: Directors Luz Gómez {Chair}, Jim Oddie, and Joey D. Smith

ROLL CALL:

PUBLIC COMMENT: The Board of Directors is limited by State law to providing a brief response, asking questions for clarification or referring a matter to staff when responding to items that are not listed on the agenda.

DETERMINATION AND DISCUSSION:

1. Modernization of Recruitment and Classification Division (Charan)

ADJOURNMENT:

Disability Notice

If you require a disability-related modification or accommodation to participate in an EBMUD public meeting please call the Office of the Secretary (510) 287-0404. We will make reasonable arrangements to ensure accessibility. Some special equipment arrangements may require 48 hours advance notice.

Document Availability

Materials related to an item on this agenda that have been submitted to the EBMUD Board of Directors within 72 hours prior to this meeting are available for public inspection in EBMUD's Office of the Secretary at 375 11th Street, Oakland, California, during normal business hours, and can be viewed on our website at www.ebmud.com.



APPENDIX

Legislative/Human Resource Committee Meeting

*EBMUD Board committee meetings will be conducted in person and via Zoom.
These meetings are recorded and live-streamed.*

Online* Online

<https://ebmud.zoom.us/j/98022213415?pwd=Q0JkaXptbSt3eW5XRElvRUNIZHRpUT09>

Webinar ID: 980 2221 3415

Passcode: 352334

By Phone

Telephone: 1 669 900 6833

Webinar ID: 980 2221 3415

Passcode: 352334

International numbers available: <https://ebmud.zoom.us/j/98022213415?pwd=Q0JkaXptbSt3eW5XRElvRUNIZHRpUT09>

*To familiarize yourself with Zoom, please visit <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

Providing public comment - *The EBMUD Board of Directors is limited by State law to providing a brief response, asking questions for clarification, or referring a matter to staff when responding to items that are not listed on the agenda.*

- Each speaker is allotted 3 minutes to speak; the Committee Chair has the discretion to amend this time based on the number of speakers
- The Secretary will track time and inform each speaker when the allotted time has concluded
- Comments on **non-agenda items** will be heard at the beginning of the meeting
- Comments on **agenda items** will be heard when the item is up for consideration
- The Secretary will call each speaker in the order received

In person

- Fill out and submit a blue speaker card which is available in the meeting room

Via Zoom

- Use the raise hand feature in Zoom to indicate you wish to make a public comment
<https://support.zoom.us/hc/en-us/articles/205566129-Raising-your-hand-in-a-webinar>
 - If you participate by phone, press *9 to raise your hand
- When prompted by the Secretary, please state your name, affiliation if applicable, and topic

Submitting written comments or materials

- Email written comments or other materials for the Board of Directors to SecOffice@ebmud.com
- Please indicate the meeting date and agenda item number or non-agenda item topic in the subject of the email. Contact information is optional.
- **Please email by 4 p.m. the day prior to the scheduled regular meeting;** written comments and other materials submitted to the Board of Directors will be filed in the record.

To observe the Legislative/Human Resources Committee Meeting,
please visit: <https://www.ebmud.com/about-us/board-directors/board-meetings/>

EAST BAY MUNICIPAL UTILITY DISTRICT

DATE: July 3, 2025

MEMO TO: Board of Directors

THROUGH: Clifford C. Chan, General Manager *CCC*

FROM: Cindy R. Charan, Director of Human Resources *CRC*

SUBJECT: Modernization of Recruitment and Classification Division

SUMMARY

The Human Resources Department (HR) is leading an effort to modernize the District's recruitment and classification practices. This initiative is one of the strategic priorities in the HR Strategic Plan presented at the September 12, 2023 Legislative/Human Resources Committee meeting and aligns with the goal to attract and retain a highly qualified and diverse workforce. This item will be discussed at the July 8, 2025 Legislative/Human Resources Committee meeting.

DISCUSSION

This modernization effort stems from the District's HR Strategic Plan, which focuses on reengineering key HR functions to meet current and future workforce needs. Public sector agencies must respond to shifts in workforce expectations. The first strategic priority identified is the transformation of recruitment and classification practices to remain competitive in today's labor market.

HR has worked closely with key stakeholders, including the unions and management, to identify six strategic focus areas needed for modernization. Each area supports the District's commitment to workforce excellence and long-term operational sustainability.

Workforce Planning

The District is piloting a data-driven workforce planning model with the Engineering and Construction Department to forecast turnover and assess retirement trends. This model will expand across departments to support proactive staffing decisions and prioritization, succession planning, and internal talent development.

Active Recruitment of Qualified Candidates

Efforts to improve recruitment processes to support the District's goal to attract qualified candidates include ensuring access to applicants for large highly-competitive entry-level recruitments, enhancing campus outreach, and developing pipelines through partnerships such as the one with Los Medanos College's Electrical and Instrumentation Technology Program.

Enhanced Candidate Experience

Future employees' first exposure to the District is often during the recruitment process. To enhance a candidate's experience, HR is updating job descriptions and minimum qualifications to align with expectations of the current workforce, revising entry-level testing materials (starting with Water Distribution Plumber I and Utility Laborer classifications), and eliminating barriers to entry to ensure an accessible and fair process for all candidates.

Departmental Partnerships for Workforce Success

Collaboration across departments is central to the effort to modernize the recruitment process. For example, the District has launched a new social media campaign to highlight employment opportunities. Outreach at engagements such as the March 2025 Good Guys Car Show has already boosted interest in specialized positions, with 152 applicants for the Electrical Technician recruitment and 52 applicants for the Maintenance Machinist recruitment.

Modernized Recruitment and Hiring Processes

HR is implementing more flexible hiring paths from entry level to journey level classifications (e.g., Junior to Associate Engineer tracks), creating new bridge classifications such as the Risk Management Technician, and exploring tools in the NEOGOV platform to automate background checks and improve process efficiency.

Promoting EBMUD as the Employer of Choice

HR staff has attended over 40 job fairs in the past two years and continues to promote accessible career pathways through a mobile-friendly careers site and targeted recruitment materials. Advanced analytics are being explored to strengthen outreach and attract top talent.

NEXT STEPS

The modernization of recruitment and classification practices is critical to the District's ability to fulfill its mission and adapt to future workforce demands. HR will continue to implement efforts on these six focus areas in close collaboration with the Board and internal and external partners. Updates will be provided at a future Legislative/Human Resources Committee meeting as HR continues to move forward with the plan.

CCC:CRC:rdw