



**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, August 12, 2025
10:00 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. Workforce Development Program Update (Moten)
2. Board Appointed Position Process (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

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*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: August 7, 2025

MEMO TO: Board of Directors

THROUGH: Clifford C. Chan, General Manager 

FROM: Derry L. Moten, Special Assistant to the General Manager 
for DLM

SUBJECT: Workforce Development Program Update

SUMMARY

This memorandum provides an update on the District's Workforce Development Program (Program), with a focus on activities conducted under the Workforce Diversity Pillar of the Diversity, Equity, and Inclusion Strategic Plan (DEISP). The Program aligns with the District's Strategic Plan, which includes a broad goal of Workforce Planning and Development. The District's reporting year (RY) 2024 Equal Employment Opportunity Program (EEOP) Report is attached. Together, these advance the District's ongoing efforts to cultivate a qualified, high-performing workforce through lawful, opportunity-based practices that promote access and readiness for all applicants. The update will be presented at the August 12, 2025 Legislative/Human Resources Committee meeting.

DISCUSSION

The District's Workforce Planning and Development Strategic Plan goal includes strategies for recruitment, retention, training, and talent sustainability. The DEISP expands on these strategies through its Workforce Diversity Pillar to:

- Eliminate barriers to employment access and participation in District employment;
- Promote inclusive outreach and talent development;
- Improve the District's ability to attract and retain a workforce that meets community workforce needs; and
- Align employment practices with state and federal merit-based non-discrimination guidelines.

In Fiscal Year 2025, the Program was implemented through four mutually reinforcing approaches:

Inspire interest in water and wastewater careers

- Placement of 22 students in the High School Summer Internship program with 40 percent of participants from schools in historically under resourced communities.
- Tour of Pipeline Training Academy with Kennedy High School.

- Presentations to Alameda County educators as “train-the-trainer” sessions.
- Creation of “Day in the Life” videos for Water & Wastewater Treatment/Distribution Operator Trainee recruitment, which generated 7,300+ views and 370 clicks on LinkedIn.
- Use of social media platforms, publication ads, and BART placements to highlight mission-critical water and wastewater careers, generating 5.6 million impressions, 35,000 clicks to the EBMUD careers webpage, and 1,524 applications for various positions.

Build partnerships with community organizations and educational institutions

- Deepened workforce development partnerships with five sponsored community-based organizations including Cypress Mandela, City College of San Francisco, Justice Outside, Los Medanos College Foundation, and Rising Sun.
- Participated in two California Urban Water Association – California State University, Fresno career panels.
- Presented to staff and faculty for California Community Colleges System on Affinity Groups (AG) and workforce development efforts.

Support job readiness by linking individuals to resources

- Facilitated two mock interview workshops at Civicorps and Rising Sun.
- Supported career development of District interns through enrichment sessions comprised of program orientation sessions, career planning activities, 1:1 career readiness discussions and cohort style career activation sessions.
- Empowered AG and Diversity Committee as workforce development outreach ambassadors:
 - Held discussions with Senior Management Team (SMT) on value and recognition of staff participation, and training for SMT AG sponsors.
 - Provided Outreach Ambassador training for consistent District messaging.
- Continuous hosting of sponsored and direct internships.

Strengthen the applicant pipeline through targeted outreach and relationship building

- Coordinated the District’s first Workforce Development Month in September 2024.
- Attended 18 specialized job fairs and expositions.
- Maintained a listserv and promoting mission critical/difficult-to-fill positions to job developers.

The District’s Workforce Development Program and strategy include the following achievements:

- Two Limited-Term (LT) Special Employment Program Trainees promoted to:
 - Water Treatment/Distribution Operator Trainee
 - Wastewater Plant Operator Trainee
- One BAYWORK alumni hired as Electrical Worker II
- Two BAYWORK alumni promoted to journey-level tradesperson positions

- One Engineering Aide promoted to LT Junior Engineer, then hired as Engineering Designer I

As a federal contractor, the District submits an annual EEOP Report in accordance with the Department of Labor's Office of Federal Contract Compliance Programs (OFCCP). On January 21, 2025, President Trump issued Executive Order (EO) 14173, revoking EO 11246 and ending affirmative action requirements for race and gender among federal contractors. However, in of July 2025, the Department of Labor resumed OFCCP enforcement for individuals with disabilities (IWDs) and Vietnam Era Veterans' Readjustment Assistance Act for Protected Veterans under Order 08-2025. Accordingly, the RY 2024 report (July 1, 2023 to June 30, 2024) includes demographic data on Protected Veterans and IWDs. For RY 2024, the District applied a customized hiring benchmark of 3.2 percent for Protected Veterans. The representation of IWDs was evaluated against the national utilization goal of 7 percent, measured by job group. In accordance with state and federal guidance, the District assesses progress through good-faith outreach efforts and non-discriminatory recruitment practices.

These efforts reflect a cohesive and lawful approach to workforce excellence supported by both strategic direction and compliance oversight.

NEXT STEPS

Staff will continue to implement the workforce development strategy in a manner that is inclusive, compliant, and aligned with the District's broader goals. Efforts will focus on reducing barriers, expanding talent pipelines, and ensuring access to opportunity for all qualified individuals. The Board will consider adoption of the RY 2024 EEOP Report at its August 12, 2025 meeting.

CCC:DLM:yd

Attachment: RY 2024 EEOP Report

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Equal Employment Opportunity Program

REPORTING YEAR 2024 REPORT
PERIOD COVERING JULY 1, 2023 – JUNE 30, 2024

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EAST BAY MUNICIPAL UTILITY DISTRICT (DISTRICT OR EBMUD)

375 11th Street
Oakland, CA 94607

Dun's #: 05-190-4423
Water EIN (tax) #: 94-6000590
EEO-4 #: 06505230
NAICS: 2213 Water, Sewage and Other Systems
MSA: 41860 San Francisco-Oakland-Fremont, CA

**VIETNAM ERA VETERANS' READJUSTMENT ASSISTANCE ACT
(VEVRAA) AND SECTION 503 OF THE REHABILITATION ACT
EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION
PROGRAM FOR PROTECTED VETERANS AND INDIVIDUALS
WITH DISABILITIES**

Reporting Year: July 1, 2023 – June 30, 2024

Contractor Facility

Equal Employment Opportunity Program (EEO):

Derry Moten
Special Assistant to the General Manager for Diversity, Equity and Culture
East Bay Municipal Utility District
PO Box 24055, MS 601
Oakland, CA 94623-9979
Attn: Diversity and Inclusion Office
(510) 287-0710

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Executive Summary

East Bay Municipal Utility District (EBMUD or District) is an Equal Employment Opportunity (EEO) employer committed to fair, inclusive, and merit-based employment practices.

As a California employer, the District complies with Proposition 209, which prohibits considering race, sex, color, ethnicity or national origin in employment decisions. That means the District does not use quotas, preferences, or any form of race- or gender-based employment decision-making. As a civil service employer, all employment decisions are based solely on job-related qualifications, performance and organizational needs.

While the District values a diverse and inclusive workforce, it aims to achieve that through broad outreach and equal access, not through preferential treatment. The District’s goal is to create opportunities for all qualified individuals, without bias or exception. We remain committed to upholding the highest standards of equity, integrity, and compliance with both state and federal laws.

With the rescission of Executive Order 11246 effective January 21, 2025, the District is no longer required to maintain an Equal Employment Opportunity Plan (EEOP) for minorities and females. However, as required by the new Executive Order 14173, the District will continue to maintain an EEOP for Protected Veterans (Veterans), and individuals with disabilities (IWDs).

This EEOP analysis of outcomes for Veterans and IWDs applies to Reporting Year 2024 (RY2024) and covers the period from July 1, 2023 – June 30, 2024. It analyzes the District’s progress and the effectiveness of its outreach efforts aimed at meeting hiring benchmarks for Veterans and achieving utilization goals for IWDs.

The RY2024 summary of outcomes for Veterans and IWDs is shown below in **Table 1**.

Table 1. RY2024 EEOP Summary for Veterans and IWDs

EEOP Category	Goal Type	Target Rate	Actual Hiring Rate	Outcome
Protected Veterans	Hiring Benchmark	3.20%	3.80%	Exceeded
Individuals with Disabilities	Utilization Goal	7.00%	7.27%	Exceeded

Background

EBMUD is a publicly-owned utility formed under the Municipal Utility District Act (MUD Act). The MUD Act, as codified by the Public Utilities Code of the State of California, authorizes the formation and governance of the District. The District has adopted a Civil Service system in accordance with the requirements of the MUD Act, Cal. Pub. Util. Code §12051. Under §12101, all employment appointments made under the civil service system at the District “*shall be made from lists of eligibles prepared by the general manager.*” This list of eligibles constitutes the pool from which the District can hire for a particular classification during the life of the list. Cal. Pub. Util. Code §12052 of the MUD Act requires the General Manager to adopt rules and regulations to carry out the provisions of the Civil Service system, which the District has done. The Civil Service rules constitute these rules and regulations and are supplemented by portions of the memoranda of understanding (MOUs) with the unions formally recognized by the District.

With the rescission of Executive Order 11246 effective January 21, 2025, the District is no longer required to maintain an Equal Employment Opportunity Plan (EEOP) for minorities and females. However, as required by the new Executive Order 14173, the District will continue to maintain an EEOP for Protected Veterans (Veterans), and individuals with disabilities (IWDs).

The District’s EEOP was developed in accordance with, and in reliance on, the Equal Employment Opportunity Commission’s (EEOC) Guidelines on Affirmative Action (Title 29, Code of Federal Regulations, Part 1608). The EEOP, as defined under the new Executive Order 14173, complies with California’s Proposition 209, which prohibits preferential treatment in public employment based on race, sex, color, ethnicity, or national origin. Moreover, the District affirms that its program does not violate Title VII of the Civil Rights Act of 1964.

A. Policy Statement: 41 C.F.R. §§ 60-300.44(a); 60-741.44(a)

It is the policy of the District that equal employment opportunity (EEO) be provided in the employment and advancement for all persons regardless of race (i.e. racial characteristics including hair style/texture), color, religion, creed, sex, gender, gender identity (including transgender status), gender expression, marital or registered domestic partnership status, age for individuals forty or older, national origin, ancestry, disability (mental or physical), medical condition (cancer and genetic characteristics), genetic information, sexual orientation, military and/or veteran status, family or medical leave status, pregnancy (including childbirth, lactation or related medical condition), pregnancy disability leave status, domestic violence victim status, political affiliation, or any other status protected by federal, state and/or local laws, at all levels of employment, including the executive level. The District does not and will not discriminate against any applicant or employee on the bases of any of the aforementioned protected categories, in regard to any position for which the applicant or employee is qualified.

In addition, the District is committed to a policy of taking affirmative action to employ and advance in employment qualified employees/applicants who are Protected Veterans (Veterans) and/or individuals with disabilities (IWDs). Such affirmative action shall apply to all employment practices, including, but not limited to hiring, promotion, upgrading, demotion or transfer, recruitment, recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship and on-the-job training. Decisions related to personnel policies and practices shall be made on the basis of an individual's capacity to perform a particular job and the feasibility of any necessary job accommodation. The District will make every effort to provide reasonable accommodations to any physical and mental limitations of IWDs and to disabled Veterans.

Employees and applicants shall not be subjected to workplace harassment, intimidation, threats, coercion, or discrimination because they have engaged in or may engage in any activity protected by state, federal or local anti-discrimination laws including the following activities:

- Filing a complaint;
- Assisting or participating in an investigation, compliance evaluation, hearing, or any other activity related to the administration of the affirmative action provisions of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended (VEVRAA) or any other Federal, state or local law requiring equal opportunity for disabled veterans, recently separated veterans, active wartime or campaign badge veterans, or Armed Forces service medal veterans (Veterans) or Section 503 of the Rehabilitation

Act of 1973, as amended (Section 503) or any other federal, state or local law requiring equal opportunity for disabled persons;

- Opposing any act or practice made unlawful by VEVRAA or its implementing regulations or any other federal, state, or local law requiring equal opportunity for Protected Veterans or Section 503 or its implementing regulations or any other federal, state or local law requiring equal opportunity for disabled persons; or
- Exercising any other right protected by VEVRAA or Section 503 or their implementing regulations.

The District obligations in this area stem from not only adherence to various state and federal regulations, but also from its commitment as an employer in this community to provide job opportunities to all persons regardless of the protected categories. The District's EEO policies and EEO (affirmative action [AA]) obligations include the full support from EBMUD's General Manager and are set forth in Policy 2.02, Accommodations for Individuals with Disabilities in the Workplace; Policy 6.06, Equal Employment Opportunity; and Policy 6.07, Prevention of Workplace Harassment.

The District will also continually design and implement audit and reporting systems that will measure the effectiveness and the compliance of the VEVRAA and Section 503, identify the need for remedial actions, determine if objectives were attained, and determine if opportunities to participate in District-sponsored activities were extended to all employees and applicants.

The District is also committed to abiding with the Pay Transparency Nondiscrimination Provisions and therefore will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. The District's employees who have access to the compensation information of other employees or applicants as part of their essential job functions are informed and trained to not disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) a response to a formal complaint or charge; (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer; or (c) consistent with the District's legal duty to furnish the information.

For questions regarding the District's EEO policies (6.06, 6.07), complaint procedure (Procedure 614), or the EEOP, contact the Diversity and Inclusion Office (DIO). For questions about policy (Policy 2.02) and procedure (Procedure 201) for Accommodations for Individuals with

Disabilities, please contact Human Resources.

B. Responsibility for Implementation: 41 C.F.R. §§ 60-300.44(i); 60-741.44(i)

As part of its efforts to ensure EEO to Veterans and IWDs, the District has designated specific responsibilities to various staff to ensure the EEOP focuses on all components of the employment system. To that end, the General Manager, ODEC Special Assistant to the General Manager, Manager of Diversity and Inclusion, Director of HR, HR Regulatory Administrator, Manager of Risk Management, and those employed as supervisors and managers have undertaken the responsibilities described below.

1. Board of Directors (Board)

The seven-member Board, publicly elected pursuant to the MUD Act, is the legislative body of the District and determines all questions of policy. The Board is also responsible for fair and equal treatment at the District. Specifically, Board Members promote diversity and equality in personnel matters consistent with state and federal laws and assist in achieving the equal employment opportunity objectives of EBMUD (District Policy 6.04, Ethics of the EBMUD Board of Directors). The Board adopts the VEVRAA and Section 503 annually and EEO Policy, 2.02, Accommodations for Individuals with Disabilities in the Workplace, EEO Policy 6.06, and Policy 6.07 are updated and presented for adoption by the Board on a prescribed schedule.

2. General Manager (GM)

The Board appoints a GM to conduct the business affairs of the District, including the administration of the Civil Service system. Accordingly, the District's GM has the overall responsibility to implement the District EEOP and EEO policies. The GM has delegated the Civil Service system responsibilities to the Director of Human Resources. The GM has delegated the direct responsibility to implement and administer the EEOP and EEO policies to the Office of Diversity, Equity, and Culture (ODEC) Special Assistant to the GM for Diversity, Equity, and Culture. The Director of Human Resources and the ODEC Special Assistant to the General Manager have the full support of and access to senior management officials.

3. ODEC Special Assistant to the GM

The ODEC Special Assistant to the GM is responsible for overall supervision of the EEOP and EEO policies. The ODEC Special Assistant to the GM has delegated the EEOP and EEO policies to the Manager of Diversity and Inclusion. The ODEC Special Assistant to the GM ensures, through

the Manager of Diversity and Inclusion and department managers and supervisors, that all relevant policies and procedures are adhered to. Successful implementation of the EEOP and EEO policies is one of the elements considered in evaluating the ODEC Special Assistant to the GM's effective work performance.

4. Manager of Diversity and Inclusion

The Manager of Diversity and Inclusion provides leadership and direction in the development, implementation, and evaluation of an effective EEOP. The Manager of Diversity and Inclusion has the full support of and access to senior management officials. Successful implementation of the EEOP and EEO policies and procedure are a basis for evaluating the Manager of Diversity and Inclusion's effective work performance. The Manager of Diversity and Inclusion's responsibilities include, but are not limited to, the following:

- Develop and revise EEO policies and procedure to enhance EEO and in accordance with federal and state laws. Prepare annual EEOP and present findings and recommendations to the Board.
- Identify problem areas and barriers to EEO and develop strategies and programs with management to address these problems.
- Develop, implement, and maintain audit and reporting systems to measure effectiveness of the EEOP, including those that will indicate the need for remedial action and determine the degree to which goals and objectives have been obtained.
- Conduct periodic audits to ensure that all required posters and the EEO policies and EEOP are displayed properly.
- Conduct audits to ensure that the Invitation to Self-Identify (pre- and post-offer) for Veterans and IWDs, the District's EEO, and EEOP policies are being utilized appropriately and thoroughly communicated.
- Ensure that employees are re-surveyed regarding their disability status every five years and send out reminders to employees, at least once during the five-year intervals, that they may voluntarily update their disability status at any time.
- Serve as a liaison between the District and enforcement agencies.
- Provide oversight and direction to District-sponsored Affinity Groups, and Diversity Committee, which support the DEISP initiatives.
- Keep managers informed of the latest developments in the EEO area.

5. Director of Human Resources

The Director of Human Resources provides oversight to the divisions under their direction (Recruitment and Classification, Employee Relations, and Employee Services) and their compliance with the Civil Service system. The Director of Human Resources is responsible for ensuring resources are applied to diversifying the talent pools of all recruitments with intentional strategic effort applied to those positions identified in the EEOP.

6. Human Resources Administrator and Manager of Risk Management

The HR Regulatory (HRA) acts as the District's Americans with Disabilities Act (ADA) Compliance Officer. The HRA responds to requests for reasonable accommodation of physical or mental disabilities covered under ADA and Fair Employment and Housing Act (FEHA). The Manager of Risk Management responds to requests for reasonable accommodation for physical or mental disabilities covered under ADA and FEHA when a claim originates with a worker compensation claim.

7. Managers and Supervisors

Supervisors at all levels act on behalf of the District. Accordingly, all managers and supervisors have the following EEOP responsibilities:

- Be familiar with District's policy (Policy 2.02) and procedure (Procedure 201) for Accommodations for Individuals with Disabilities in the Workplace and be ready to assist employees who may need reasonable accommodations.
- Monitor their work unit for discriminatory or harassing behavior and take appropriate steps to stop and correct behavior that violates District EEO policies.
- Familiarize themselves with the District's policies on discrimination and harassment (Policies 6.06 and 6.07), incorporate them into their own behavior, and inform employees in the work unit to do the same.
- Enforce District EEO policies and procedure, as well as adhere to it.
- Be familiar with the District's Procedure 614 on Equal Employment Opportunity (EEO) Discrimination, Harassment and Retaliation Complaints, Investigations and Appeals and be ready to assist employees (including those who do not report directly to them) who raise EEO-related complaints.
- Regard all complaints of EEO discrimination or harassment seriously. Managers/supervisors should not ignore or minimize such complaints or otherwise discourage employees from reporting them.

- Participate in and support staff's involvement with EEO and diversity programs and recruitment activities.
- Work with the Manager of Diversity and Inclusion to enhance the effectiveness of the EEO and make good faith efforts by considering alternative methods to fill vacant positions in order to create a diverse and qualified candidate pool.
- Consider all qualified candidates for promotion/hire and ensure that all selections are made for valid job-related reasons and without discrimination.

8. All District Employees

Employees at all levels are responsible for supporting the District's EEO, as may be appropriate in the performance of their official duties, by assuring equal treatment, and equal access to service for all persons with whom they deal.

All District employees are required to adhere to the District's EEO policies and encouraged to make positive contributions to creating an inclusive work environment. Employees are expected to demonstrate the District's Values of Stewardship, Integrity, Respect, and Teamwork in all aspects of their role at the District. Finally, all District employees are expected to adhere to Policy 6.15, Workforce Communications, particularly in exercising appropriate behavior in their communication with co-workers, taking the initiative to understand others and be understood, and embracing diversity of thought and ideas.

9. District EEO Policies

Policy 6.06, Equal Employment Opportunity, provides for EEO in all employment practices, including recruitment, hiring, placement, transfers, promotions, and training consistent with the principles of the District and in order to promote the full realization of EEO. It prohibits discrimination and workplace harassment based on race (i.e. racial characteristics including hair style/texture), color, religion, creed, sex, gender, gender identity (including transgender status), gender expression, marital or registered domestic partnership status, age for individuals age forty or older, national origin, ancestry, disability (mental or physical), medical condition (cancer and genetic characteristics), genetic information, sexual orientation, military and/or veteran status, family or medical leave status, pregnancy (including childbirth, lactation or related medical condition) pregnancy disability leave status, domestic violence victim status, political affiliation, or any other status protected by federal, state and/or local laws.

In addition, the policy prohibits retaliation against employees alleging discrimination and harassment based on an EEO-protected class and/or activity or involved as witnesses in an EEO

discrimination or harassment investigation. Employees who oppose and/or refuse to participate in illegal discrimination or harassment are also protected against retaliation. Finally, it requires the development and maintenance of an EEO consistent with applicable laws, including any recruitment and placement methods that will enhance District efforts to achieve a workforce composition reflective of the qualified relevant labor.

Policy 6.07, Prevention of Workplace Harassment, provides for a workplace for all employees that is free from any form of workplace harassment, defined as unwelcome conduct that is based on an EEO-protected group status, including sexual harassment. It affirmatively states that workplace harassment based on an EEO-protected group status, including sexual harassment, will not be condoned or tolerated. In addition, it prohibits retaliation against employees alleging workplace harassment based on an EEO-protected group status or involved as witnesses in a workplace harassment investigation. Employees who oppose and/or refuse to participate in workplace harassment based on an EEO-protected group status are also protected against retaliation.

C. Review of Personnel Processes: 41 C.F.R. §§ 60-300.44(b); 60-741.44(b)

To ensure that all personnel activities are conducted in a job-related manner which provides and promotes EEO for all known Veterans and employees and applicants with disabilities, reviews are periodically made of the District's examination and selection methods to identify barriers to employment, training, and promotion.

1. The District reviews its recruitment processes before it announces an examination to establish an open and/or internal eligible list for a classification. It ensures there are no barriers to the consideration of Veterans and IWDs. To determine whether an individual is qualified for a particular job, a close examination of the content of the job is made, as well as a review of the job qualifications of known Veterans and IWDs, both applicants and employees. In determining the qualifications of a Protected Veteran, consideration is given only to that portion of the military record, including discharge papers, relevant to the job qualifications for which the veteran is being considered.
2. The District ensures that its personnel processes do not stereotype IWDs or Veterans in a manner which limits their access to jobs for which they are qualified.
3. The District ensures that applicants and employees with disabilities have equal access to its personnel processes, including those implemented through information and

communication technologies. The District uses an online application system to accept applications for employment and potential applicants with disabilities can either use the system or can apply in a timely manner through alternative means such as a paper application.

4. The District provides reasonable accommodation to applicants and employees with disabilities to ensure that EEO is extended in the operation of its personnel processes unless such accommodation causes undue hardship to the District.

D. Audit and Reporting System: 41 C.F.R. §§ 60-300.44(h); 60-741.44(h)

In partnership with Human Resources, Information Systems, and Employee and Organizational Development, the Manager of Diversity and Inclusion is responsible for implementing the auditing and reporting system. The District has developed and currently implements an audit and reporting system that addresses the following:

1. Measures the effectiveness of the District's overall EEO and whether the District is in compliance with specific obligations.
2. Indicates the need for remedial action. Any corrective actions will be the responsibility of the subject matter manager with oversight by the Manager of Diversity and Inclusion and the Director of HR.
3. Measures the degree to which the District's objectives are being met.
4. Considers whether there are any undue hurdles for Veterans and IWDs regarding District-sponsored educational, training, recreational, and social activities. This will also include, but not be limited to, the review of the online and electronic application system to determine its accessibility and ensure that procedures to request accommodation are displayed and that IWDs can readily obtain reasonable accommodation.

E. Physical and Mental Qualifications: 41 C.F.R. §§ 60-300.44(c); 60-741.44(c)

To ensure that all physical and mental qualifications and requirements of job classifications are job-related and promote EEO for all known Veterans and employees and applicants with qualified disabilities, the District reviews the knowledge, skills, and abilities of a

classification to ensure they are critical and essential before it announces an examination to establish an open and/or internal eligible list for a classification.

The District's physical and mental job classification requirements are reviewed by the Manager of Recruitment and Classification (R&C), the hiring manager, and the unions to determine whether or not they are job-related and consistent with business necessity and safe performance on the job.

Any previously reviewed classification will be reviewed again if there is a change in working conditions which affects the job's physical or mental requirements (e.g., new requirements, new equipment, etc.) and/or if a class study is requested.

F. Reasonable Accommodation of Physical and Mental Limitations: 41 C.F.R §§ 60-300.44(d); 60-741.44(d)

The District will make every effort to provide reasonable accommodations to physical and mental limitations of applicants and employees with disabilities, or those who are disabled veterans. Such reasonable accommodations are explained and documented in the District's Procedure 201. The District ensures that qualified applicants and employees with disabilities, who are unable to fully utilize the on-line job application system, are provided equal opportunities to apply and be considered for all jobs.

The District will confidentially review issues of employees to determine whether a reasonable accommodation is needed when:

1. The employee is having significant difficulty with job performance, and
2. It is reasonable to conclude that the problem is related to the known disability.

Employees may also contact the following person at any time to formally request a reasonable accommodation:

Name: Winnie Anderson

Title: HR Administrator

Phone: (510) 287-0380

Email: winnie.anderson@ebmud.com

The District also provides leave and workplace protections in accordance with federal and state laws for employees with military or veteran status, including military leave under USERRA (reemployment rights and benefits to employees returning from military service) and California law (30 calendar days of paid military leave in a fiscal year if called to active

duty). The District also supports flexibility for veterans to attend medical appointments, participate in Veterans Day observance, or serve in military honor guards, where applicable.

G. Data Collection Analysis: 41 C.F.R. §§ 60-300.44(k); 60-741.44(k)

1. Protected Veterans

A veteran is a "Protected Veteran" under VEVRAA if they served on active duty in the U.S. Military; and were discharged or released from service under conditions other than dishonorable; and falls into one or more of the following categories:

- Disabled veteran
- Recently separated veteran (within the last three years)
- Active-duty wartime or campaign badge veteran
- Armed Forces service medal veteran

During RY 2024 EEOP period, twelve Veterans out of a total of 316 successful candidates were hired at a hiring rate of 3.8%. The RY 2024 rate was an increase from RY 2023 hiring rate (3.2%).

i) EBMUD Protected Veteran Incumbency, Hiring Benchmarks, Applicant Rates, & Hiring Rates

Figure 1: EBMUD Protected Veteran Incumbency, Hiring Benchmarks, Applicant Rates, & Hiring Rates

Reporting Year	Protected Veteran Incumbency	Protected Veteran Hiring Benchmark	Protected Veteran Applicant Rate (%)	Actual Veteran Hiring Rate (%)
RY 2024	63/2,033= 3.14%	3.2%	504/9,439= 5.3%	12/316= 3.8%
RY 2023	77/1,994= 3.9%	2.5%	486/8,810= 5.5%	7/221= 3.2%
RY 2022	58/1,949= 3.0%	3.0%	389/7,616= 5.1%	11/269= 4.1%
RY 2021	55/1,931= 2.8%	2.5%	288/5,575= 5.2%	8/258= 3.1%
RY 2020	55/1,938= 2.8%	2.9%	313/9,280= 4.0%	6/332= 1.8%

Goals and/or benchmarks do not require that the District hire, promote, train, and/or retain a specified number of IWDs and/or Protected Veterans. These goals/benchmarks are not rigid and inflexible quotas which must be met but are instead targets. The District has collected the required data and conducted studies to identify areas of opportunity in the employment of Protected Veterans and IWDs. The District updates its Protected Veteran hiring benchmark annually.

The District established an individualized hiring benchmark of 3.2% for Protected Veterans for RY 2024. The District calculated and established its Protected Veterans benchmark by taking the OFCCP’s five-criteria¹ into consideration. In establishing that hiring benchmark, the District considered the following factors:

1. The average percentage of veterans in the civilian labor force in California for the previous three years.
 - a. 2021 (2.5%), 2022 (3.0%), and 2023 (3.2%).²
2. The number of veterans over the previous four quarters (July 1, 2023 to June 30, 2024), who were participants in the employment service delivery system in California, as tabulated by the Veterans' Employment and Training Service and published on the OFCCP Website.³
3. The District’s applicant ratio (5.3%; 504 veterans/9,439 total applicants) and hiring ratio for the prior year (3.2%; 7 veterans hires/221 total hires).⁴
4. The relative effectiveness of the District’s most recent outreach and recruitment efforts.
 - a. The District continues to conduct outreach to attract more qualified Veteran applicants. In RY 2024, there were 504 applicants who self-identified as Veterans (5.3% of all applicants), as compared to 486 applicants who self-identified as Veterans in RY 2023 (5.5% of all applicants).
5. Other factors that may affect the availability of qualified veterans.
 - a. The District is located more than 52 miles from the nearest military base (Travis Air Force Base in Fairfield, CA), and more than 112 miles from the next closest base (Presidio of Monterey, CA). The District’s distance from these military installations generally results in limited numbers of veterans who apply for open positions at the District.

2. Individuals with Disabilities (IWDs)

Per the U.S. DOL, an “individual with disabilities” is “*someone who (1) has a physical or mental impairment that substantially limits one or more “major life activities,” (2) has a record of such*

¹ Per the Department of Labor [Title 41 Part 60-300, Subpart C Affirmative Action § 60-300.45 Benchmarks for hiring](#)

² In prior years, the OFCCP published on the information on their website. However, as of the publishing of this EEOP, the website no longer exists. Accordingly, the District referred to the 2023 percentage of veteran in the workplace on [the US Bureau of Labor Statistics website](#).

³ In prior years, this number was tabulated by the Veterans' Employment and Training Service and published on the OFCCP Website. However, as of the publishing of this EEOP, the website no longer exists. Accordingly, the District referred to the [CA Employment Development Department Report for FY 2023](#), which noted that the number of veterans in the civilian labor force decreased from 635,100 to 597,500.

⁴ For the period July 1, 2022 to June 30, 2023.

an impairment, or (3) is regarded as having such an impairment.” For District employees and applicants this status is self-reported.

The District has adopted the current national utilization goal of 7.0% for qualified IWDs. The 7.0% utilization goal is applied to each job group within the District. Although this number has remained constant in recent years, the District will update its utilization goal as new data becomes available, updated, and published.

The number of applicants who self-identified as IWD has been steadily increasing (from 186 IWD applicants in RY 2021 to 365 IWD applicants in RY2022, to 411 IWD applicants in RY 2023 and 502 IWD applicants in RY 2024).

The District’s hiring rate for IWD is also trending upward - increasing from 1.6% in RY 2021, to 6.7% in RY 2022, 8.1% in RY 2023, and while our hiring rate in RY 2024 dropped slightly to 7.3%, we had an increase in IWD hires (23 hires from 18 hires the year prior).

Employees who self-identified as having a disability from RY 2024 dropped to 7.72% from 10.2% in RY 2023. To comply with the Department of Labor’s OFCCP regulations in implementing Section 503 of the Rehabilitation Act of 1973, the District will re-survey its employees in 2028, five years after the most recent survey in fall of 2023.

i) Individuals with Disabilities (IWD) EBMUD Incumbency, Utilization Goals, Applicant Rates, & Hiring Rates

Figure 2: Individuals with Disabilities (IWD) EBMUD Incumbency, Utilization Goals, Applicant Rates, & Hiring Rates

Reporting Year	IWD Incumbency (%)	IWD Utilization Goal (%)	IWD Applicant Rate (%)	Actual IWD Hiring Rate (%)
RY 2024	7.72% (n=157)	7.0%	502/9,439= 5.3%	23/316= 7.3%
RY 2023	10.2% (n=203)	7.0%	411/8,810= 4.7%	18/221= 8.1%
RY 2022	5.3% (n=104)	7.0%	365/7,616= 4.8%	18/269= 6.7%
RY 2021	4.5% (n=88)	7.0%	186/5,575= 3.3%	4/258= 1.6%
RY 2020	4.8% (n=94)	7.0%	374/9,280= 4.0%	21/332= 6.3%

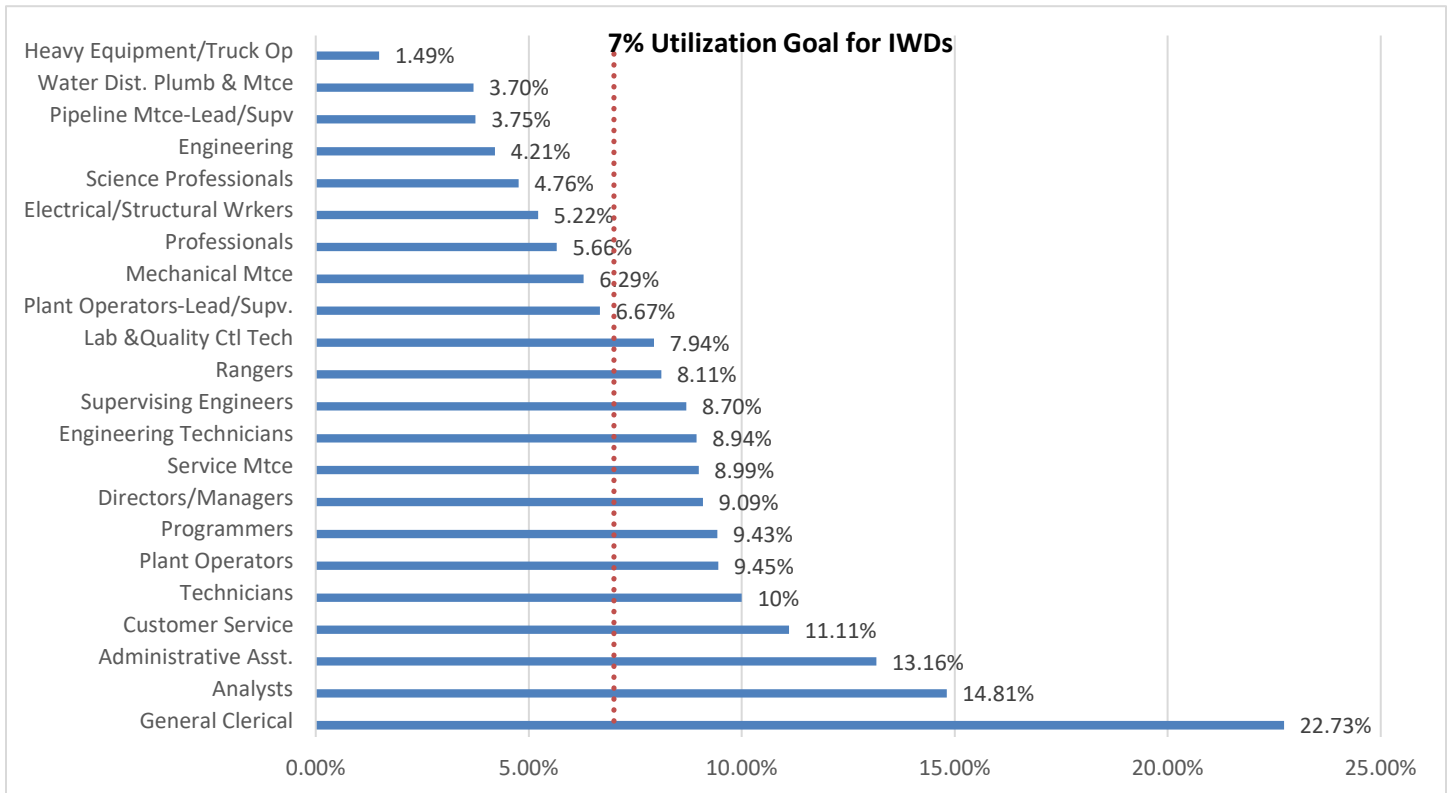
ii) Analysis of IWD by Job Group:

Figure 3 below shows the District’s incumbency rate⁵ for IWDs in RY 2024 (based on the snapshot date of June 30, 2024) by job group:

⁵ The number of EBMUD workers in these jobs who self-identify as IWD, divided by the total number of all workers in these jobs at the District.

- The right of the dotted line exceeded the 7.0% utilization goal;
- Just to the left of the dotted line was nearly at the 7.0% utilization goal; and
- The left of the dotted line did not meet the 7.0% utilization goal.

Figure 3: IWD Utilization Rates: Job Groups in Descending Order of Incumbency



The majority (13 out of 22) of job groups exceeded the 7.0% utilization goal and two job groups that were nearly at the 7.0% utilization goal (Mechanical Maintenance & Plant Operators Lead/Supervisor).

Each EEOP year, the District continues to monitor the outreach and positive recruitment plans for the job groups that have smaller IWD applicant pools and/or lower success rates which includes the job groups that did not meet the 7.0% utilization goal (Heavy Equipment/Truck Operators, Water Distribution Plumbing & Maintenance, Pipeline Maintenance Leads/Supervisors, Engineering, Science Professionals, Electrical/Structural workers, and Professionals). The District will identify measures, and where practicable, mitigate the underutilization in those job groups.

In each case where the hiring benchmark for Veterans and/or the utilization goal for IWDs are not met, affirmative actions, as appropriate, will be taken consistent with the activities mentioned in Section H of this report.

H. External Dissemination of Policy, Outreach, and Positive Recruitment: 41 C.F.R. §§ 60-300.44(f); 60-741.44(f)

1. Evaluation of RY 2024 EEOP Outreach Activities

Below is the District’s evaluation of ongoing outreach activities set forth in the RY 2024 EEOP Report:

Figure 4: Evaluation of RY 2024 EEOP Outreach and Positive Recruitment Activities

Activity & Description	Evaluation of Each Activity
<p>External Partnerships: Develop partnerships to attract more qualified Protected Veteran and IWD applicants.</p>	<p>Staff:</p> <ul style="list-style-type: none"> Partnered with other industry employers to promote the BAYWORK resource webpage for military veterans. Participated in an ongoing working group for veterans through American Water Works Association (AWWA). Through this BAYWORK working group, District staff actively contribute to developing and implementing industry outreach specifically targeted to veterans.
<p>Internal Efforts: Implement strategies to retain and support qualified Protected Veteran and IWD applicants.</p>	<ul style="list-style-type: none"> The Disability Advocacy and Rights Team (DART), a District Affinity Group that formed in February 2022, continued to provide resources to staff and develop a pilot program which aims to recruit more IWDs for employment at the District. Is supporting the establishment of an EBMUD Affinity Group for military veterans. Staff will leverage Affinity Group members to enhance targeted outreach efforts to military veterans.
<p>Test Prep Services/Support: Develop partnerships for test preparation, application, and interview workshops.</p>	<p>District efforts in this area have been with community partners representing diverse populations in general, including organizations that support career the advancement of Veterans and/or IWDs.</p>
<p>Data: Extract and analyze Veteran and IWD data from applicant tracking system. Generate reports at each step of the recruitment process to identify barriers to hiring.</p>	<p>The District plans to issue an RFP for an upgraded Human Capital Management (HCM) System. The new system will allow staff to create customized applicant flow reports for IWD and Veterans.</p>
<p>EBMUD-Toolworks Internship Program: Continue to implement the internship program as operational needs and safety protocols allow.</p>	<p>District staff began working with Toolworks, a human service agency, in 2024 with four (4) intern placements. The DART Affinity Group helped to identify placement opportunities and provide support for Toolworks interns.</p>

2. RY 2025 Outreach and Positive Recruitment Activities

During RY 2025, the District will continue exploring partnerships with Veteran and Disability organizations to expand applicant pools to include qualified Veteran and IWD applicants. Moving forward, the District will look at investing in targeted social media efforts to reach out to military veterans and IWDs. The District will also coordinate with community partners to develop application, interview, and test preparation workshops. Furthermore, the District will continue the EBMUD-Toolworks Internship Program in RY 2025, with up to six internship placements.

Based upon the District's review of its personnel processes as described in Section C, the following activities will be continued to further enhance the District's EEO efforts. All activities are the responsibility of the Manager of Diversity and Inclusion, Manager of R&C, and the Contract Equity Administrator.

1. The District initiates and maintains communication with organizations having special interests in the recruitment of and job accommodations for Veterans and IWDs.
2. The District provides information emphasizing job opportunities for Veterans and IWDs to local educational institutions, public and private.
3. The District informs all recruiting sources of the District's EEO policy for Veterans and IWDs.
4. The District lists with the California State Employment Development Department (EDD) all suitable job openings. The exemptions for posting jobs are when positions are:
 - a. Executive and top management positions,
 - b. Positions that will be filled from within the contractor's organization, and
 - c. Positions lasting three days or less.
5. As an ongoing activity, a listing of job opportunities reported to the local State Employment Service Delivery System is kept current.
6. The District notifies all subcontractors, vendors, and suppliers in writing regarding the District's EEO policies and requests appropriate action on their part.
7. The District arranges for referral of applicants with organizations having special interests in the recruitment of and job accommodations for Veterans and IWDs.
8. The District participates in job fairs that include inclusive outreach to veterans and IWD populations.

I. Internal Dissemination of Policy: 41 C.F.R. §§ 60-300.44(g); 60-741.44(g)

To gain positive support and understanding for the EEOP for Veterans and IWDs the District will implement or continue to implement the following internal dissemination procedures, all of which are the responsibility of the Manager of Diversity and Inclusion and Manager of Employee Relations. The following policies, procedures, and actions are designed to foster support and understanding from the District's executive staff, management, supervisors, and other employees in an effort to encourage all employees to take the necessary actions to aid the District in meeting its obligations.

1. Discuss Policies 2.02, 6.06, and 6.07 and the EEOP in both employee orientation and management training programs.
 - a. Inform Union officials of Policies 2.02, 6.06, and 6.07, and the EEOP, and request their cooperation.
2. Include non-discrimination clauses in all union agreements and review all contractual provisions to ensure they are non-discriminatory.
3. Post Policies 2.02, 6.06, and 6.07 on District bulletin boards, which includes the District's harassment policy that incorporates protection from workplace harassment on the basis of disability.
4. All employees are required to complete a minimum of one hour of training and supervisors a minimum of two hours training on a two-year cycle on preventing workplace harassment.
5. All employees are re-surveyed regarding their disability status every five years and reminders are sent out to employees at least once during the five-year interval that they may voluntarily update their disability status at any time.

J. Training: 41 C.F.R. §§ 60-300.44(j); 60-741.44(j)

The District trains all employees involved in any way with the recruitment, selection, promotion, training, and related processes regarding IWDs or Veterans to ensure commitment to the District's stated EEOP goals.

III. Exhibits

A. Job Group Summary⁶

1. By Job Group

Directors/Managers	
Assistant General Counsel	Manager of Maintenance Support
Chief Information Officer	Manager of Operations & Maintenance Planning
Chief Trial Attorney	Manager of Pipeline Construction & Equipment
Controller	Manager of Planning & Analysis for Water Quality
Customer Services Manager	Manager of Purchasing
Director of Customer & Community Services	Manager of Real Estate Services
Director of Human Resources	Manager of Recruitment and Classification
Director of Operations & Maintenance	Manager of Regulatory Compliance
Director, Administration	Manager of Risk Management
Director, Engineering & Construction	Manager of Security & Emergency Preparedness
Director, Finance	Manager of Wastewater Engineering
Director, Wastewater	Manager of Wastewater Environmental Services
Director, Water & Natural Resources	Manager of Process Engineering & Asset Mgmt
Engineering Manager	Manager of Wastewater Treatment
Environmental Affairs Officer	Manager of Water Conservation
General Counsel	Manager of Water Quality
General Manager	Manager of Water Supply/Treatment/Distribution
Information Systems Division Manager	Manager of Water Supply Improvements
Manager of Budget	Manager of Watershed & Recreation
Manager of Dist Mntnc & Construction	Manager of Workplace Health & Safety
Manager of Diversity & Inclusion	Secretary of the District
Manager of Employee & Org Developmnt	Special Assistant I
Manager of Employee Relations	Special Assistant II
Manager of Employee Services	Special Assistant III
Manager of Environmental Compliance	Special Assistant IV
Manager of Facilities Mntnc & Construction	Special Assistant V
Manager of Fisheries & Wildlife	Treasury Manager
Manager of Fleet & Construction Support	
Manager of Laboratory Services	
Manager of Maintenance and Construction/Water Operations	

⁶ The *Job Group Summary* includes job classifications by job group as of the snapshot date of June 30, 2024. Note that some of the classifications listed did not have incumbency on the snapshot date of June 30, 2024 and/or may have been retitled, reclassified, or abolished since the snapshot date.

Programmers

HRIS Analyst I	Information Technology Intern II
HRIS Analyst II	Network Analyst I
Information Services Supervisor	Network Analyst II
Information Systems Administrator	Network Analyst III
Information Systems Administrator II	Senior HRIS Analyst
Information Systems Support Analyst I	Senior Information Technology Engineer
Information Systems Support Analyst II	Senior Software Engineer
Information Technology Engineer I	Software Engineer I
Information Technology Engineer II	Software Engineer II
Information Technology Intern I	Supervising Systems Programmer

Analysts

Community Affairs Representative I	Public Information Representative I
Community Affairs Representative II	Public Information Representative II
Human Resources Administrator	Public Information Representative III
Human Resources Analyst I	Senior Community Affairs Representative
Human Resources Analyst II	Senior Human Resources Analyst
Management Analyst I	Senior Public Information Representative
Management Analyst II	Technical Training & Writing Administrator
Principal Management Analyst	Technical Training Analyst

Professionals

Accountant I	Internal Auditor Supervisor
Accountant II	Junior Water Resources Specialist
Accountant III	Law Clerk
Accounting & Financial Systems Analyst	Purchasing Contract Supervisor
Accounting Systems Supervisor	Real Estate Representative I
Assistant Water Resources Specialist	Real Estate Representative II
Associate Architect	Risk Management Analyst
Associate Water Resources Specialist	Security & Emergency Preparedness Specialist
Attorney I	Security Shift Supervisor
Attorney II	Senior Accounting and Financial Systems Analyst
Attorney III	Senior Real Estate Representative
Building Tenant Services Supervisor	Supervising Accountant
Business Development Representative	Supervisor of Purchasing
Buyer I	Supervisor of Water Conservation
Buyer II	Water Conservation Representative
Contract Equity Administrator	Workers' Compensation Manager & Risk Specialist
Internal Auditor	

Science Professionals

Chemist I	Microbiologist II
Chemist II	Quality Assurance Officer
Environmental Health & Safety Specialist I	Research Chemist
Environmental Health & Safety Specialist II	Research Microbiologist
Fisheries & Wildlife Biologist I	Senior Chemist
Fisheries & Wildlife Biologist II	Senior Environmental Health & Safety Specialist
Laboratory Supervisor	Senior Microbiologist
Microbiologist I	Supervising Fisheries/Wildlife Biologist

Administrative Assistants

Administrative Assistant	Legal Office Administrator
Administrative Secretary I	Legal Secretary I
Administrative Secretary II	Legal Secretary II
Administrative Secretary II, Confidential	Litigation Secretary
Administrative Services Supervisor	Office Assistant, General Manager's Office
Assistant To The General Manager	Paralegal
Executive Assistant I	Public Affairs Specialist
Executive Assistant II	Senior Legal Secretary
Human Resources Intern I	Student Intern
Human Resources Intern II	

General Clerical

Account Clerk II	Relief Clerk
Account Clerk III	Senior Administrative Clerk
Administrative Clerk	Senior Administrative Clerk, Confidential
Administrative Clerk, Confidential	Senior Messenger/Mail Clerk
Messenger/Mail Clerk	

Customer Service

Customer Services Representative I	Meter Reader
Customer Services Representative II	New Business Coordinator I
Customer Services Representative III	New Business Coordinator II
Customer Services Supervisor	Senior Customer Services Representative
Dispatch Center Representative	Senior Dispatch Center Representative
Dispatch Center Supervisor	Senior Field Services Representative
Field Services Representative I	Senior New Business Coordinator
Field Services Representative II	Water Conservation Technician

Technicians

Accounting Technician	Materials Testing Supervisor
Computer Operations Technician	Materials Testing Technician I
Corrosion Control Technician	Materials Testing Technician II
Field Biologist	Printing Technician I
Human Resources Technician	Printing Technician II
Information Systems Specialist I	Real Estate Technician
Information Systems Specialist II	Risk Management Adjuster
Information Systems Specialist III	Senior Printing Technician

Plant Operators

Hydroelectric Power Plant Operator I	Wastewater Plant Operator II
Hydroelectric Power Plant Operator II	Wastewater Plant Operator Trainee
Power Plant Mechanic/Operator	Water Distribution Operator
Senior Water Distribution Operator	Water Reclamation Operator
Senior Water Treatment Operator	Water Treatment Operator
Treatment Plant Specialist	Water Treatment/Distribution Operator Trainee
Wastewater Plant Operator I	

Plant Operators Lead/Sup

Assistant Superintendent, Aqueduct/Pardee	Superintendent of Pardee Section
Assistant Wastewater Shift Supervisor	Superintendent of Water
Hydroelectric Power Plant Supervisor	Treatment/Distribution/System Water Quality
Pardee Water/Wastewater Supervisor	Wastewater Operations Coordinator
Power Plant Supervisor	Wastewater Shift Supervisor
Power, Treatment & Transmission	Wastewater Treatment Supt
Maintenance Supervisor	Water Distribution Supervisor
Superintendent of Aqueduct Section	Water Treatment Supervisor

Laboratory & Quality Control Technicians

Laboratory Technician I	Wastewater Control Inspector II
Laboratory Technician II	Wastewater Control Representative
Laboratory Technician III	Water Sampler
Senior Wastewater Control Inspector	Water System Inspector I
Supervising WW Control Representative	Water System Inspector II
Wastewater Control Inspector I	

Rangers

Ranger/Naturalist I	Ranger Supervisor
Ranger/Naturalist II	Senior Ranger/Naturalist

Engineering

Assistant Corrosion Control Specialist	Associate Electrical Engineer
Assistant Engineer	Associate Mechanical Engineer
Associate Civil Engineer	Junior Engineer
Associate Control Systems Engineer	
Associate Corrosion Control Specialist	Senior Corrosion Control Engineer

Supervising Engineering

Senior Civil Engineer	Senior Mechanical Engineer
Senior Control System Engineer	Supervising Administrative Engineer
Senior Electrical Engineer	

Engineering Technicians

Assistant Land Surveyor Supervisor	Hydrographer II
Chief of Party	Hydrographer III
Construction Inspector	Plant Inspector
Drafter I	Senior Construction Inspector
Drafter II	Senior Drafter
Drafter III	Senior Engineering Designer
Drafting Supervisor	Senior Geographic Information System Specialist
Engineering Aide	Senior Graphic Designer
Engineering Designer I	Supervising Construction Inspector
Engineering Designer II	Supervising Hydrographer
Geographic Information Systems Specialist	Supervising Plant Inspector
Graphic Design Supervisor	Survey Technician I
Graphic Designer I	Survey Technician II
Graphic Designer II	Land Surveyor Supervisor
Hydrographer I	

Water Distribution Plumbing & Maintenance

Concrete Finisher I	Pipeline Welder II
Concrete Finisher II	Pipeline Welder III
Paving Raker A	Water Distribution Plumber I
Paving Raker B	Water Distribution Plumber II
Paving Raker C	Water Distribution Plumber III
Pipeline Welder I	Water Distribution Plumber IV

Heavy Equipment/Truck Operators

Crane Operator	Heavy Transport Operator
Heavy Equipment Operator	Truck Driver II
Heavy Equipment Operator Trainee	Truck Driver II Trainee
Heavy Forklift Operator	

Pipeline Maintenance Lead/Super

Assistant Const & Maintenance Superintendent	Paving Crew Foreman
Construction and Maintenance Scheduler	Pipeline Welding Supervisor
Construction and Maintenance Superintendent	Senior Supervisor of Maintenance Shift Ops
General Pipe Supervisor	Water Distribution Crew Foreman
Maintenance Shift Supervisor	

Electrical/Structural Workers

Carpenter	Facility Technician
Carpenter Supervisor	Instrument Maintenance Supervisor
Carpentry Worker I	Instrument Supervisor
Carpentry Worker II	Instrument Technician
Carpentry Worker III	Instrument Worker I
Electrical Supervisor	Instrument Worker II
Electrical Technician	Instrument Worker III
Electrical Worker I	Painter
Electrical Worker II	Painter Foreman
Electrical Worker III	Painting Worker I
Electronic Technician	Painting Worker II
Facility Foreman	Painting Worker III
Facility Specialist I	Plant Electrical Maintenance Supervisor
Facility Specialist II	Plant Structures Maintenance Supervisor
Facility Supervisor	

Mechanical Maintenance

Automotive Maintenance Worker I	Maintenance Specialist II
Automotive Maintenance Worker II	Maintenance Specialist III
Automotive Maintenance Worker III	Maintenance Superintendent
Automotive Mechanic A	Mechanical Supervisor
Automotive Mechanic B	Meter Mechanic I
Cross-Connection Specialist	Meter Mechanic II
Equipment Superintendent	Meter Reader/Mechanic
Equipment Supervisor	Meter Reader/Mechanic Foreman
General Equipment Mechanic	Meter Reading & Maintenance Supervisor
Heavy Equipment Maintenance Worker I	Meter Repair and Testing Supervisor
Heavy Equipment Maintenance Worker II	Plant Maintenance Mechanic
Heavy Equipment Maintenance Worker III	Plant Maintenance Superintendent
Heavy Equipment Mechanic	Plant Maintenance Worker I
Hydroelectric Power Plant Mechanic	Plant Maintenance Worker II
Machining & Maintenance Worker I	Plant Maintenance Worker III
Machining & Maintenance Worker II	Plant Mechanical Maintenance Supervisor
Machining & Maintenance Worker III	Senior Cross Connection Specialist
Maintenance Machinist	Senior Mechanic
Maintenance Specialist I	

Service Maintenance

Automotive Services Attendant I	LT Special Employment Program Trainee
Automotive Services Attendant II	Material Storage Foreman
Distribution Maintenance Worker	Material Storage Supervisor
Grounds Maintenance Foreman	Materials Specialist
Grounds Maintenance Specialist I	Recreation Area Attendant
Grounds Maintenance Specialist II	Storekeeper I
Housekeeper	Storekeeper II
Janitor	Stores Supervisor
Janitor Foreman	Utility Laborer
Janitor Supervisor	

2. By Job Title

Job Title	Job Group Name
Account Clerk II	General Clerical
Account Clerk III	General Clerical
Accountant I	Professionals
Accountant II	Professionals
Accountant III	Professionals
Accounting & Financial Systems Analyst	Professionals
Accounting Systems Supervisor	Professionals
Accounting Technician	Technicians
Administrative Assistant	Administrative Assistants
Administrative Clerk	General Clerical
Administrative Clerk, Confidential	General Clerical
Administrative Secretary I	Administrative Assistants
Administrative Secretary II	Administrative Assistants
Administrative Secretary II, Confidential	Administrative Assistants
Administrative Services Supervisor	Administrative Assistants
Assistant Construction & Maintenance Superintendent	Pipeline Mtce Lead/Super
Assistant Corrosion Control Specialist	Engineering
Assistant Engineer	Engineering
Assistant General Counsel	Directors/Managers
Assistant Superintendent Aqueduct/Pardee	Plant Operators Lead/Sup
Assistant Land Surveyor Supervisor	Engineering Technicians
Assistant To The General Manager	Administrative Assistants
Assistant Wastewater Shift Supervisor	Plant Operators Lead/Sup
Assistant Water Resources Specialist	Professionals
Associate Architect	Professionals
Associate Civil Engineer	Engineering
Associate Control Systems Engineer	Engineering
Associate Corrosion Control Specialist	Engineering
Associate Electrical Engineer	Engineering
Associate Mechanical Engineer	Engineering
Associate Water Resource Specialist	Professionals
Attorney I	Professionals
Attorney II	Professionals
Attorney III	Professionals
Automotive Maintenance Worker I	Mechanical Maintenance
Automotive Maintenance Worker II	Mechanical Maintenance

Job Title	Job Group Name
Automotive Maintenance Worker III	Mechanical Maintenance
Automotive Mechanic A	Mechanical Maintenance
Automotive Mechanic B	Mechanical Maintenance
Automotive Services Attendant I	Service Maintenance
Automotive Services Attendant II	Service Maintenance
Building Tenant Services Supervisor	Professionals
Business Development Representative	Professionals
Buyer I	Professionals
Buyer II	Professionals
Carpenter	Electrical/Structural Workers
Carpenter Supervisor	Electrical/Structural Workers
Carpentry Worker I	Electrical/Structural Workers
Carpentry Worker II	Electrical/Structural Workers
Carpentry Worker III	Electrical/Structural Workers
Chemist I	Science Professionals
Chemist II	Science Professionals
Chief Information Officer	Directors/Managers
Chief of Party	Engineering Technicians
Chief Trial Attorney	Directors/Managers
Community Affairs Representative I	Analysts
Community Affairs Representative II	Analysts
Computer Operations Technician	Technicians
Concrete Finisher I	Water Distribution Plumb & Mtc
Concrete Finisher II	Water Distribution Plumb & Mtc
Construction and Maintenance Scheduler	Pipeline Mtce Lead/Super
Construction and Maintenance Superintendent	Pipeline Mtce Lead/Super
Construction Inspector	Engineering Technicians
Contract Equity Administrator	Professionals
Controller	Directors/Managers
Corrosion Control Technician	Technicians
Crane Operator	Heavy Equipment/Truck Operators
Cross Connection Specialist	Mechanical Maintenance
Customer Services Manager	Directors/Managers
Customer Services Representative I	Customer Service
Customer Services Representative II	Customer Service
Customer Services Representative III	Customer Service
Customer Services Supervisor	Customer Service
Director of Customer & Community Services	Directors/Managers
Director of Human Resources	Directors/Managers

Job Title	Job Group Name
Director of Operations & Maintenance	Directors/Managers
Director, Administration	Directors/Managers
Director, Engineering & Construction	Directors/Managers
Director, Finance	Directors/Managers
Director, Wastewater	Directors/Managers
Director, Water & Natural Resources	Directors/Managers
Dispatch Center Representative	Customer Service
Dispatch Center Supervisor	Customer Service
Distribution Maintenance Worker	Service Maintenance
Drafter I	Engineering Technicians
Drafter II	Engineering Technicians
Drafter III	Engineering Technicians
Drafting Supervisor	Engineering Technicians
Electrical Supervisor	Electrical/Structural Workers
Electrical Technician	Electrical/Structural Workers
Electrical Worker I	Electrical/Structural Workers
Electrical Worker II	Electrical/Structural Workers
Electrical Worker III	Electrical/Structural Workers
Electronic Technician	Electrical/Structural Workers
Engineering Aide	Engineering Technicians
Engineering Designer I	Engineering Technicians
Engineering Designer II	Engineering Technicians
Engineering Manager	Directors/Managers
Environmental Affairs Officer	Directors/Managers
Environmental Health & Safety Specialist I	Science Professionals
Environmental Health & Safety Specialist II	Science Professionals
Equipment Superintendent	Mechanical Maintenance
Equipment Supervisor	Mechanical Maintenance
Executive Assistant I	Administrative Assistants
Executive Assistant II	Administrative Assistants
Facility Foreman	Electrical/Structural Workers
Facility Specialist I	Electrical/Structural Workers
Facility Specialist II	Electrical/Structural Workers
Facility Supervisor	Electrical/Structural Workers
Facility Technician	Electrical/Structural Workers
Field Biologist	Technicians
Field Services Representative I	Customer Service
Field Services Representative II	Customer Service

Job Title	Job Group Name
Fisheries/Wildlife Biologist I	Science Professionals
Fisheries/Wildlife Biologist II	Science Professionals
General Counsel	Directors/Managers
General Equipment Mechanic	Mechanical Maintenance
General Manager	Directors/Managers
General Pipe Supervisor	Pipeline Mtce Lead/Super
Geographic Information System Specialist	Engineering Technicians
Graphic Design Supervisor	Engineering Technicians
Graphic Designer I	Engineering Technicians
Graphic Designer II	Engineering Technicians
Grounds Maintenance Foreman	Service Maintenance
Grounds Maintenance Specialist I	Service Maintenance
Grounds Maintenance Specialist II	Service Maintenance
Heavy Equipment Maintenance Worker I	Mechanical Maintenance
Heavy Equipment Maintenance Worker II	Mechanical Maintenance
Heavy Equipment Maintenance Worker III	Mechanical Maintenance
Heavy Equipment Mechanic	Mechanical Maintenance
Heavy Equipment Operator	Heavy Equipment/Truck Operators
Heavy Equipment Operator Trainee	Heavy Equipment/Truck Operators
Heavy Forklift Operator	Heavy Equipment/Truck Operators
Heavy Transport Operator	Heavy Equipment/Truck Operators
Housekeeper	Service Maintenance
HRIS Analyst I	Programmers
HRIS Analyst II	Programmers
Human Resources Analyst I	Analysts
Human Resources Analyst II	Analysts
Human Resources Intern I	Administrative Assistants
Human Resources Intern II	Administrative Assistants
Human Resources Administrator	Analysts
Human Resources Technician	Technicians
Hydroelectric Power Plant Mechanic	Mechanical Maintenance
Hydroelectric Power Plant Operator I	Plant Operators
Hydroelectric Power Plant Operator II	Plant Operators
Hydroelectric Power Plant Supervisor	Plant Operators Lead/Sup
Hydrographer I	Engineering Technicians
Hydrographer II	Engineering Technicians
Hydrographer III	Engineering Technicians
Information Services Supervisor	Programmers

Job Title	Job Group Name
Information Systems Administrator	Programmers
Information Systems Administrator II	Programmers
Information Systems Division Manager	Directors/Managers
Information Systems Specialist I	Technicians
Information Systems Specialist II	Technicians
Information Systems Specialist III	Technicians
Information Systems Support Analyst I	Programmers
Information Systems Support Analyst II	Programmers
Information Technology Engineer I	Programmers
Information Technology Engineer II	Programmers
Information Technology Intern I	Programmers
Information Technology Intern II	Programmers
Instrument Maintenance Supervisor	Electrical/Structural Workers
Instrument Supervisor	Electrical/Structural Workers
Instrument Technician	Electrical/Structural Workers
Instrument Worker I	Electrical/Structural Workers
Instrument Worker II	Electrical/Structural Workers
Instrument Worker III	Electrical/Structural Workers
Internal Auditor	Professionals
Internal Auditor Supervisor	Professionals
Janitor	Service Maintenance
Janitor Foreman	Service Maintenance
Janitor Supervisor	Service Maintenance
Junior Engineer	Engineering
Junior Water Resources Specialist	Professionals
Laboratory Supervisor	Science Professionals
Laboratory Technician I	Laboratory & Qual Control Tech
Laboratory Technician II	Laboratory & Qual Control Tech
Laboratory Technician III	Laboratory & Qual Control Tech
Law Clerk	Professionals
Legal Secretary I	Administrative Assistants
Legal Secretary II	Administrative Assistants
Litigation Secretary	Administrative Assistants
LT Special Employment Program Trainee	Service Maintenance
Machining & Maintenance Worker I	Mechanical Maintenance
Machining & Maintenance Worker II	Mechanical Maintenance
Machining & Maintenance Worker III	Mechanical Maintenance
Maintenance Machinist	Mechanical Maintenance
Maintenance Shift Supervisor	Pipeline Mtce Lead/Super

Job Title	Job Group Name
Maintenance Specialist I	Mechanical Maintenance
Maintenance Specialist II	Mechanical Maintenance
Maintenance Specialist III	Mechanical Maintenance
Maintenance Superintendent	Mechanical Maintenance
Management Analyst I	Analysts
Management Analyst II	Analysts
Manager of Budget	Directors/Managers
Manager of Business Continuity	Directors/Managers
Manager of Distribution Maintenance & Construction	Directors/Managers
Manager of Employee & Organizational Development	Directors/Managers
Diversity & Inclusion Officer	Directors/Managers
Manager of Employee Relations	Directors/Managers
Manager of Employee Services	Directors/Managers
Manager of Environmental Compliance	Directors/Managers
Manager of Facilities Maintenance & Construction	Directors/Managers
Manager of Fisheries & Wildlife	Directors/Managers
Manager of Fleet & Construction Support	Directors/Managers
Manager of Laboratory Services	Directors/Managers
Manager of Maintenance and Construction/Water Operations	Directors/Managers
Manager of Maintenance Support	Directors/Managers
Manager of Natural Resources	Directors/Managers
Manager of Operations & Maintenance Planning	Directors/Managers
Manager of Pipeline Construction & Equipment	Directors/Managers
Manager of Planning and Analysis for Water Quality	Directors/Managers
Manager of Purchasing	Directors/Managers
Manager of Real Estate Services	Directors/Managers
Manager of Recruitment and Classification	Directors/Managers
Manager of Regulatory Compliance	Directors/Managers
Manager of Risk Management	Directors/Managers
Manager of Security & Emergency Preparedness	Directors/Managers
Manager of Wastewater Engineering	Directors/Managers
Manager of Wastewater Environmental Services	Directors/Managers
Manager of Wastewater Process Engineering and Asset Management	Directors/Managers
Manager of Wastewater Treatment	Directors/Managers
Manager of Water Conservation	Directors/Managers
Manager of Water Quality	Directors/Managers
Manager of Water Supply	Directors/Managers
Manager of Water Supply Improvements	Directors/Managers
Manager of Workplace Health & Safety	Directors/Managers

Job Title	Job Group Name
Manager, Watershed & Recreation	Directors/Managers
Material Storage Foreman	Service Maintenance
Material Storage Supervisor	Service Maintenance
Materials Specialist	Service Maintenance
Materials Testing Supervisor	Technicians
Materials Testing Technician I	Technicians
Materials Testing Technician II	Technicians
Mechanical Supervisor	Mechanical Maintenance
Messenger/Mail Clerk	General Clerical
Meter Mechanic I	Mechanical Maintenance
Meter Mechanic II	Mechanical Maintenance
Meter Reader	Customer Service
Meter Reader/Mechanic	Mechanical Maintenance
Meter Reader/Mechanic Foreman	Mechanical Maintenance
Meter Reading & Maintenance Supervisor	Mechanical Maintenance
Meter Repair and Testing Supervisor	Mechanical Maintenance
Microbiologist I	Science Professionals
Microbiologist II	Science Professionals
Network Analyst I	Programmers
Network Analyst II	Programmers
Network Analyst III	Programmers
New Business Coordinator I	Customer Service
New Business Coordinator II	Customer Service
Office Assistant, General Manager's Office	Administrative Assistants
Painter	Electrical/Structural Workers
Painter Foreman	Electrical/Structural Workers
Painting Worker I	Electrical/Structural Workers
Painting Worker II	Electrical/Structural Workers
Painting Worker III	Electrical/Structural Workers
Paralegal	Administrative Assistants
Pardee Water/Wastewater Supervisor	Plant Operators Lead/Sup
Paving Crew Foreman	Pipeline Mtce Lead/Super
Paving Raker A	Water Distribution Plumb & Mtc
Paving Raker B	Water Distribution Plumb & Mtc
Paving Raker C	Water Distribution Plumb & Mtc
Pipeline Welder I	Water Distribution Plumb & Mtc
Pipeline Welder II	Water Distribution Plumb & Mtc
Pipeline Welder III	Water Distribution Plumb & Mtc
Pipeline Welding Supervisor	Pipeline Mtce Lead/Super

Job Title	Job Group Name
Plant Electrical Maintenance Supervisor	Electrical/Structural Workers
Plant Inspector	Engineering Technicians
Plant Maintenance Mechanic	Mechanical Maintenance
Plant Maintenance Superintendent	Mechanical Maintenance
Plant Maintenance Worker I	Mechanical Maintenance
Plant Maintenance Worker II	Mechanical Maintenance
Plant Maintenance Worker III	Mechanical Maintenance
Plant Mechanical Maintenance Supervisor	Mechanical Maintenance
Plant Structures Maintenance Supervisor	Electrical/Structural Workers
Power Plant Mechanic/Operator	Plant Operators
Power Plant Supervisor	Plant Operators Lead/Sup
Power, Treatment & Transmission Maintenance Supervisor	Plant Operators Lead/Sup
Principal Management Analyst	Analysts
Printing Technician I	Technicians
Printing Technician II	Technicians
Public Affairs Specialist	Administrative Assistants
Public Information Representative I	Analysts
Public Information Representative II	Analysts
Public Information Representative III	Analysts
Purchasing Contract Supervisor	Professionals
Quality Assurance Officer	Science Professionals
Ranger Naturalist I	Rangers
Ranger Naturalist II	Rangers
Ranger Supervisor	Rangers
Real Estate Representative I	Professionals
Real Estate Representative II	Professionals
Real Estate Technician	Technicians
Recreation Area Attendant	Service Maintenance
Relief Clerk	General Clerical
Research Chemist	Science Professionals
Research Microbiologist	Science Professionals
Risk Management Analyst	Professionals
Risk Management Adjuster	Technicians
Secretary of the District	Directors/Managers
Security & Emergency Preparedness Specialist	Professionals
Security Shift Supervisor	Professionals
Senior Accounting and Financial Systems Analyst	Professionals
Senior Administrative Clerk	General Clerical
Senior Administrative Clerk, Confidential	General Clerical

Job Title	Job Group Name
Senior Chemist	Science Professionals
Senior Civil Engineer	Supervising Engineering
Senior Community Affairs Representative	Analysts
Senior Construction Inspector	Engineering Technicians
Senior Control System Engineer	Supervising Engineering
Senior Corrosion Control Engineer	Engineering
Senior Cross Connection Specialist	Mechanical Maintenance
Senior Customer Services Representative	Customer Service
Senior Dispatch Center Representative	Customer Service
Senior Drafter	Engineering Technicians
Senior Electrical Engineer	Supervising Engineering
Senior Engineering Designer	Engineering Technicians
Senior Environmental Health & Safety Specialist	Science Professionals
Senior Field Services Representative	Customer Service
Senior Geographic Information System Specialist	Engineering Technicians
Senior Graphic Designer	Engineering Technicians
Senior HRIS Analyst	Programmers
Senior Human Resources Analyst	Analysts
Senior Information Technology Engineer	Programmers
Senior Legal Secretary	Administrative Assistants
Senior Mechanic	Mechanical Maintenance
Senior Mechanical Engineer	Supervising Engineering
Senior Messenger/Mail Clerk	General Clerical
Senior Microbiologist	Science Professionals
Senior New Business Coordinator	Customer Service
Senior Printing Technician	Technicians
Senior Public Information Representative	Analysts
Senior Ranger/Naturalist	Rangers
Senior Real Estate Representative	Professionals
Senior Software Engineer	Programmers
Senior Supervisor of Maintenance Shift Operations	Pipeline Mtce Lead/Super
Senior Wastewater Control Inspector	Laboratory & Qual Control Tech
Senior Water Distribution Operator	Plant Operators
Senior Water Treatment Operator	Plant Operators
Software Engineer I	Programmers
Software Engineer II	Programmers
Special Assistant I	Directors/Managers
Special Assistant II	Directors/Managers
Special Assistant III	Directors/Managers

Job Title	Job Group Name
Special Assistant IV	Directors/Managers
Special Assistant V	Directors/Managers
Storekeeper I	Service Maintenance
Storekeeper II	Service Maintenance
Stores Supervisor	Service Maintenance
Student Intern	Administrative Assistants
Superintendent of Aqueduct Section	Plant Operators Lead/Sup
Superintendent of Pardee Section	Plant Operators Lead/Sup
Superintendent of Water Treatment/Distribution/System Water Quality	Plant Operators Lead/Sup
Supervising Accountant	Professionals
Supervising Administrative Engineer	Supervising Engineering
Supervising Construction Inspector	Engineering Technicians
Supervising Fisheries/WildLife Biologist	Science Professionals
Supervising Hydrographer	Engineering Technicians
Supervising Legal Secretary	Administrative Assistants
Supervising Plant Inspector	Engineering Technicians
Supervising Systems Programmer	Programmers
Supervising Wastewater Control Inspector	Laboratory & Qual Control Tech
Supervising Wastewater Control Representative	Laboratory & Qual Control Tech
Supervisor of Purchasing	Professionals
Supervisor of Water Conservation	Professionals
Survey Technician I	Engineering Technicians
Survey Technician II	Engineering Technicians
Land Surveyor Supervisor	Engineering Technicians
Technical Training & Writing Administrator	Analysts
Technical Training Analyst	Analysts
Treasury Manager	Directors/Managers
Treatment Plant Specialist	Plant Operators
Truck Driver II	Heavy Equipment/Truck Operators
Truck Driver II Trainee	Heavy Equipment/Truck Operators
Utility Laborer	Service Maintenance
Wastewater Control Inspector I	Laboratory & Qual Control Tech
Wastewater Control Inspector II	Laboratory & Qual Control Tech
Wastewater Control Representative	Laboratory & Qual Control Tech
Wastewater Operations Coordinator	Plant Operators Lead/Sup
Wastewater Plant Operator I	Plant Operators
Wastewater Plant Operator II	Plant Operators
Wastewater Plant Operator Trainee	Plant Operators
Wastewater Shift Supervisor	Plant Operators Lead/Sup

Job Title	Job Group Name
Wastewater Treatment Superintendent	Plant Operators Lead/Sup
Water Conservation Representative	Professionals
Water Conservation Administrator	Professionals
Water Conservation Technician	Customer Service
Water Distribution Crew Foreman	Pipeline Mtce Lead/Super
Water Distribution Operator	Plant Operators
Water Distribution Plumber I	Water Distribution Plumb & Mtc
Water Distribution Plumber II	Water Distribution Plumb & Mtc
Water Distribution Plumber III	Water Distribution Plumb & Mtc
Water Distribution Plumber IV	Water Distribution Plumb & Mtc
Water Distribution Supervisor	Plant Operators Lead/Sup
Water Sampler	Laboratory & Qual Control Tech
Water System Inspector I	Laboratory & Qual Control Tech
Water System Inspector II	Laboratory & Qual Control Tech
Water Treatment Operator	Plant Operators
Water Treatment Supervisor	Plant Operators Lead/Sup
Water Treatment/Distribution Operator Trainee	Plant Operators
Workers Compensation Manager & Risk Specialist	Professionals

EAST BAY MUNICIPAL UTILITY DISTRICT

DATE: August 7, 2025

MEMO TO: Board of Directors

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

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

SUBJECT: Board Appointed Position Process

SUMMARY

The Board has expressed interest in understanding and discussing Board-appointed positions. Historically, the Board has appointed the General Manager, General Counsel, Secretary of the District, and individuals selected to fill officer/administrator and exempt positions as described in the Municipal Utility District Act (MUD Act). The MUD Act identifies the positions that the Board shall or may appoint, and other positions not covered under the District's civil service system. This topic will be discussed at the August 12, 2025 Legislative/Human Resources Committee meeting.

DISCUSSION

Under Chapter 3 (Internal Organization of Districts) of the MUD Act, the Board shall appoint the General Manager and may appoint the General Counsel ("attorney" in the MUD Act), Secretary of the District ("secretary" in the MUD Act), and Director of Finance ("accountant" and "treasurer" in the MUD Act). In addition, Chapter 4 (Civil Service System) of the MUD Act states that "district civil service includes every employee of the district except the following":

- Officers and assistant officers (see attachment)
- Other people appointed by the Board of Directors
- Temporary construction, limited-term, and part-time employees
- Positions (not to exceed 15) requiring peculiar and exceptional qualifications, including scientific, professional, or expert character or of special confidence upon the recommendation by the General Manager and approval led by the Board (see attachment)

Thus, the MUD Act only requires the Board to appoint the General Manager. Currently, the Board considers appointments for the General Manager, General Counsel, Secretary of the District, and the individuals recommended for appointment to the positions in the attachment, which is approximately 30 appointments.

Some Board members have expressed concerns with appointing individuals in which they were not part of the recruitment process (i.e., the positions listed in the attachment). Below are three options for the committee to consider and recommend to the Board for future appointments.

Option 1: Status Quo

- The Board will continue to appoint the General Manager, General Counsel, Secretary of the District, and the individuals recommended for appointment to the positions as described in Chapter 4 of the MUD Act (see attachment for the list of positions).
- The General Manager will identify the positions (not to exceed 15) requiring peculiar and exceptional qualifications and recommend those positions to the Board for approval.

Option 2: Appoint Only the General Manager, General Counsel, and Secretary of the District

- The Board will appoint the General Manager, General Counsel, and Secretary of the District.
- The General Manager will identify the positions (not to exceed 15) requiring peculiar and exceptional qualifications and recommend those positions to the Board for approval.
- The General Manager will hire individuals on the Senior Management Team (SMT).
- The SMT will hire individuals for the remaining positions in the attachment.

Option 3: Appoint Only the General Manager, General Counsel, and Secretary of the District and Introduce SMT members to the Board

- The Board will appoint the General Manager, General Counsel, and Secretary of the District.
- The General Manager will identify the positions (not to exceed 15) requiring peculiar and exceptional qualifications and recommend those positions to the Board for approval.
- The General Manager will hire individuals on the SMT and introduce the SMT member to the Board under the General Manager's Report.
- The SMT will hire individuals for the remaining positions in the attachment.

NEXT STEPS

There are other potential variations of the options listed above that would be consistent with the MUD Act. Based on feedback from the Legislative/Human Resources Committee, staff will bring a recommendation to the Board for consideration on the process for future appointments for the General Manager, General Counsel, Secretary of the District, and the positions listed in the attachment.

CCC:CRC:rdw

Attachment: Board Appointed Positions

Board Appointed Positions

*Officers & Administrators (MUD Act §12055(b))	*Exempt – Special Qualifications (MUD Act §12055(e))
Assistant to the General Manager**	Contract Equity Administrator
Assistant General Counsel	Manager of Distribution Maintenance & Construction
Attorney I	Manager of Employee Relations
Attorney II	Manager of Facilities Maintenance & Construction
Attorney III	Manager of Maintenance Support
Chief Information Officer**	Manager of Pipeline Construction
Chief Trial Attorney	Manager of Purchasing
Controller	Manager of Regulatory Compliance
Director of Operations & Maintenance**	Manager of Security & Emergency Preparedness
Director, Administration**	Manager of Water Supply/Treatment/Distribution
Director, Engineering & Construction**	Senior Community Affairs Representative (2 positions)
Director, Finance**	Senior Public Information Representative
Director, Wastewater**	
Director, Water & Natural Resources**	
Director, Customer & Community Services**	
Director, Human Resources**	
Environmental Affairs Officer	
General Counsel**	
General Manager	
Manager of Diversity and Inclusion	
Manager of Maintenance & Const./Water Ops**	
Manager of Natural Resources**	
Secretary of the District**	
Special Assistant I	
Special Assistant II	
Special Assistant III**	
Special Assistant IV**	
Special Assistant V**	
Treasury Manager	

* Positions are exempt from civil service.

** Positions on the Senior Management Team

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