



Human Resources

Human Resources Updates

Finance and Administration

February 23, 2023



Overview: Human Resources 2023 Priorities

- Separations
- Turnover Analysis
- Employee Data – Retirement Eligible
- Recruitment Activity
- Employee Engagement

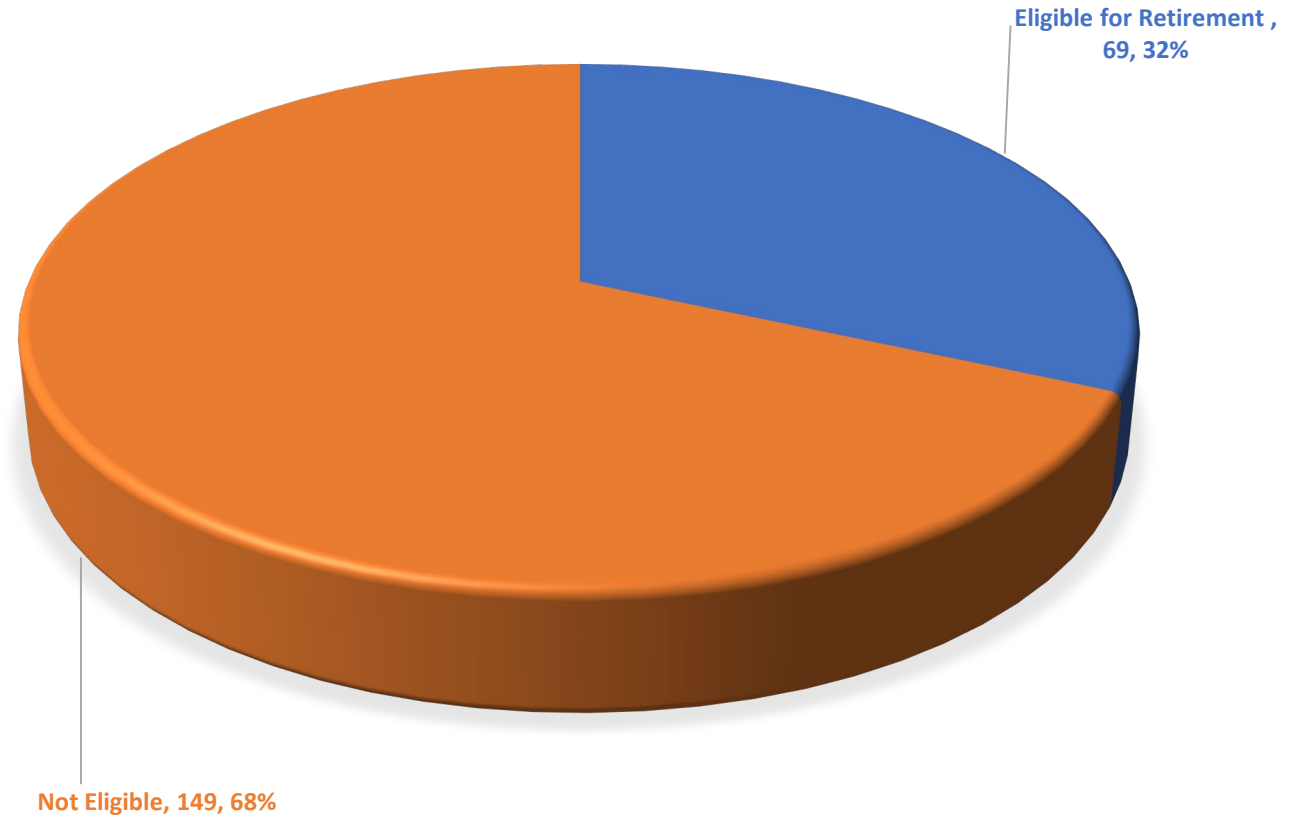
Marin Water Employee Demographics

- Total Approved FTE's: 243
- 82% unionized – SEIU Local 1021

Employee Demographics - Current Retirement Eligible

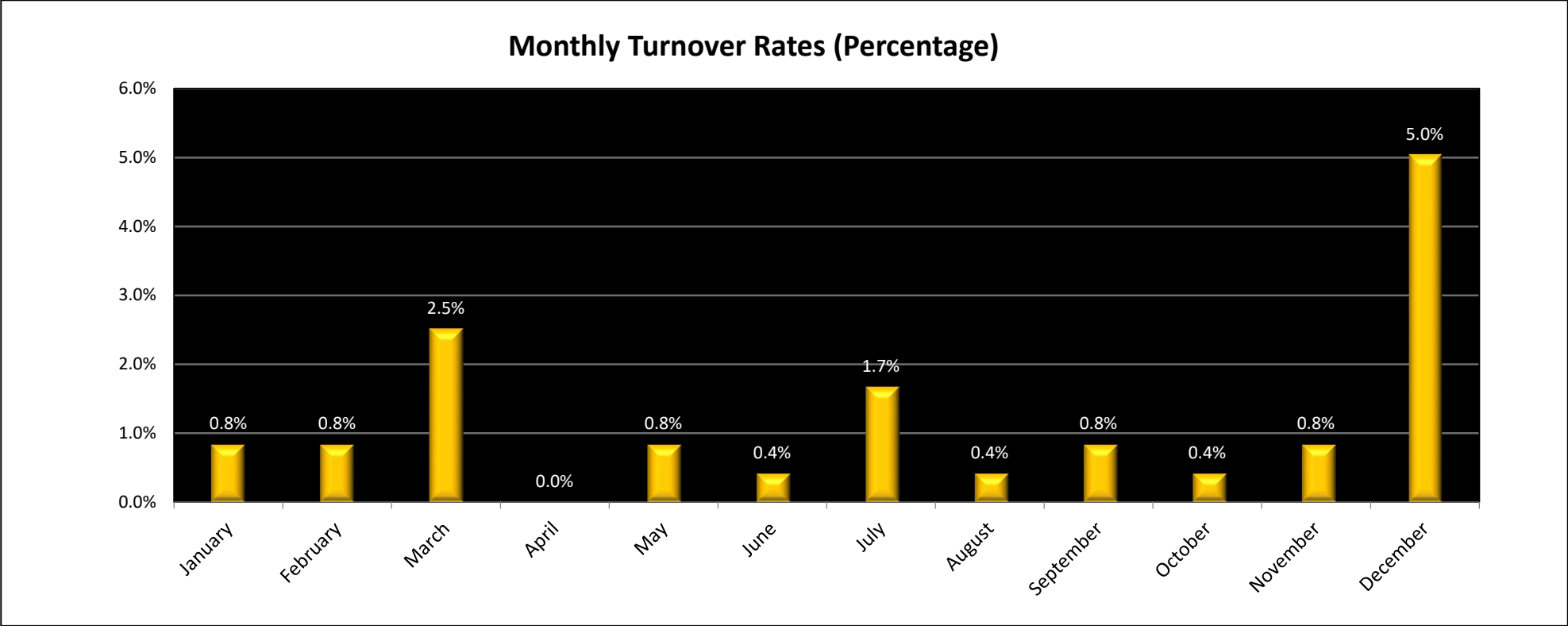
	# of Employees	%
Eligible for Retirement	69	32%
Not Eligible	149	68%

Retirement Summary			
Benefit Type	Formula	Total Employees	Over Age 50 (Classic) Over Age 57 (PEPRA)
Classic	2.7% @ 55	117	62
PEPRA	2% @62	101	7
Totals		218	69



This data represents employees who could retire in December 2022 or within 5 years with the minimum benefit.

2022 Turnover Analysis for Marin Water



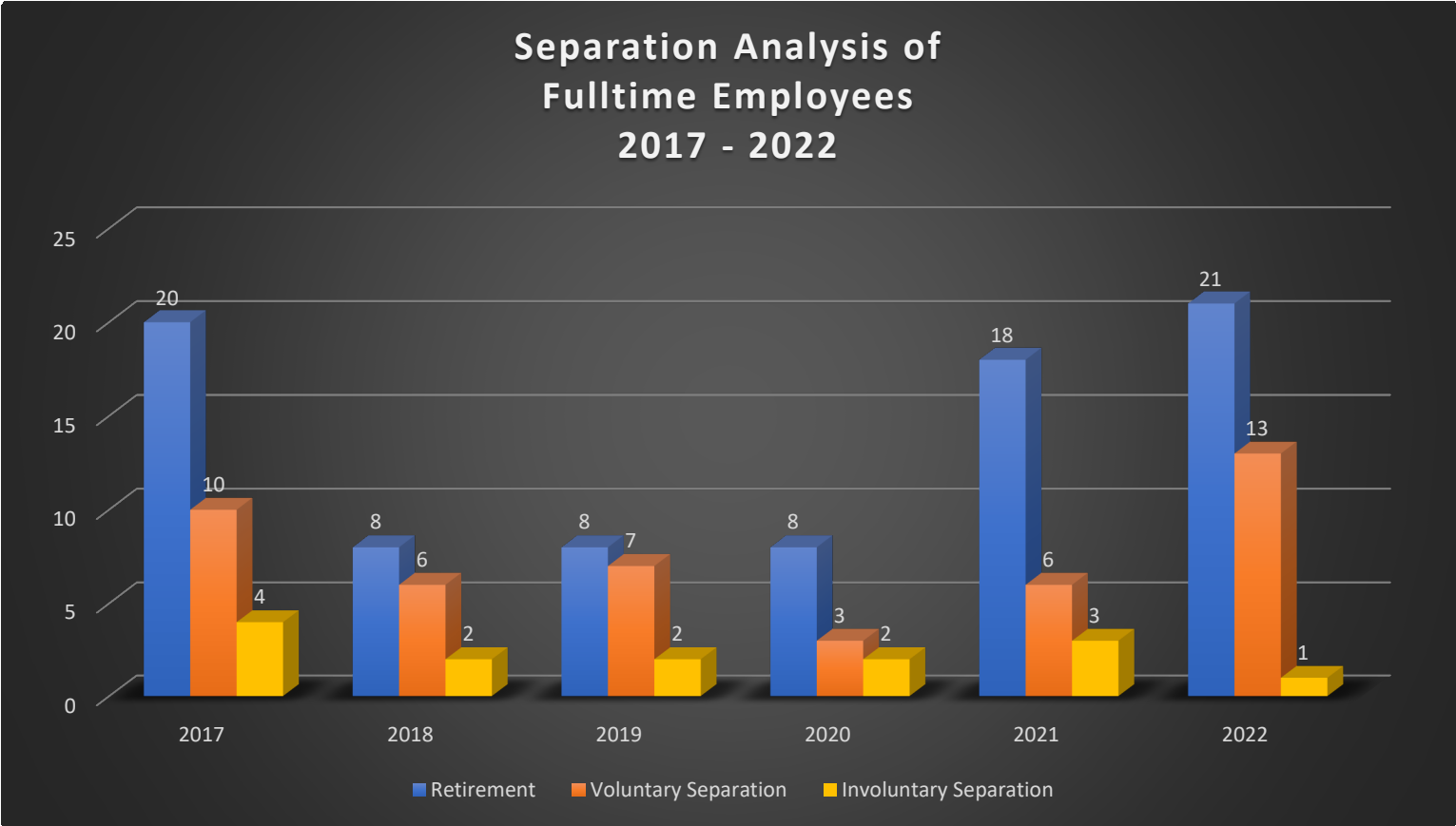
The average monthly turnover rate for utilities = 3.3% *

Marin Water's average monthly turnover = 1.2 %

*source: Bureau of Labor and Statistics – Turnover data for 2022

Separations

Reason for Separation	2017	2018	2019	2020	2021	2022
Retirement	20	8	8	8	18	21
Voluntary Separation	10	6	7	3	6	13
Involuntary Separation	4	2	2	2	3	1



This data does not include seasonal employees and interns.

2022 Voluntary Resignations

Job Title	Reason for Leaving
Automotive Mechanic II	Employment closer to home
Accounting Clerk III	Employment opportunity
Meter Reader & Repair Worker I	Employment opportunity - career change
Meter Reader & Repair Worker I - Temp	Found regular, non-temp position
Senior Administrative Assistant - Part Time/Temp	Found regular, non-temp position (job share)
Associate Engineer	Moved out of state
Backflow and Reclamation Specialist	Moved out of state
Information System Analyst II	Promotional opportunity closer to home
Real Property Agent	Promotional opportunity closer to home
Utility Crew Leader	Promotional opportunity closer to home
Associate Engineer	Promotional opportunity
Communications Specialist	Promotional opportunity
Water Quality Lab Manager	Unknown - employed with District for less than a year

Vacancies

- Accountant I
- Assistant Utility-Maintenance Worker
- Assistant Water Resources Specialist
- Assistant/Associate Engineer
- Associate Engineer
- Automotive Mechanic I/II
- Business Systems Analyst II
- Communications Specialist
- Construction Inspector
- Customer Service Field Inspector - Temp
- Customer Service Representative II
- Customer Service Representative III
- Distribution System Operator
- Distribution System Operator Trainee
- Engineering Technician
- Engineering Technician
- Engineering Technician-Development Svcs Supervisor
- Financial Management Analyst
- Field Supervisor

- Information Systems Analyst II
- Information Systems Analyst III
- Information Systems Analyst III
- Information Systems Analyst Supervisor
- Land Surveyor
- Mechanical & Electrical Maintenance Planner
- Meter Reader Repair Worker I/II - temp
- Park Ranger I
- Park Ranger II
- Principal Human Resources Analyst
- Real Property Agent
- Safety and Technical Training Specialist
- Senior Customer Service Representative
- Superintendent of Operations
- Superintendent of Operations
- Supervisor Special Projects
- Utility Crew Leader
- Water Conservation Specialist II
- Water Conservation Specialist Supervisor

Employee Engagement

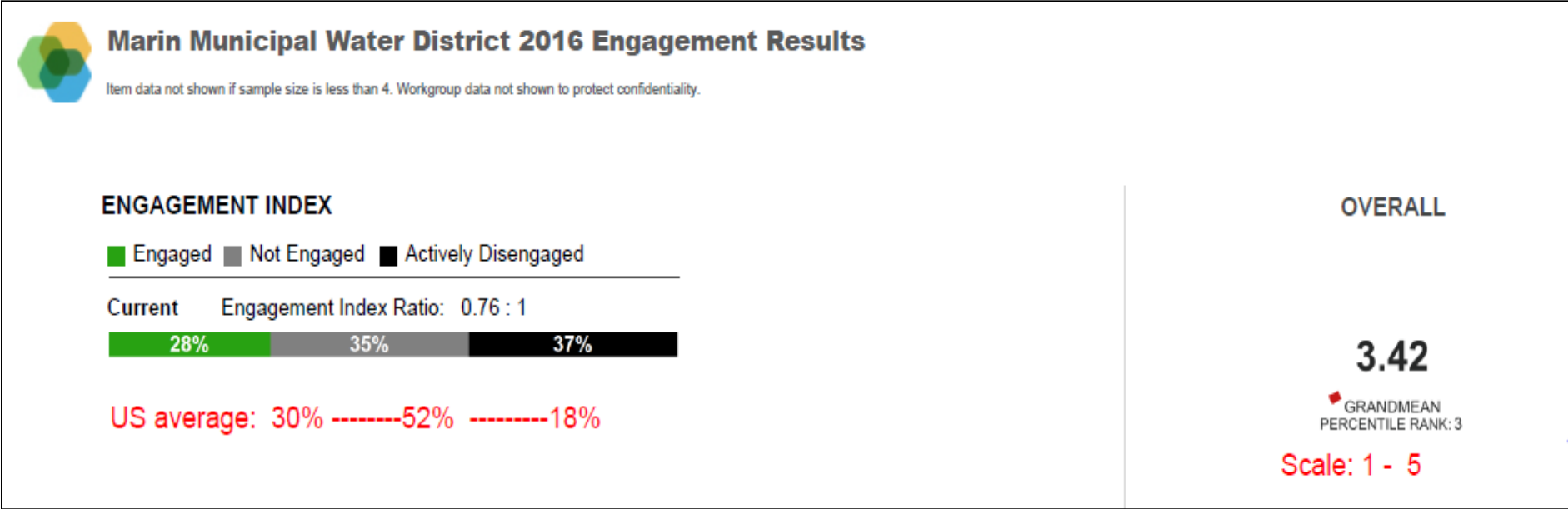
Engagement Survey

- Gallup Survey Conducted February 2016
- Goal: Conduct Another Gallup Survey December 2023

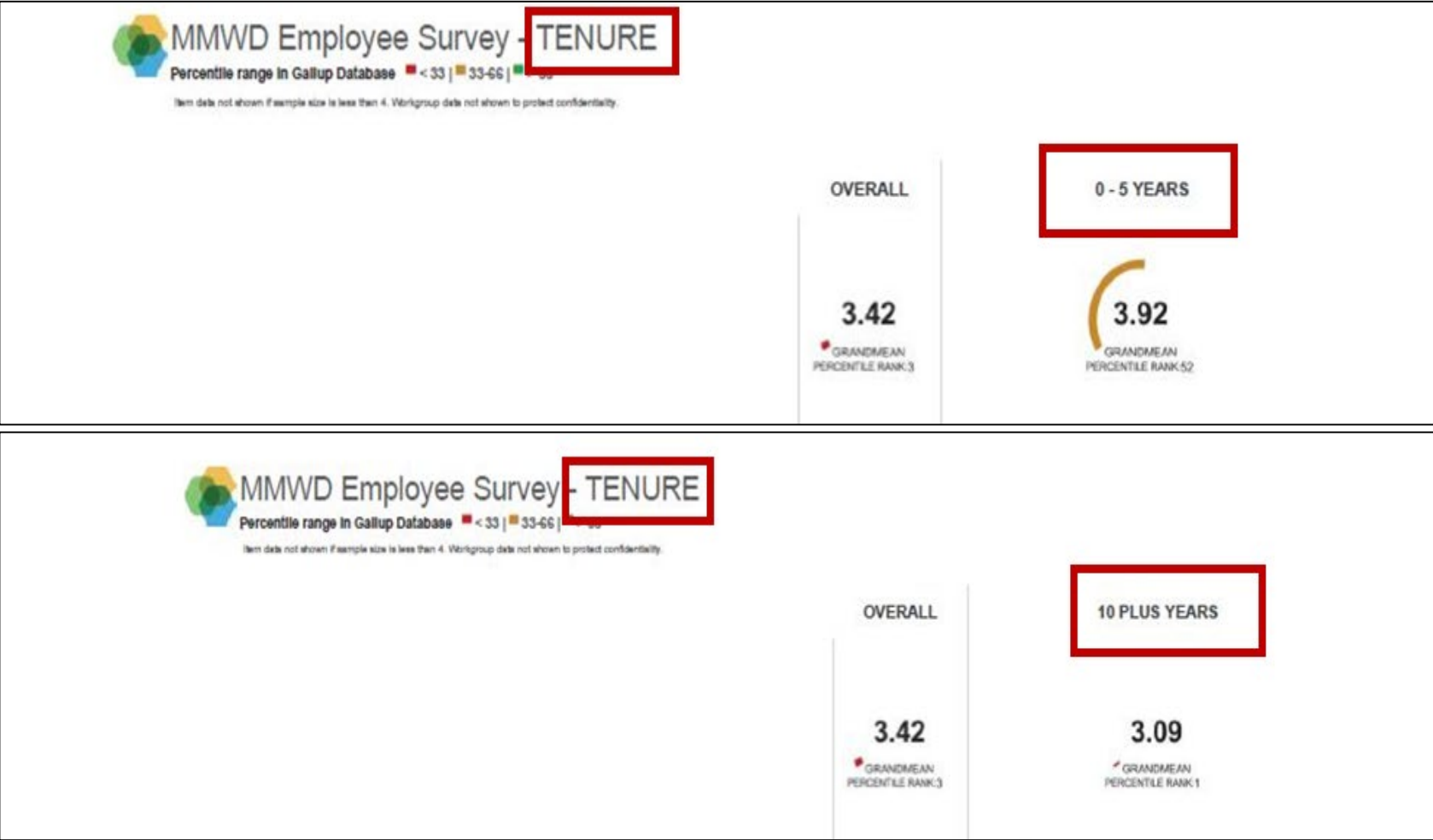
Survey Objectives

- Measure the perception of the way the company treats employees
- Measure the perception of the way employees treat one another
- Compare data from Marin Water's last survey – identify trends

Employee Engagement



Employee Engagement



Partial Result of Gallup Survey of Employee Engagement Survey Conducted February, 2016.

Employee Engagement

Outcomes of 2016 Survey

- Engagement Committee
- List of Engagement Items
- Leadership Training

Employee Engagement

Ongoing Engagement Initiatives

- Continued Core Leadership Training for Managers and Supervisors
- Training needs assessments – technical and soft skills training
- Departmental Communication Effort
 - 1:1 Meetings
 - Department and Division Meetings
- Diversity, Equity and Inclusion efforts
- Another Employee Engagement Survey

Additional Engagement Activities

- Work from Home - Telework
- Updated Personnel Policies
- Non-Competitive Promotion (flexible staffing) Program – 5 flex staff promotions in 2022!
- Promotional Opportunities – 20 internal promotions!
- Job Share
- Enhanced Commuter Benefits Program
- Covid Compliance – Safety for Employees

Summary

- Similar to other public agency, the District is experiencing an increase in retirements.
- Increase in voluntary separations – not unique to Marin Water
- Marin Water's turnover is below industry trends
- Recruitments are underway
- Preparing for a survey to measure engagement

Thank you!

