



METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

CHIEF DIVERSITY, EQUITY, & INCLUSION OFFICER



HISTORY

The Metropolitan Water District of Southern California (Metropolitan) was established by the California Legislature in 1928 through the Metropolitan Water District Act. The primary purpose of the Act was to construct and operate the 242-mile Colorado River Aqueduct. Metropolitan was one of the first wholesale water agencies in the United States and remains the largest.

Metropolitan imports water from the Colorado River through the Colorado River Aqueduct and from Northern California through the State Water Project to supplement local supplies, and helps its members develop increased water conservation, recycling, storage and other resource-management programs. Supported by an annual budget of \$1.9 billion dollars and 1900+ budgeted employees, Metropolitan's assets include the following: the Colorado River Aqueduct, 16 hydroelectric facilities, nine reservoirs, 819 miles of large-scale pipes and five water treatment plants. Four of these water treatment plants are among the 10 largest plants in the world.

Metropolitan is governed by a 38-member Board of Directors, representing each of Metropolitan's 26-member agencies. Each member agency is represented by one or more director based on the assessed property valuation of its jurisdiction. The Board is responsible for establishing and administering Metropolitan's policies and upholding the articles in the MWD Act.

Today, Metropolitan is a regional wholesaler that continues to provide water for its member agencies to deliver - either directly or through their sub-agencies - to nearly 19 million people living in Los Angeles, Orange, Riverside, San Bernardino, San Diego and Ventura counties. Metropolitan is the largest distributor of treated drinking water in the United States.

THE MISSION

The mission of the Metropolitan Water District of Southern California is to provide its service area with adequate and reliable supplies of high-quality water to meet present and future needs in an environmentally and economically responsible way.

THE DIVERSITY, EQUITY, & INCLUSION CHARGE

As a result of a collaborative discussion among the 38-member board on October 15, 2021, the MWD Board of Directors adopted a statement of commitment pledging its support of DEI initiatives. The statement of commitment provides guidance to staff to develop, implement and maintain policies and practices to support diversity equity and inclusion.



The Role of the Chief Diversity, Equity, Inclusion Officer:

The Chief Diversity Equity and Inclusion (DE&I) Officer is appointed by and reports to the Assistant General Manager/Chief Financial Officer and serves as senior DE&I advisor/expert to the General Manager, Board of Directors and District leadership. The position leads the newly created Office of Diversity Equity Inclusion that is responsible for the strategic oversight of DE&I including planning, developing, and implementing Metropolitan's strategies and initiatives that create an organizational culture of diversity, equity, and inclusion. Through strategic initiatives grounded in best practices, this position will play a pivotal role in creating new policies and driving reforms in existing policies, procedures, and practices that institutionalizes a thriving culture of equity and inclusion across the entire enterprise.

This position champions, educates and influences the importance and value of a diverse and inclusive work environment and fosters the atmosphere and culture that attracts diverse candidates who can enhance the workplace culture. The DE&I Officer will also use a diversity equity and inclusion lens to address disparities existing in the District's contracting and economic development operations and lead the District's approach to effectively engage underserved communities and direct community engagement programs.

Upon appointment the DEI Officer will focus on the following top priorities:

1. Begin the work of normalizing conversations around DE&I. Develop, recommend, and implement training to help employees in all departments understand, embrace and facilitate the mission, goals, strategies and expected outcomes of the DE&I Office.
2. In collaboration with the Board, General Manager, the Executive Leadership Team and the DE&I council create a District-wide DE&I

strategy that includes a strategic blueprint of systems, structures and programs where substantial impact in recruitment, contracting and community engagement is realized and measured.

3. Partnering with the internal departments to ensure continuous learning and quality improvement regarding DE&I KPI's, metrics, and organizational culture that align with the District's DE&I plan.
4. Collaborating with the Human Resources Department to create and refine equity-focused leadership development curriculum and educational opportunities, and to provide career advancement pathways for people of color, women, and LGBTQ+ staff as well as focus on inclusive recruitment and retention strategies.

JOB DUTIES

1. Provides strategic oversight to ensure the District's actions are reflective of the highest standards of DE&I. Collaborates with, educates and advises Executive Management and Human Resources on the strategic integration of DE&I operating principles into the business goals and initiatives and long-range planning; and creates and implements strategies and success measures to ensure consistency in practices and messaging.
2. Develops and implements policies and processes that drive management accountability for DE&I leadership, business goals, and results; influences organizational culture by establishing DE&I operating norms and practices for all employees; and coaches supervisors on their engagement with DE&I strategies and their efforts to strengthen DE&I ambassadorship as leaders.
3. Guide Executive Management on budgetary policies that prioritize the use of an equity lens to advance diversity, equity, and inclusion agency-wide and focus on workforce development, contracting, and underserved community engagement.
4. Oversees, mentors, and coaches the District's DE&I Council to promote engagement and contributions aligned with the District's overall DE&I initiatives; and interfaces with Employee Resource Groups and employees at all levels to foster an environment of engagement with DE&I, collaboration, high performance standards, learning, and continuous improvement.
5. Partners with Human Resources to ensure DE&I components are in compliance with legal and regulatory requirements; and to assess and

ensure all stages of the employee lifecycle are in line with the District's DE&I strategies and priorities.

6. Cultivates a supportive and inclusive work environment for all employees by working directly with the DE&I Council to fulfill its' mission through programs that deliver the greatest Impact to DE&I Initiatives. Serves as subject matter expert and liaison to the DE&I Council.
7. Plans and holds regular DE&I Council meetings, including agenda preparation and distribution, meeting scheduling, coordinate the completion of action requests generated from Council meetings and work with the meeting facilitator. Reviews and distributes meeting notes and other relevant information to management and Council members.
8. Builds and maintains positive relationships and gains consensus among Council members. Manages communications within the DE&I Council and communications related to DE&I across the Executive team. Monitors workplan to ensure goals are met in a timely fashion. Reports on overall progress of efforts to improve DE&I programs and processes.
9. Leads the implementation of the DE&I Action Plans focusing on actionable steps Metropolitan can take to implement a diversity and inclusion plan proportionate to its needs focusing on areas with the greatest impact.
10. Stays abreast, researches, evaluates, and recommends workplace trends and innovative solutions to promote DE&I and talent strategies; and represents the District internally and externally where applicable.
11. Develops metrics for measuring the effectiveness of corporate diversity initiatives.
12. Performs other job duties as required.

The Ideal Candidate will possess the following Personal and Professional Characteristics:

The ideal candidate for the Chief Diversity Equity & Inclusion Officer will be a strategic and visionary leader with outstanding people and management skills. The successful candidate will possess an inspirational leadership style that reflects Metropolitan's core values: high performance, inclusiveness and a mission that manifests in the organizational culture leading to the organization being recognized as a 'great place to work'. The successful candidate will have an explicit commitment to and broad vision for the role of diversity, equity, and inclusion in achieving organizational excellence. S/he must be adept at facilitating difficult discussions, shepherding cultural

change, creating, and strengthening partnerships with community, peer departments, and staff, and aligning an array of inclusive efforts across the District.

In addition, the successful candidate must possess the following attributes:

- Demonstrated success as a collaborator and relationship builder, with strong interpersonal skills and ability to build collaborative working relationships with a broad range of diverse individuals and groups, including senior executives, to achieve results.
- Strong track record and experience in leading organizational and institutional change with an understanding of the contexts, cultures and politics within institutions that impact the implementation of effective DE&I change efforts.
- Politically astute, but apolitical, highly sophisticated and culturally competent in working effectively with diverse stakeholders in highly political environments
- Demonstrated cultural awareness and agility and ability to build trust, credibility and navigate a complex landscape.
- Demonstrated success in implementing best practices of diversity, equity and inclusion and an excellent command of modern DE&I concepts and issues in large complex organization.
- Demonstrated success in working collaboratively to develop and implement recruitment and retention strategies focused on building a diverse workforce.
- Demonstrated success in partnering with leadership efforts that advance diversity, inclusion, and social justice.
- Exceptional oral and written communication skills with experience in multiple communication platforms.
- Knowledge of laws, regulations and guidelines related to diversity, inclusion and nondiscrimination in an organization.
- Experience working with or in a public or governmental organization serving complex urban environments.
- Experience with public policy development and implementation.
- Experience operationalizing an organization or department

MINIMUM REQUIREMENTS

Education and Experience: Bachelor's degree from an accredited college or university in a related field and 10 years of increasingly responsible relevant experience, of which six years must have been in a management or supervisory position.

Required Knowledge of: Laws, regulations, and guidelines related to diversity, inclusion, and nondiscrimination in an organization; advanced theories and principles related to area of assignment; diversity, equity, and inclusion best practices; program management and development principles; strategy development and management principles and practices; leadership and managerial principles; management/supervisory concepts and techniques; and leadership and mentoring.



COMPENSATION

Compensation will be commensurate with the experiences of the selected candidate.

THE SELECTION PROCESS

This is a confidential process and will be handled accordingly throughout all phases of the recruitment and selection process.

Nominations and Submittals from interested candidates are desired immediately but should be submitted no later than **January 14, 2022**. The recruitment is open until the position is filled. Candidates are strongly urged to apply early; evaluations of all potential candidates will be done throughout the recruitment process. Only a select number of highly qualified candidates will be invited to participate in the interview process.

An electronic version of all submittals is required. Interested candidates should apply immediately by sending a comprehensive resume and compelling cover letter of interest to MWD.DEIO@thehawkinscompany.com by **January 14, 2022**. Resumes received before the deadline will get first consideration. Should anyone have questions regarding the role or this process, feel free to contact Chris Boulware, 312-391-6098 or chris@thehawkinscompany.com; or Brett Byers, 323-403-8279 or brett@thehawkinscompany.com



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