

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA POSITION PROFILE

EQUAL EMPLOYMENT
OPPORTUNITY OFFICER





THE MISSION

The mission of the Metropolitan Water District of Southern California (Metropolitan) 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.

HISTORY

Metropolitan is a government agency established by the California Legislature in 1928 under the Metropolitan Water District (MWD) 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 in the nation.

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 public 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 directors based on the assessed property valuation of its jurisdiction. The Board is responsible for setting policy and overseeing Metropolitan's operations consistent with 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 ROLE OF THE EQUAL EMPLOYMENT OPPORTUNITY (EEO) OFFICER

Reporting directly to the General Manager of Metropolitan, the EEO Officer will lead the newly established EEO office. As an instrumental member of Metropolitan's executive team, the EEO Officer will be charged with developing a strategic plan and an organization plan for the office to be approved by the General Manager and the Board. Once approved, the new EEO Officer will be expected to immediately staff the office in accordance with the approved organization and strategic plan, adhering to the core principles of integrity, transparency, and fairness.

The EEO office is responsible for ensuring a work environment free from discrimination for all

Metropolitan employees and job applicants. The EEO Officer oversees and directs the EEO office, the development and maintenance of all operational policies, programs, reporting and directs training programs aimed at preventing harassment and/or discrimination based on a protected characteristic under state and federal law. Under the leadership of the EEO Officer, the office investigates all EEO complaints and oversees the complaint resolution process to ensure investigations are conducted in a timely, impartial, and independent fashion. The EEO Officer will also direct staff responsible for Affirmative Action, Non-Discrimination and OFCCP regulatory compliance. Finally, the EEO office develops mitigation policies designed to satisfy the complaint and eliminate the possibility of future violations.

The EEO office should be noted for transparency, impartiality and accountability. The office should be operated independently and free from influence or interference and noted for investigating complaints thoroughly.

The new EEO Officer should focus on accomplishing the following priorities within their first 12 months:

KEY PRIORITIES

1. Develop a strategic plan and an organizational plan for the newly created EEO office that is presented to and approved by the Board.
2. Immediately establish the EEO office in accordance with the approved strategic and organization plan.
3. Oversee the elimination of the backlog of EEO cases and establish new standards for adjudication reducing cycle time.
4. Within the first 6-12 months receive approval and publish new EEO policies and practices to ensure a discrimination free work environment; include a training plan for all employees of MWD.

POSITION RESPONSIBILITIES

1. At the executive level, formulate, oversee, administer and direct Metropolitan's EEO policies, procedures, training, and investigations to ensure compliance with state and federal EEO laws, regulations, guidelines, and policies.
2. Oversee and direct EEO investigations; review and approve reports prepared by staff; and consistently monitor and consult with relevant stakeholders to ensure appropriate resolution of all EEO complaints and/or investigations. Manage contracts of outside investigators as necessary.
3. Oversees and directs statistical analyses to measure and monitor EEO and affirmative action

plan compliance. Reviews statistical information and approves plans and initiatives to address any corrective actions needed related to EEO and affirmative action plans.

4. Supervise all internal and/or external EEO investigations as necessary to proactively resolve issues and ensure the experience reflects the core values of transparency, trust, fairness, and integrity.
5. Oversee the development, design, implementation, and maintenance of EEO complaint intake procedures and processes that allow problems, issues, violations, or questions of legal nature to surface and be addressed in an appropriate and confidential manner.
6. Oversee statistical analyses related to workforce, recruitment, and other employment activities and develops strategic plans based on the data to achieve Metropolitan's goals as they relate to EEO.
7. Direct the preparation of the annual budget for assigned area; manages staff and assigns, coordinates, and outlines activities by scheduling work assignments, setting priorities, and directing the work of employees; evaluates and verifies employee performance throughout the review of completed work assignments and work techniques.
8. Performs other related job duties as required.

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

- Demonstrated leadership style that reflects Metropolitan's core values: high performance, inclusiveness and a mission that manifests in the organizational culture leading to Metropolitan being recognized as a 'great place to work';
- Demonstrated management skills and experiences based on performance that have resulted in growth and development of an organization;
- Demonstrated experience leading an organization through change;
- Demonstrated mastery of the EEO regulatory environment that would support the development of policies, process and procedures that represent best practices for MWD;
- Expertise in EEO' or an adjacent industry gained through extensive work experience, solid knowledge of the industry;
- Familiarity with the Brown Act, Public Records

Act, and working in a unionized public agency workplace;

- Demonstrated knowledge of the California Fair Employment and Housing Act and Title VII of the Civil Rights Act of 1964;
- Demonstrated experience in ensuring corrective and/or restorative action is taken, as appropriate, when an employee has been found to have violated the agency's EEO policies;
- Demonstrated experience (including, but not limited to, training and certifications) supervising administrative workplace investigations at a public agency; and
- Demonstrated communication skills noted for clarity, appropriate frequency and engagement.

Personal characteristics:

The new EEO Officer will be expected to have the following personal characteristics

- Trustworthiness, honesty, integrity;
- A professional style noted for transparency;
- Engaging and inspiring interpersonal skills;
- A demonstrated commitment to 'EEO;'
- Discretion in handling sensitive matters;

MINIMUM QUALIFICATIONS

Education and Experience

A bachelor's degree from an accredited college or university in a related field and 12 years of relevant experience, of which 6 years must have been in a management or supervisory position; or an advanced degree from an accredited college or university in a related field and 10 years of relevant experience, of which 6 years must have been in a management or supervisory position. JD preferred.

Required Knowledge of: All aspects of equal employment opportunity and diversity, equity, and inclusion program issues which include, but are not limited to equal employment opportunity, affirmative actions and workforce diversity; statistical methods utilized in the presentation of management information; State and Federal law and regulations on civil rights; principles and practices of supervision, training, and performance evaluations; principles of organization, administration, and management; occupational groupings common to Metropolitan and local government; business, employment, and labor practices; and effective techniques of interpersonal relations and organizational development.

Required Skills and Abilities to: Confer with attorneys and managers to develop appropriate intervention strategies to address EEO complaints and concerns which could potentially be viewed as individual or

systemic discrimination if corrective action is not taken; manage internal factual investigations, and the discrimination complaint conciliation process; devise and direct special employment programs in support of equal employment objectives; adapt to an ever changing environment; persuade and negotiate; take initiative, reason logically, and be creative in developing and introducing new ideas, strategies, services, studies and projects; collaborate with all other Human Resources functions to provide team work comprehensive solutions and recommendations; conflict resolution with controversial issues; analyze, develop, implement, and promote diversity and the related programs; manage and direct resources to ensure that high priority, volatile situations are dealt with quickly and effectively; identify and interpret technical and numerical information; hire, supervise, train, and evaluate assigned staff; conduct surveys, analyze data, and effectively propose solutions to problems encountered; and establish and maintain effective working relationships with all staff.

COMPENSATION AND BENEFITS

Compensation will be commensurate with the experience 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, 2021**. 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.EEO@thehawkinscompany.com by **January 14, 2021**. 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, Executive Vice President, 323-403-8279 or brett@thehawkinscompany.com



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