



**MWD**

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

MAY 12 1998

NEW 7-7

*Don Plin*  
EXECUTIVE SECRETARY

April 27, 1998

**To:** Board of Directors (Organization and Personnel Committee--Action)  
(Committee on Communication and Legislation--Information)

**From:** General Manager

*John Maloy*

**Subject:** Changes Within the Communications Division

### RECOMMENDATION(S)

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It is recommended:

1. That the appointment of John (Jack) Maloy by the General Manager to the position of Chief of Communications be approved by your Board in accordance with Administrative Code Section 6401, such appointment not to exceed 24 months.
2. That the unrepresented Principal Legislative Representative classification be moved from salary grade 62 to 65 and that Administrative Code Section 6500 be amended as set forth in Attachments A and B to reflect this change.

### EXECUTIVE SUMMARY

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Last year, your board approved the reallocation of an existing budgeted position to a new Chief of Communications position and approved the appointment of John (Jack) Maloy as interim Chief of Communications. At this time, with Board approval, the General Manager will appoint Mr. Maloy to the position of Chief of Communications for a period not to exceed 24 months. In addition, in response to the increasingly more complex issues which are addressed by the Principal Legislative Representatives, a movement of that unrepresented position from salary grade 62 (annual salary range \$73,466 to \$98,613) to 65 (\$79,560 to \$106,829) is warranted.

### DETAILED REPORT

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In early 1997, I recruited for a Public Affairs Director. The recruitment was not successful and demonstrated that a more thorough organizational review needed to be conducted before another recruitment effort could be commenced. In August 1997, the Communications Division was created to plan, develop, coordinate, and direct all public affairs, community affairs, and legislative activities relating to Metropolitan's external and internal audiences. The unrepresented position of Chief of Communications (annual salary range \$101,317-\$136,448), which reports directly to the General Manager, was established to direct the activities of the Communications Division and to continually apprise the General Manager of communications

issues that require close attention at the executive level. At that time, your Board approved the interim appointment of John (Jack) Maloy to the position. Jack Maloy was recommended for this interim appointment due to his extensive administrative experience and his knowledge regarding message discipline. The interim appointment complements some of the key elements of his previous assignments.

Since the approval of the interim appointment, the General Manager has carefully reviewed the options available regarding regular appointment. The plan, as presented in August 1997, was to appoint Jack Maloy as interim Chief of Communications and immediately recruit for the position. In order to address the increasingly more complex issues in Sacramento and Washington, and to provide stability and leadership to the newly formed division, the General Manager assessed the value of commencing an immediate recruitment effort and the orientation of a new Chief of Communications versus the appointment of Jack Maloy for a period of limited duration. With the number of organizational modifications currently being implemented in the Communications Division, it is more prudent to maintain a certain amount of continuity in the Chief's Office. Therefore, it is recommended that the appointment of Jack Maloy to the position of Chief of Communications for a period not to exceed 24 months be approved by the Board. A comprehensive recruitment effort will commence to ensure that an appointment can be made at the end of Mr. Maloy's appointment. The recruitment will be open to internal as well as external candidates.

In February 1998, the Subcommittee on Communications reviewed the conceptual organization structure of the Communications Division (Attachment C). As part of that analysis, the Subcommittee reviewed the new proposed position of Strategic Communications Specialist. The primary function of this position will be to develop clear and consistent messages for Metropolitan's external and internal audiences as well as an overall strategic communications outreach program. The position will report to the Chief of Communications. The existing Metropolitan classification of Executive Assistant for Strategic Policy Development at salary grade 68 (annual salary of \$86,258-\$115,918) will be utilized. Additionally, the Subcommittee concurred with the recommendation to recruit this position from inside as well as outside Metropolitan. It is intended that the search for an individual with the requisite qualifications and skills commence shortly. The number of unrepresented senior managers will not be increased as a result of this position due to the vacancy of one position in the unrepresented group. This is a realignment of existing personnel within the General Manager's departmental personnel complement.

The activities of Metropolitan's Sacramento and Washington, DC legislative offices are directed by Principal Legislative Representatives. These offices have proven to be critical in representing Metropolitan's interests in the legislative arena. In recognition of the complexity of the issues and the level of contacts which are handled on a daily basis by the managers of these offices, and to assist in retaining these highly qualified advocates, it is proposed that the salary grade for the

Principal Legislative Representatives be moved from grade 62 to 65. There will be no immediate cost impact as a result of this change, as the incumbents will remain at their current pay rates within the new range. Any increases which may occur will be part of the annual evaluation process.

BL/cw

Attachment(s)

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**Attachment A to 7-7**

**§ 6500. Hourly Pay Rate Schedule.**

(a) Effective July 1, 1996, the hourly pay rate (as that term is defined in subdivision (i) of Section 6200) schedule of positions occupied by management and confidential not in an appropriate unit recognized pursuant to Section 6108 employees shall be as follows:

Grade	Range	Title	Positions	
			Authorized	Total
58	\$31.74-42.59 (\$66,019-88,587)	Executive Secretary	1	1
60	\$33.47-44.94 (\$69,618-93,475)	Asst. Auditor	1	1
<del>62</del>	<del>\$35.32-47.41</del> <del>(\$73,466-98,613)</del>	<del>Prin. Legislative Representative</del>	<del>2</del>	<del>2</del>
63	\$36.28-48.71 (\$75,462-101,317)	*Sr. Asst. Dir. Public Affairs	0	0
65	\$38.25-51.36 (\$79,560-106,829)	Assoc. Director of Water Quality	1	<del>1</del>
		Prin. Legislative Representative	3	4
	\$115,918(FR)	Auditor	1	1
68	\$41.47-55.73 (\$86,258-115,918)	Director of Public Affairs	1	
		Director of Water Quality	1	
		Director of Human Resources	1	
		Dir. of Environmental Compliance	1	
		Asst. Chief Engineer	4	
		Asst. Chief of Operations	2	
		Asst. Chief of Planning and Resources	4	
		Asst. Chief Financial Officer	2	
		Exec. Asst. for Strategic Policy Development	1	
		Director of Business Development	1	18
71	\$44.94-60.45 (\$93,475-125,736)	*Exec. Asst. to General Manager	2	
		Exec. Legislative Rep.	1	3
74	\$48.71-65.60 (\$101,317-136,448)	Chief Engineer	1	
		Chief Financial Officer	1	

		Chief of Planning and Resources	1	
		Chief of Operations	1	
		Chief of Communications	1	
		Senior Executive <u>Assistant</u> to General Manager	1	6
76	\$51.36-69.24 (\$106,829-144,019)	Asst. General Counsel	1	1
80	\$57.26-77.18 (\$119,101-160,534)	*Deputy General Manager	2	2
	\$179,500(FR)	General Counsel	1	1
	\$196,400(FR)	General Manager	1	<u>1</u>
		TOTAL		<del>38</del> <u>39</u>

( ) = Shows approximate annual salary range for  
convenience, Board approved rates are hourly

None of the above positions are eligible for overtime

\*These positions were changed by authority of the General Manager, as orally reported to the  
Board of Directors.

(FR) = Designates flat rate annual salary

**Attachment B to 7-7**

**§ 6500. Hourly Pay Rate Schedule.**

(a) Effective July 1, 1996, the hourly pay rate (as that term is defined in subdivision (i) of Section 6200) schedule of positions occupied by management and confidential not in an appropriate unit recognized pursuant to Section 6108 employees shall be as follows:

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63	\$36.28-48.71 (\$75,462-101,317)	*Sr. Asst. Dir. Public Affairs	0	0
65	\$38.25-51.36 (\$79,560-106,829)	Assoc. Director of Water Quality	1	
		Prin. Legislative Representative	3	4
	\$115,918(FR)	Auditor	1	1
68	(\$86,258-115,918)	Director of Public Affairs	1	
		Director of Water Quality	1	
		Director of Human Resources	1	
		Dir. of Environmental Compliance	1	
		Asst. Chief Engineer	4	
		Asst. Chief of Operations	2	
		Asst. Chief of Planning and Resources	4	
		Asst. Chief Financial Officer	2	
		Exec. Asst. for Strategic Policy Development	1	
		Director of Business Development	1	18
71	\$44.94-60.45 (\$93,475-125,736)	*Exec. Asst. to General Manager	2	
		Exec. Legislative Rep.	1	3

74	\$48.71-65.60 (\$101,317-136,448)	Chief Engineer	1	
		Chief Financial Officer	1	
		Chief of Planning and Resources	1	
		Chief of Operations	1	
		Chief of Communications	1	
		Senior Executive Assistant to General Manager	1	6
76	\$51.36-69.24 (\$106,829-144,019)	Asst. General Counsel	1	1
80	\$57.26-77.18 (\$119,101-160,534)	*Deputy General Manager	2	2
	\$179,500(FR)	General Counsel	1	1
	\$196,400(FR)	General Manager	1	<u>1</u>
		TOTAL		39

( ) = Shows approximate annual salary range for  
 convenience, Board approved rates are hourly

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\*These positions were changed by authority of the General Manager, as orally reported to the  
 Board of Directors.

(FR) = Designates flat rate annual salary

**Attachment C to 7-7**

**COMMUNICATIONS DIVISION ORGANIZATION CHART**

**FEBRUARY 1998**

**CHIEF OF COMMUNICATIONS, JACK MALOY**

**OFFICE OF THE CHIEF:  
COMMUNICATIONS SPECIALIST FOR STRATEGIC  
COMMUNICATIONS (POSITION OPEN)  
ADMINISTRATIVE SECRETARY (PROPOSED)  
R. ESCUADRO (ADMIN SUPPORT)  
C. BLADE (ADMIN SUPPORT)**

**LEGISLATIVE AFFAIRS**  
RAY CORLEY

C. NEAL

**WASHINGTON OFFICE**  
B. HILTSCHER  
P. SHUBITOWSKI

**SACRAMENTO OFFICE**  
D. HUNTER  
K. COLE  
V. HACKETT-COLE  
L. MCDONALD

**SO. CALIF. OFFICES**  
T. SKROVE  
N. ARIAS-LEE  
J. MCMILLAN  
N. EDELEN  
A. HUBBELL  
G. HEIN (REPLACE)  
P. ARLT  
D. SMITH

**ADMIN. SUPPORT TBD**

**PUBLIC AFFAIRS**  
B. GOMPERZ

L. DOVE

**MEDIA RELATIONS**  
R. HALLWACHS  
R. MUIR  
K. MCSPADDEN  
M. MALONEY

**PUBLICATIONS**  
G. HOFER, MGR.  
J. PONENTO  
K. MCLAUGHLIN  
M. SCHWARZE  
L. OKAMURA  
M. CHAVEZ  
B. BROWN  
C. CROSS

**EDUCATION**  
R. DONNELLY, MGR.  
A. MAAS  
M. LANNOM  
C. GOLDEN  
A. PERRY

**ADMIN. SUPPORT**  
J. CARRILLO,

**COMMUNITY AFFAIRS**  
A. DEISTER

D. IRIZARRY

**SPECIAL PROGRAMS**  
M. DICKINSON  
B. WYMER  
L. SMITH  
R. THOMAS  
J. KINNEY

**FACILITIES INSPECTIONS**  
C. MILLER, MGR.  
T. LOVIL  
P. CHANDLER  
A. REGO  
C. HAMAWI

**COMMUNITY OUTREACH**  
P. ORTMAN  
L. GOTTLIEB  
J. PARSONS  
R. BROWN  
T. HAMPTON  
B. MARTZ

**ADMIN SUPPORT TBD**