**MWD**

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

September 3, 1992

*To:* Board of Directors (Organization and Personnel Committee--Information)  
*From:* General Manager  
*Subject:* Interviews for Replacement of Assistant General Manager Position

Report

As presented in my letter to your Board dated August 17, 1992 (attached), I am proceeding to fill the position of Assistant General Manager to replace Michael J. McGuire. I am currently interviewing all qualified applicants. I and my two Assistant General Managers will be prepared to present to the Organization and Personnel Committee on September 14, 1992, our unanimous decision. The individual I will be recommending will be available to the Committee in closed session.

I will be seeking the Committee's approval at the September 14 meeting. The next step will be to prepare a Board letter identifying the individual I have selected and present that individual to the Board for confirmation at its meeting on September 15, 1992.

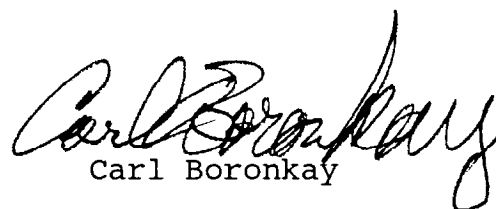
Board Committee Assignment

This letter is referred for information to:

The Organization and Personnel Committee because of that Committee's duty to study, advise, and make recommendations with regard to the appointment of individuals to serve in positions requiring Board approval, pursuant to Administrative Code Section 2471(h)

Recommendation

For information only.

  
Carl Boronkay

MJM:mjc

Attachment



**MWD**

*METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA*

August 17, 1992

*To:* Organization and Personnel Committee--Information  
*From:* General Manager  
*Subject:* Criteria and Process for Filling Vacant Assistant General Manager Position

Report

After more than 13 years of District service, Assistant General Manager Michael J. McGuire has announced his resignation, effective November 4, 1992. Dr. McGuire will be returning to the private sector to become a consultant in the water utility industry. As a result of Dr. McGuire's departure, it is my intent to proceed with naming a successor for the position of Assistant General Manager as soon as possible in order to maintain continuity of the activities under that position.

Consistent with the desires of the Board to be informed of my criteria for selecting a new Assistant General Manager, the following constitutes the special requisites necessary in the successful candidate: the ability to motivate others; a cooperative management style; strong leadership ability with willingness to delegate responsibilities and develop other managers; ability to work well with the Board of Directors; and demonstrated dedication and initiative. In summary, I seek an individual who can best assist me in managing the District.

The minimum requirements for this position are a college degree and "increasingly responsible supervisory and administrative experience where managerial capabilities have been clearly demonstrated" or "such experience as the Board of Directors deems appropriate." (Copy of job description--see Attachment A.)

It is my intention to have the successful candidate responsible for the same divisions that report to Dr. McGuire (see Attachments B and C). I am anticipating that a review of reporting relationships for Executive Staff will be part of the upcoming Strategic Plan.

August 17, 1992

During the latter part of August 1992, District managers will be invited to submit their resume for consideration for the forthcoming vacant position as part of an orderly selection process (see Attachment D). In that letter I will state that in addition to the functions stated in the job description, it is my intent to have the position continue with the responsibility for Board communications and other staff matters with the continuing goal of improving the District's internal administrative operations. Board members are invited to provide me their thoughts for consideration in making this selection.

It is my intention to submit a letter to the Board of Directors by the September meeting presenting my selection for Board review and approval.

Recommendation

For information only.

  
Carl Boronkay

SCG/dc  
Attachment  
s:1113bo

No. 002

JOB DESCRIPTION

TITLE: Assistant General Manager

DEPARTMENT: General Manager

BRIEF: This classification is responsible for assisting the General Manager in implementing the administrative policies, programs and procedures of the District. The position functions as the General Manager in his absence.

## FUNCTIONS:

1. Directs the implementation of administrative policies, programs and procedures, and supervises their execution and evaluation of results.
2. Provides administrative direction to the various divisions of the District to insure that District goals and objectives are being met.
3. Represents the District before legislative bodies and other public and private organizations on matters related to District activities.
4. Directs the development of changes in organization, staffing, and management information systems to increase effectiveness and efficiency, and to reduce administrative costs.
5. Supervises the preparation of studies, reports and documents for submission to the Board of Directors to make recommendations for policy determination and administrative direction of the District.
6. Supervises the activities of the legislative representatives in Sacramento, California and Washington, D.C. in the absence of the General Manager.

7. Participates in management conferences and meetings, and maintains effective relations with public and private agencies.
8. Performs such other duties as may be directed by the General Manager.

MINIMUM REQUIREMENTS:

Education:

A bachelor's degree in public administration, business administration, finance, law, accounting, economics, engineering, or other related field.

Experience:

Increasingly responsible supervisory and administrative experience where managerial capabilities have been clearly demonstrated.

-or-

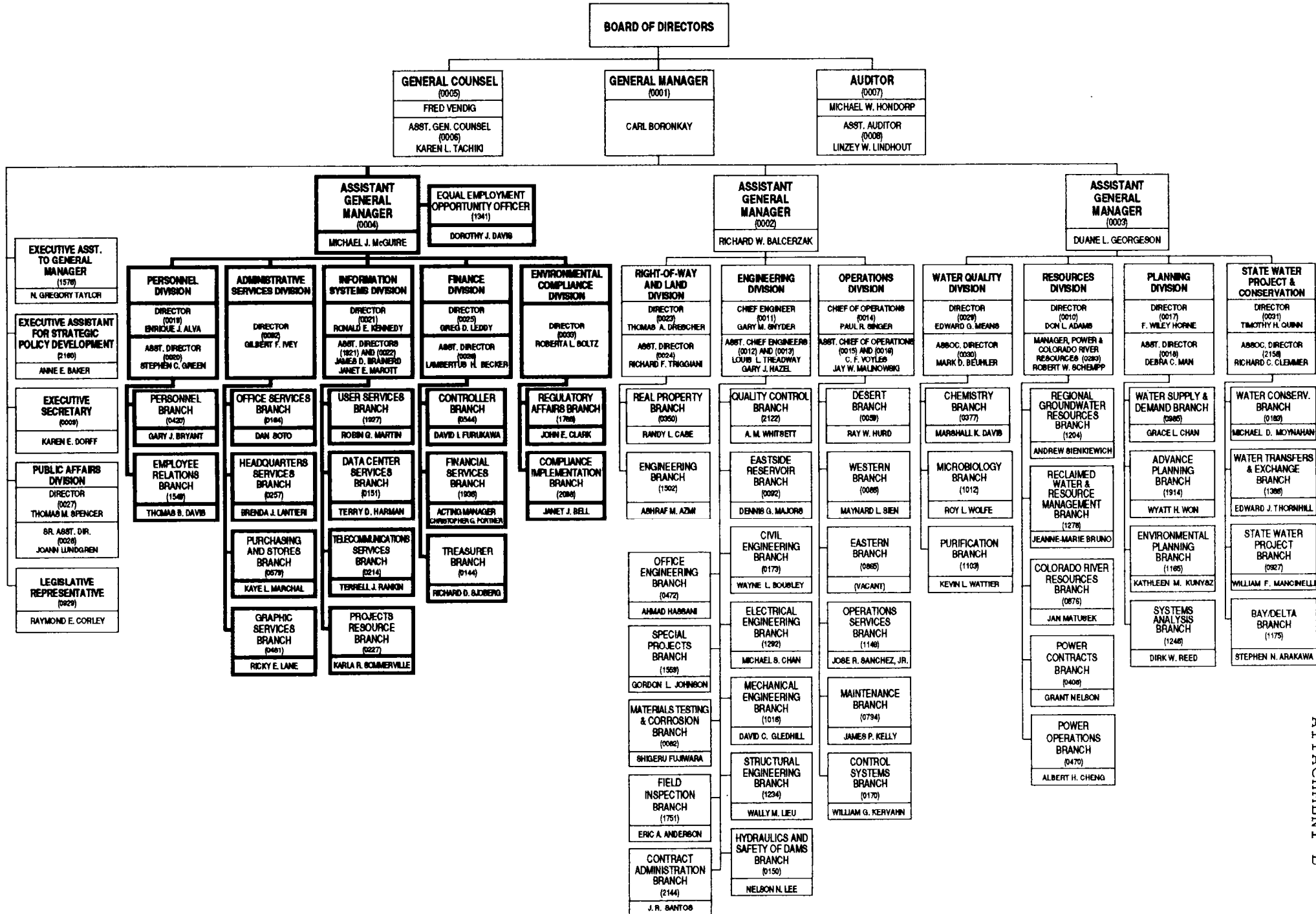
Such experience as the Board of Directors deems appropriate.

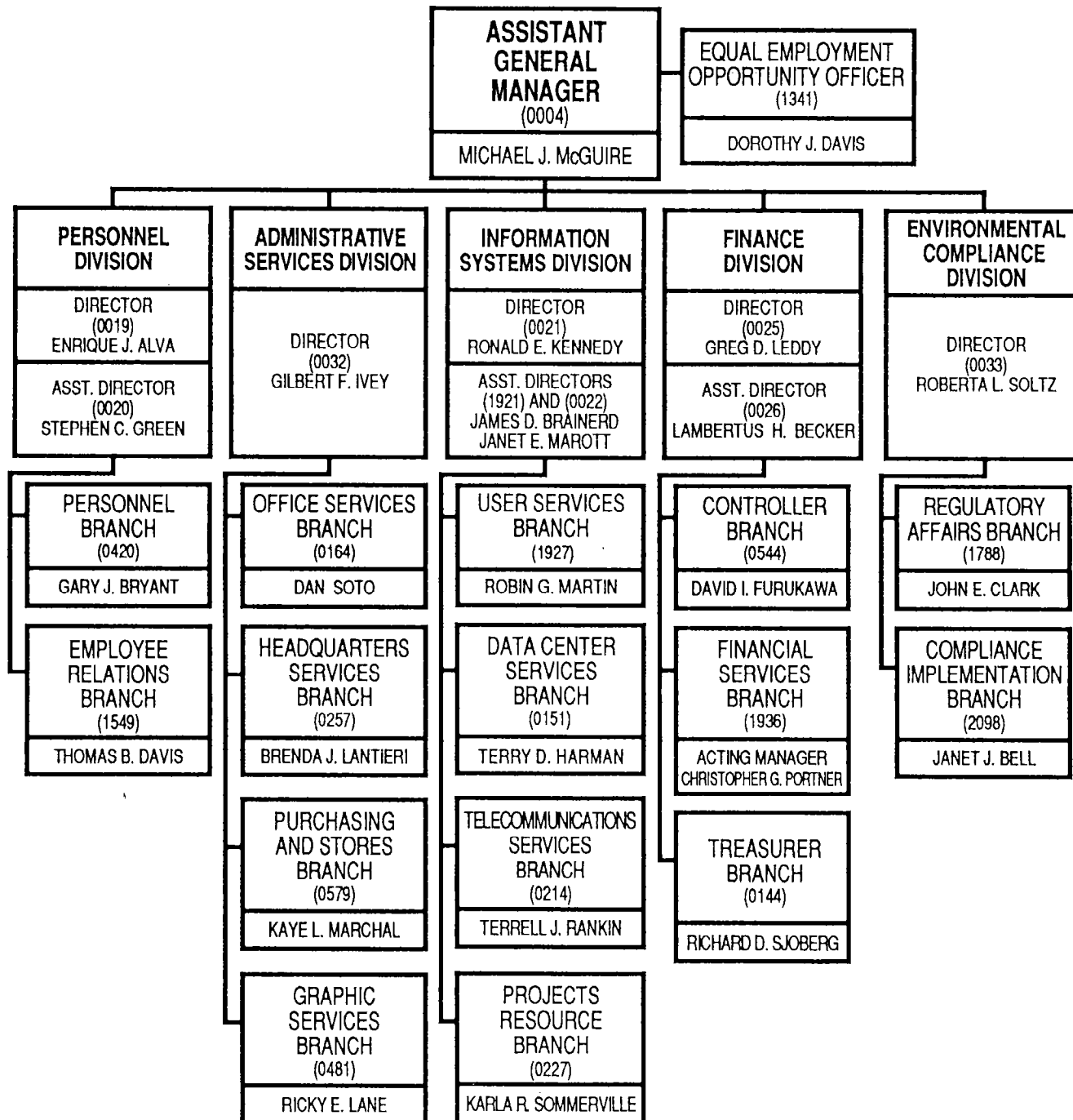
PHYSICAL CLASS: 2-light

BARGAINING UNIT CODE 01- Unrepresented

Personnel 10/9/90  
Supersedes Job Description No. 002, Assistant General Manager  
dated 2/1/84.

# METROPOLITAN WATER DISTRICT





## PROCEDURES TO SELECT ASSISTANT GENERAL MANAGER TO REPLACE MICHAEL J. MCGUIRE

Assistant General Manager Michael J. McGuire will be leaving the District on November 4, 1992. An internal recruitment will be conducted for this position, in accordance with the following procedures:

### PROCEDURES

- ✓ A notice has been sent to all Board members and District managers informing them of Assistant General Manager Michael J. McGuire's resignation.
- ✓ A letter from the General Manager will be sent to all division managers, assistant division managers, and branch managers confirming an authorized vacancy at the Assistant General Manager level, and encouraging their participation in this recruitment.
- ✓ Establish screening criteria to identify the best qualified candidates. The screening criteria will consist of a rating of education, training, administrative experience, and other special criteria developed by the General Manager consistent with the job description.
- ✓ Interview selected candidates. A panel interview consisting of the General Manager and Assistant General Managers Richard Balcerzak and Duane Georgeson, will interview the candidates on September 9 and 10, 1992.
- ✓ Present a letter to the Board of Directors at their September meeting with the General Manager's selection for Board review and approval.