**MWD**

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

August 25, 1992

To: Board of Directors (Organization and Personnel Committee--Action)

From: General Manager

Subject: Revised Request for Delegation of Authority for the General Manager to Enter into and Amend Temporary Employment Agency Service Agreements Exceeding \$250,000, for a total amount of up to one-half of the Budgetary Allocation for F/Y 1992-93

Report

This letter addresses the temporary agency agreements which are administered by the Personnel Division. After consultation with the committees and Board members, we are resubmitting this modified Board letter which limits our delegation of authority request to one-half of the budgetary allocation for temporary employment agency services. Some, but not all, of these agreements may exceed the General Manager's approval authority of \$250,000. The Personnel Division administers the District's temporary employment agency agreements for all departments and divisions with the exception of two agreements that are handled by the Operations Division (Stockmar and Vaughn) and the Engineering Division's professional services labor agreements. However, the Personnel Division does administer agreements for the Engineering Division's temporary agency clerical staff needs. The budget for these charges have been included in the Engineering Division's temporary labor allocation for the current fiscal year.

Appropriate funds have been budgeted and approved by your Board for those departments and divisions requiring temporary employment agency employees. The District's 1992/93 fiscal year (F/Y) budget includes temporary labor for the following departments and divisions:

<u>Division</u>	<u>Amount Budgeted</u>
Executive Offices	\$ 132,000
Operations	3,014,000
Planning	80,676
Personnel	347,000
Information Systems	574,000
Right of Way & Land	130,000
Finance	64,000
Public Affairs	71,100
Water Quality	346,700
State Water Project	220,000
Administrative Services	976,500
Environmental Compliance	<u>375,000</u>
Total	\$6,330,976

This is an increase of \$1.2 million over the 1991-92 projected actual amount of \$5,130,000 spent in F/Y 1991-92. About \$600,000 will be used to perform tests on equipment required to meet minimum requirements of the Surface Water Treatment Rule; to issue permits, plans, and documents associated with new regulations and laws associated with hazardous materials management, waste removal, and associated data collection and analysis; and to provide adequate staff for trip reduction and rideshare program to meet SCAQMD standards. In addition, approximately \$600,000 for computer installation and maintenance, programming services, and hazardous material data collection which were budgeted as general outside services and consulting services in 1991-92 have been reclassified as temporary help in 1992-93, to more accurately describe and account for these services.

To provide the necessary temporary personnel services, it is proposed to amend existing agreements, or enter into new ones with various temporary employment agencies, in amounts totaling no more than \$3,165,588 for 1992-93. This reflects a fifty percent reduction in this budgetary allocation. However, if it becomes necessary, another request may be submitted for authorization in six months for the remaining budgeted funds for temporary agency services.

The ability for the General Manager to exceed the \$250,000 limit provides for greater efficiency and ease of administration. For example, the practice of hiring temporary personnel is an effective means to supply all types of personnel quickly, for defined periods of time, on a cost-effective basis. In certain instances, it has proven to be advantageous to exceed \$250,000 for specified agencies that have provided excellent services by supplying qualified personnel on extremely short

notice. Additionally, many temporary employees have demonstrated that they possess the requisite skills for permanent positions as they become available. Whenever this occurs, these employees are converted to the District permanent positions. In many instances, the agencies which do the greatest business with the District often waive the customary agency placement fee. This is a very important cost-saving measure for the District.

This delegation of authority will also enhance administrative procedures by eliminating lengthy revision processes. Costs are monitored on a continual basis by the Personnel Division using the on-line cost inquiry system. When the money limitation of an agreement is about to be reached, a change order is prepared under this authority and the funds on the agreement are adjusted without the disruption or termination of service that would occur if Board letters were required.

Attachment A provides detailed information regarding the temporary employment agency by listing the expenditures of each department or division during F/Y 1991-92 (excluding the Stockmar and Vaughn contracts administered by Operations). Also shown is the length of assignment, classification, and the number of active or terminated temporary employees which the agency furnished. At the present time, 65 temporary employment agency employees provide services for the District which include basic and specialized clerical duties; unskilled laborers; skilled craft work; technical writing; and professional assignments in categories such as buyers, programmers, computer technicians, and laboratory assistant.

Section 8103(i) of the Administrative Code eliminates the need to competitively bid professional service contracts such as those which have been or will be set up for the purposes explained in this letter.

This action is exempt from the provisions of the California Environmental Quality Act because it can have no significant effect on the physical environment.

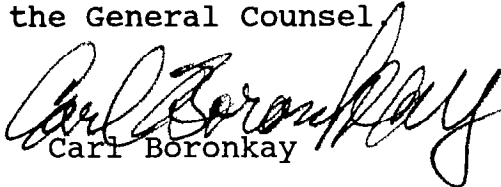
Board Committee Assignment

This letter was referred for action to the Organization and Personnel Committee because of this Committee's jurisdiction over the terms and conditions of employment of all consultants, advisors, and special counsel, pursuant to Administrative Code Section 2471(g).

Recommendation

ORGANIZATION AND PERSONNEL COMMITTEE FOR ACTION.

That the General Manager be authorized to amend existing agreements and enter into new agreements with temporary employment agencies in excess of the \$250,000 limitation with an overall limitation to this delegation of authority to one-half of the total F/Y 1992-93 allocation of \$6,330,976, (or \$3,165,588), substantially in accordance with the terms outlined in this letter, and in forms approved by the General Counsel.


Carl Boronkay

GB/jj
Attachment
s:1111bo

INACTIVE/ACTIVE TEMPORARY EMPLOYMENT AGENCY LIST**ACCONTEMPS** (Nonminority-Owned Firm)**Finance Division**

Classification	Rate	Status	Length of Assignment
Int. Clerk	17.00	Terminated	4 months
Sr. Clerk	14.60	Terminated	4 months
Jr. Clerk	18.70	Active	15 months
Sr. Clerk	14.60	Terminated	2 months

Total: \$67,671.88**ACT ONE** (Minority/Woman-Owned)**Environmental Compliance**

Classification	Rate	Status	Length of Assignment
OSA I	18.00	Active	1 month

Right of Way & Land Division

Classification	Rate	Status	Length of Assignment
OSA II	18.00	Active	1 month

Operations Division

Classification	Rate	Status	Length of Assignment
Laborer	11.23	Terminated	4 months
Laborer	11.23	Terminated	2 months
Laborer	11.23	Terminated	5 months
Laborer	11.23	Terminated	3 months
Laborer	11.23	Terminated	4 months
Laborer	10.98	Terminated	3 months
Laborer	10.98	Terminated	6 months
Laborer	10.98	Terminated	4 months

Total: \$67,746.03

AMERICAN WORK FORCE (Nonminority-Owned)

Operations Division

Classification	Rate	Status	Length of Assignment
Maintenance	16.76	Active	5 months
Maintenance	16.76	Terminated	24 months
Maintenance	15.75	Active	9 months
Maintenance	22.85	Active	10 months

Total: \$83,079.77

APPLE ONE (Nonminority-Owned)

Personnel

Classification	Rate	Status	Length of Assignment
Admin. Asst.	23.10	Active	17 months
Admin. Asst.	23.25	Active	14 months
Sr. Clerk	28.00	Active	21 months
Jr. Clerk	13.98	Terminated	2 weeks
Jr. Clerk	13.98	Terminated	2 weeks
OSA II	16.50	Terminated	1 month
OSA II	16.50	Terminated	1 week
OSA II	16.50	Terminated	1 month
Admin. Asst.	23.10	Terminated	6 months

Operations

Classification	Rate	Status	Length of Assignment
Admin. Sec.	17.28	Terminated	4 months
Sr. Clerk	18.60	Terminated	12 months
Laborer	10.98	Terminated	2 weeks
Laborer	10.98	Active	3 weeks
Laborer	10.98	Active	3 weeks
Laborer	10.98	Active	3 weeks

Engineering Division *

Classification	Rate	Status	Length of Assignment
Sr. Clerk	17.82	Active	15 months
Sr. Clerk	13.98	Active	17 months
Secretary	17.28	Terminated	5 months
Secretary	17.28	Active	14 months

State Water Project & Conservation Division

Classification	Rate	Status	Length of Assignment
OSA I	13.98	Terminated	1 month
OSA I	13.98	Active	2 months

Administrative Services Division

Classification	Rate	Status	Length of Assignment
Receptionist	14.98	Terminated	4 months
OSA III	17.28	Active	13 months

Total: \$324,412.39

BAKER CORP. (Minority/Woman-Owned)

Environmental Compliance Division

Classification	Rate	Status	Length of Assignment
OSA II	14.85	Active	16 months
Data Entry	18.15	Active	10 months
Data Entry	20.97	Active	10 months
Data Entry	18.15	Active	10 months
OSA I	19.80	Active	10 months
OSA I	23.10	Active	10 months
Word Proc.	19.80	Terminated	2 months
OSA I	19.80	Terminated	1 month
OSA I	19.80	Terminated	2 weeks
OSA I	19.80	Terminated	3 months

Engineering Division *

Classification	Rate	Status	Length of Assignment
OSA II	14.85	Active	17 months
OSA II	14.85	Terminated	3 months
Word Proc.	14.85	Terminated	4 months
OSA III	16.50	Terminated	5 months

Operations Division

Classification	Rate	Status	Length of Assignment
Int. Clerk	23.10	Terminated	12 months
Int. Clerk	20.63	Terminated	12 months
Word Proc.	16.50	Terminated	6 months

Water Quality Division

Classification	Rate	Status	Length of Assignment
OSA I	16.50	Terminated	4 months

Total: \$324,107.75

CDI (Nonminority-Owned)

Engineering Division *

Classification	Rate	Status	Length of Assignment
Sr. Clerk	18.00	Active	9 months

Administrative Services Division

Classification	Rate	Status	Length of Assignment
Jr. Buyer	20.07	Active	12 months

Total: \$46,163.26

CLAIM NET (Woman-Owned)

Personnel Division

Classification	Rate	Status	Length of Assignment
Admin. Asst.	21.60	Active	15 months
Pers. Analyst	29.19	Terminated	11 months

Total: \$51,331.60

CORPORATE (Minority-Owned)

Engineering Division *

Classification	Rate	Status	Length of Assignment
OSA III	19.20	Terminated	24 months

Operations Division

Classification	Rate	Status	Length of Assignment
Technician	24.00	Active	15 months
Technician	24.00	Active	12 months
Programmer	40.00	Active	9 months
Technician	25.00	Terminated	5 months

Total: \$197,789.60

CROWN (Woman-Owned)

Personnel Division

Classification	Rate	Status	Length of Assignment
Word Proc.	19.98	Terminated	2 months

Legal Division

Classification	Rate	Status	Length of Assignment
Word Proc.	18.50	Terminated	4 months

State Water Project & Conservation Division

Classification	Rate	Status	Length of Assignment
OSA II	18.98	Terminated	1 week
Word Proc.	18.98	Active	9 months
OSA II	18.98	Active	3 months

Administrative Services Division

Classification	Rate	Status	Length of Assignment
Word Proc.	20.98	Active	9 months

Finance Division

Classification	Rate	Status	Length of Assignment
Int. Clerk	18.50	Terminated	3 months
Int. Clerk	18.50	Terminated	1 week
Int. Clerk	19.98	Active	4 months

Engineering Division *

Classification	Rate	Status	Length of Assignment
Secretary	19.98	Active	3 months

Right of Way & Land Division

Classification	Rate	Status	Length of Assignment
Jr. Clerk	14.00	Active	2 months

Personnel Division

Classification	Rate	Status	Length of Assignment
Receptionist	14.00	Terminated	1 day

Total: \$110,700.00

DIVERSIFIED (Nonminority-Owned)

Operations Division

Classification	Rate	Status	Length of Assignment
Laborer	11.50	Terminated	6 months

Total: \$9,090.00

EDP (Nonminority-Owned)

Information Systems Division

Classification	Rate	Status	Length of Assignment
Programmer	23.00	Terminated	6 months
Programmer	60.50	Active	12 months

Total: \$136,627.01

ENCORE (Minority/Woman-Owned)

Right of Way & Land Division

Classification	Rate	Status	Length of Assignment
OSA II	23.00	Terminated	6 months
OSA II	23.00	Terminated	4 months
OSA II	23.00	Terminated	3 months
OSA II	23.00	Terminated	11 months

State Water Project & Conservation Division

Classification	Rate	Status	Length of Assignment
OSA I	18.00	Terminated	12 months

Total: \$160,848.56

H. L. YOH (Nonminority-Owned)

Personnel Division

Classification	Rate	Status	Length of Assignment
Nurse	45.00	Terminated	4 months

Total: \$20,728.40

KELLY (Nonminority-Owned)

Engineering Division *

Classification	Rate	Status	Length of Assignment
Secretary	18.85	Terminated	4 months
Jr. Clerk	15.75	Active	13 months
OSA I	18.20	Active	3 months

Finance Division

Classification	Rate	Status	Length of Assignment
Secretary	15.90	Terminated	3 weeks

Information Systems Division

Classification	Rate	Status	Length of Assignment
Sr. Clerk	26.07	Active	12 months
Data Entry	13.45	Active	8 months

State Water Project & Conservation Division

Classification	Rate	Status	Length of Assignment
OSA II	18.85	Active	14 months

Legal Division

Classification	Rate	Status	Length of Assignment
Secretary	18.85	Active	12 months

Personnel Division

Classification	Rate	Status	Length of Assignment
OSA I	18.85	Terminated	3 months
OSA I	18.85	Terminated	4 months

Environmental Compliance Division

Classification	Rate	Status	Length of Assignment
OSA I	18.85	Active	1 month

Administrative Services Division

Classification	Rate	Status	Length of Assignment
OSA I	14.25	Terminated	3 weeks
OSA I	14.25	Terminated	3 weeks
OSA I	14.25	Terminated	3 weeks

Planning Division

Classification	Rate	Status	Length of Assignment
OSA III	18.85	Terminated	1 day
Jr. Clerk	11.70	Active	2 weeks

Total: \$240,986.32

LAB SUPPORT (Nonminority-owned)

Water Quality Division

Classification	Rate	Status	Length of Assignment
Technician	20.50	Terminated	2 months
Technician	20.50	Terminated	1 month
Technician	23.75	Terminated	2 months

Total: \$27,597.08

PRO-TRAVEL (Minority/Woman-Owned)

Administrative Services Division

Classification	Rate	Status	Length of Assignment
Travel Agent	22.50	Terminated	3 months
Travel Agent	22.50	Terminated	3 months
Travel Agent	22.50	Active	3 weeks

Total: \$41,309.73

SECOND CAREERS (Non-profit Organization)

Information Systems Division

Classification	Rate	Status	Length of Assignment
Jr. Clerk	14.30	Active	As needed
Jr. Clerk	14.30	Active	As needed

Total: \$7,292.53

TRIPLE T (Nonminority-owned)

Right of Way & Land Division

Classification	Rate	Status	Length of Assignment
Engineer	40.60	Terminated	4 months

Total: \$11,642.05

VOLT (Nonminority-owned)

Personnel Division

Classification	Rate	Status	Length of Assignment
Receptionist	16.16	Terminated	3 months
Util. Clerk	16.16	Terminated	12 months
Jr. Clerk	16.16	Terminated	8 months
OSA II	24.48	Terminated	11 months
Sr. Clerk	25.09	Active	17 months
OSA II	20.41	Active	1 months
Receptionist	15.16	Active	8 months

Environmental Compliance Division

Classification	Rate	Status	Length of Assignment
OSA II	22.45	Active	1 months
Int. Clerk	15.16	Terminated	2 months

Executive Offices Division

Classification	Rate	Status	Length of Assignment
Secretary	20.41	Terminated	2 months

Administrative Services Division

Classification	Rate	Status	Length of Assignment
Jr. Clerk	13.83	Terminated	13 months
Jr. Clerk	14.33	Terminated	9 months
Jr. Buyer	24.48	Terminated	6 months
Storekeeper	15.98	Active	16 months
Storekeeper	15.98	Active	12 months
Buyer	30.10	Active	14 months
Jr. Clerk	14.55	Active	4 months
Jr. Clerk	14.33	Active	2 months

Operations Division

Classification	Rate	Status	Length of Assignment
Eng. Aide	24.14	Active	9 months

Information Systems Division

Classification	Rate	Status	Length of Assignment
Sr. Clerk	21.57	Active	14 months

Total: \$654,449.69

WESTCOAST INDUSTRIAL (Nonminority-Owned)

Administrative Services Division

Classification	Rate	Status	Length of Assignment
Maintenance	23.90	Terminated	3 months
Maintenance	23.90	Active	17 months
Maintenance	23.90	Active	17 months

Operations Division

Classification	Rate	Status	Length of Assignment
Maintenance	19.80	Terminated	6 months
Maintenance	19.80	Terminated	5 months
Maintenance	17.42	Terminated	1 week
Maintenance	17.42	Terminated	9 months
Maintenance	17.42	Terminated	4 months
Maintenance	20.80	Active	15 months
Maintenance	19.80	Active	20 months
Maintenance	19.80	Active	20 months
Maintenance	19.80	Active	20 months
Maintenance	23.90	Active	6 months
Maintenance	17.42	Active	4 months

Total: \$416,426.35

* Engineering temporary labor budget authorization administered by the Personnel Division.