

**MWD**

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

July 12, 1993

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

From: General Manager

Subject: Authority for the General Manager to Enter into and Amend Existing Contracts with Temporary Employment Agencies Supplying Temporary Personnel and to Employ Temporary and Part-Time District Personnel with an Overall Limitation in Amounts Paid of \$1,984,425 for the First Quarter of Fiscal Year 1993-94.

Report

This letter addresses the temporary agency agreements which are administered by the Personnel Division. 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 the Engineering Division's professional services labor agreements. However, the Personnel Division does administer agreements for some of the Engineering Division's temporary agency staff needs. The budget for these charges are 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 1993-94 fiscal year (F/Y) budget includes temporary labor for the following departments and divisions:

| <u>Division</u> | <u>Amount Budgeted</u> |
|--------------------------|------------------------|
| Executive Offices | \$ 210,800 |
| Resources | 10,000 |
| Operations | 2,956,400 |
| Planning | 110,000 |
| Personnel | 572,000 |
| Information Systems | 580,000 |
| Right of Way & Land | 502,500 |
| Finance | 70,000 |
| Public Affairs | 71,100 |
| Water Quality | 429,900 |
| State Water Project | 180,000 |
| Administrative Services | 1,870,000 |
| Environmental Compliance | <u>375,000</u> |
| Total | \$7,937,700 |

To provide the necessary temporary personnel services, it is proposed that we amend existing agreements, or enter into new ones with the various temporary employment agencies, in amounts totaling no more than \$1,984,425 for the first quarter of fiscal year 1993-94. This reflects a twenty-five percent reduction in the budget allocation. At the request of your Board's Organization and Personnel Committee, authority is requested for a three-month period of time instead of one year. A new request for the second quarter of fiscal year 1993-94 will be submitted in approximately two months, depending upon the needs of the Departments and Divisions for whom the Personnel Division administers agreements.

The ability for the General Manager to exceed the \$250,000 limit provides greater efficiency and ease of administration. For example, the practice of hiring temporary personnel is an effective means for supplying 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 and qualified personnel on very short notice. In fact, this was the situation which occurred when temporary laborers were required for brush clearance at both the Domenigoni Valley and Lake Mathews work sites. 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 considered for conversion to permanent District positions. In many instances, the agencies which do the greatest business with the District often waive the customary agency placement fee. This has proven to be a very important cost-effective measure for the District.

This delegation of authority will also enhance administrative procedures by eliminating lengthy revision processes that would otherwise be required, were this authority not be extended to the General Manager. Costs are monitored on a continual basis by the Personnel Division using an on-line cost inquiry system. When the monetary limitation of the agreements are reached, a change order is prepared under this authority and funds for the agreements are adjusted without disruption or termination of service.

Attachment "A" provides detailed information regarding the temporary employment agency by listing the expenditures of each department or division during F/Y 1992-93. Also shown is the length of assignment, classification, and the number of temporary employees which the agency currently

furnishes. At the present time, 129 temporary employment agency employees provide services for the District.

The services include basic and specialized clerical duties; unskilled labor; skilled craft work; technical writing; and professional assignments in categories such as buyer, 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, as specified in the District's Administrative Code. The overall limitation to this delegation of authority is \$1,984,425 for the first quarter of fiscal year 1993-94 substantially in accordance with the terms outlined in this letter, and in forms approved by the General Counsel.


for General Manager

GJB/jmf
Attachment

s:1147bo

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

| Classification | Rate | Status | Length of Assignment |
|----------------|-------|--------|----------------------|
| Jr. Clerk | 16.00 | Active | 1 month |

Total: \$50,275**ACT ONE** (Minority/Woman-Owned)**Environmental Compliance**

| Classification | Rate | Status | Length of Assignment |
|----------------|-------|--------|----------------------|
| OSA I | 18.00 | Active | 3 months |
| OSA I | 22.15 | Active | 6 months |

Right of Way & Land Division

| Classification | Rate | Status | Length of Assignment |
|----------------|-------|--------|----------------------|
| OSA II | 18.25 | Active | 3 months |

Engineering Division

| Classification | Rate | Status | Length of Assignment |
|----------------|-------|--------|----------------------|
| Int. Clerk | 17.89 | Active | 4 months |

Personnel Division

| Classification | Rate | Status | Length of Assignment |
|----------------|-------|--------|----------------------|
| Receptionist | 18.48 | Active | 1 month |

Finance Division

| Classification | Rate | Status | Length of Assignment |
|----------------|-------|--------|----------------------|
| Int. Clerk | 17.85 | Active | 3 months |

Administrative Services

| Classification | Rate | Status | Length of Assignment |
|----------------|-------|--------|----------------------|
| Micro. Tech. | 20.18 | Active | 2 months |

Executive Office

| Classification | Rate | Status | Length of Assignment |
|----------------|-------|--------|----------------------|
| Admin. Sec. I | 16.91 | Active | 1 month |

Operations Division

| Classification | Rate | Status | Length of Assignment |
|----------------|-------|--------|----------------------|
| Jr. Clerk | 12.38 | Active | 1 month |
| Data Entry | 14.25 | Active | 1 month |
| Laborer | 10.98 | Active | 2 months |
| Laborer | 10.98 | Active | 2 months |
| Laborer | 10.98 | Active | 2 months |
| Laborer | 10.98 | Active | 2 months |
| Laborer | 10.98 | Active | 2 months |
| Laborer | 10.98 | Active | 2 months |
| Laborer | 10.98 | Active | 2 months |
| Laborer | 10.98 | Active | 2 months |
| Laborer | 13.73 | Active | 2 months |

Total: \$1,080,809

AMERICAN WORK FORCE (Nonminority-Owned)

Operations Division

| Classification | Rate | Status | Length of Assignment |
|----------------|-------|--------|----------------------|
| Maintenance | 16.76 | Active | 38 months |
| Maintenance | 15.85 | Active | 8 months |
| Maintenance | 15.85 | Active | 8 months |

Total: \$100,300

APPLE ONE (Nonminority-Owned)

Personnel

| Classification | Rate | Status | Length of Assignment |
|----------------|-------|--------|----------------------|
| Admin Asst I | 25.58 | Active | 25 months |
| Sr. Clerk | 28.00 | Active | 32 months |

Operations

| Classification | Rate | Status | Length of Assignment |
|----------------|-------|--------|----------------------|
| Int. Clerk | 12.38 | Active | 3 months |
| Int. Clerk | 10.79 | Active | 3 months |

Engineering Division

| Classification | Rate | Status | Length of Assignment |
|----------------|-------|--------|----------------------|
| Sr. Clerk | 16.50 | Active | 3 months |
| Sr. Clerk | 14.98 | Active | 28 months |

Information Systems Division

| Classification | Rate | Status | Length of Assignment |
|----------------|-------|--------|----------------------|
| Gen. Mt. Asst. | 16.16 | Active | 1 month |

Total: \$194,829

CDI (Nonminority-Owned)

Administrative Services Division

| Classification | Rate | Status | Length of Assignment |
|----------------|-------|--------|----------------------|
| Jr. Buyer | 21.45 | Active | 22 months |

Total: \$44,306

CLAIM NET (Woman-Owned)

Personnel Division

| Classification | Rate | Status | Length of Assignment |
|----------------|-------|--------|----------------------|
| Admin Asst I | 21.60 | Active | 26 months |

Total: \$65,814

CROWN (Woman-Owned)

Administrative Services Division

| Classification | Rate | Status | Length of Assignment |
|----------------|-------|--------|----------------------|
| Util. Wrk. I | 15.08 | Active | 3 months |
| Jr. Clerk | 12.98 | Active | 2 months |

Finance Division

| Classification | Rate | Status | Length of Assignment |
|----------------|-------|--------|----------------------|
| Int. Clerk | 20.98 | Active | 2 months |

Information Systems Division

| Classification | Rate | Status | Length of Assignment |
|----------------|-------|--------|----------------------|
| OSA II | 21.98 | Active | 4 months |

Right of Way & Land Division

| Classification | Rate | Status | Length of Assignment |
|----------------|-------|--------|----------------------|
| Jr. Clerk | 14.00 | Active | 1 months |

Total: \$152,222

CULVER TEMPORARY WORKFORCE (Nonminority-Owned)

Environmental Compliance Division

| Classification | Rate | Status | Length of Assignment |
|----------------|-------|--------|----------------------|
| Admin Asst III | 28.10 | Active | 27 months |
| Admin Asst II | 24.00 | Active | 10 months |
| Data Entry | 20.97 | Active | 15 months |
| Data Entry | 18.15 | Active | 15 months |
| OSA II | 21.45 | Active | 5 months |

Operations Division

| Classification | Rate | Status | Length of Assignment |
|----------------|-------|--------|----------------------|
| OSA I | 20.63 | Active | 3 months |
| Int. Clerk | 14.03 | Active | 3 months |

Total: \$315,499

EDP (Nonminority-Owned)

Information Systems Division

| Classification | Rate | Status | Length of Assignment |
|----------------|-------|--------|----------------------|
| Programmer | 60.50 | Active | 23 months |

Total: \$114,859

H. L. YOH (Nonminority-Owned)

Water Quality

| Classification | Rate | Status | Length of Assignment |
|----------------|-------|--------|----------------------|
| Asst. Chem. | 31.00 | Active | 3 months |
| Lab. Asst. | 17.05 | Active | 6 months |

Total: \$40,821

KELLY (Nonminority-Owned)

Engineering Division

| Classification | Rate | Status | Length of Assignment |
|----------------|-------|-----------|----------------------|
| Int. Clerk | 16.95 | Part Time | 9 months |

Planning Division

| Classification | Rate | Status | Length of Assignment |
|----------------|-------|--------|----------------------|
| OSA II | 18.85 | Active | 11 months |

Information Systems Division

| Classification | Rate | Status | Length of Assignment |
|----------------|-------|--------|----------------------|
| Sr. Clerk | 26.07 | Active | 23 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 | 5 months |

Administrative Services Division

| Classification | Rate | Status | Length of Assignment |
|----------------|-------|--------|----------------------|
| Jr. Clerk | 10.55 | Active | 2 months |
| Jr. Clerk | 10.80 | Active | 1 month |
| Jr. Clerk | 10.55 | Active | 1 month |
| Gen. Mt. Asst. | 12.00 | Active | 2 months |
| Gen. Mt. Asst. | 12.00 | Active | 2 months |
| Gen. Mt. Asst. | 12.90 | Active | 2 months |

Total: \$238,109

LAB SUPPORT (Nonminority-Owned)

Total: \$12,879

PREFERRED PERSONNEL (Woman-Owned)

Operations Division

| Classification | Rate | Status | Length of Assignment |
|----------------|-------|--------|----------------------|
| Technician | 24.00 | Active | 26 months |

Total: \$97,957

PRO-TRAVEL (Nonminority-Owned)

Total: \$27,004

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: \$6,633

STAFF SUPPORT (Woman-Owned)

Personnel Division

| Classification | Rate | Status | Length of Assignment |
|----------------|-------|--------|----------------------|
| Admin Asst I | 22.51 | Active | 5 months |
| Receptionist | 16.25 | Active | 3 months |

Legal Division

| Classification | Rate | Status | Length of Assignment |
|----------------|-------|--------|----------------------|
| Secretary | 17.22 | Active | 5 months |

Engineering Division

| Classification | Rate | Status | Length of Assignment |
|----------------|-------|--------|----------------------|
| Int. Clerk | 15.40 | Active | 1 month |

Total: \$91,204

SUPERIOR DESIGN (Nonminority-Owned)

Right of Way and Land Division

| Classification | Rate | Status | Length of Assignment |
|----------------|-------|--------|----------------------|
| Eng. Tech. | 36.25 | Active | 2 months |

Total: \$11,999

TALENT TREE PERSONNEL (Nonminority-Owned)

Personnel Division

| Classification | Rate | Status | Length of Assignment |
|----------------|-------|--------|----------------------|
| OSA I | 16.21 | Active | 4 months |

Right of Way and Land Division

| Classification | Rate | Status | Length of Assignment |
|----------------|-------|--------|----------------------|
| Admin Asst I | 19.99 | Active | 3 months |
| Admin Asst I | 19.99 | Active | 3 months |

Engineering Division

| Classification | Rate | Status | Length of Assignment |
|----------------|-------|--------|----------------------|
| Int. Clerk | 17.55 | Active | 1 month |

State Water Project & Conservation Division

| Classification | Rate | Status | Length of Assignment |
|----------------|-------|--------|----------------------|
| OSA I | 19.50 | Active | 1 month |

Total: \$330,193

T.E.M.P.S. (Minority/Woman-Owned)

Total: \$3,606

TRIPLE T (Nonminority-Owned)

Total: \$31,976

VOLT (Nonminority-Owned)

Environmental Compliance Division

| Classification | Rate | Status | Length of Assignment |
|----------------|-------|--------|----------------------|
| OSA III | 23.52 | Active | 3 months |

Personnel Division

| Classification | Rate | Status | Length of Assignment |
|----------------|-------|--------|----------------------|
| Secretary | 24.75 | Active | 2 months |
| Admin Asst I | 25.22 | Active | 28 months |

Administrative Services Division

| Classification | Rate | Status | Length of Assignment |
|----------------|-------|--------|----------------------|
| Int. Clerk | 13.60 | Active | 3 months |
| Storekeeper | 16.80 | Active | 27 months |

Operations Division

| Classification | Rate | Status | Length of Assignment |
|----------------|-------|--------|----------------------|
| Int. Clerk | 20.41 | Active | 1 month |
| Eng. Tech. | 26.74 | Active | 3 months |

Total: \$262,873

WESTCOAST INDUSTRIAL (Nonminority-Owned)

Administrative Services Division

| Classification | Rate | Status | Length of Assignment |
|----------------|-------|--------|----------------------|
| Maintenance | 26.81 | Active | 26 months |
| Maintenance | 25.41 | Active | 3 months |
| Maintenance | 23.90 | Active | 28 months |
| Storekeeper I | 25.41 | Active | 2 months |
| Storekeeper I | 25.41 | Active | 2 months |
| Storekeeper I | 25.41 | Active | 1 month |

Operations Division

| Classification | Rate | Status | Length of Assignment |
|----------------|-------|--------|----------------------|
| Maintenance | 19.80 | Active | 31 months |
| Maintenance | 19.80 | Active | 31 months |
| Maintenance | 25.84 | Active | 4 months |
| Maintenance | 19.80 | Active | 3 months |

Total: \$402,281

WESTERN TEMPORARIES (Nonminority-Owned)

Engineering Division

| Classification | Rate | Status | Length of Assignment |
|----------------|---------|--------|----------------------|
| Laborers (42) | Various | Active | 4 months |

Total: \$473,332

AGENCY OWNERSHIP

| Ownership | Number | Percentage |
|-------------|--------|------------|
| Nonminority | 16 | 69.6% |
| Minority | 2 | 8.7% |
| Woman | 4 | 17.4% |
| Non-Profit | 1 | 4.3% |

Total: 23