

**MWD**

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

June 22, 1993

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

From: General Manager

Subject: 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 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 \$3,968,850 for 1993-94. 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 a portion of the remaining budgeted funds for temporary agency services.

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 one-half (\$3,968,850) of the total F/Y 1993-94 allocation of \$7,937,700. The terms of this delegation are outlined in this letter and in forms approved by the General Counsel.


for General Manager

GJB/dc
Attachment

s:1147bo

ACTIVE TEMPORARY EMPLOYMENT AGENCY LIST**ACCOMTEMPS** (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