

at its meeting held MAR 8 1994

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Dawn E. Wolf
Executive Secretary



MWD

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

February 17, 1994

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

From: General Manager

Subject: Cooperative Work/Study Program

Report

In the spirit of Metropolitan's goals of community outreach and greater diversity in the workforce and making it more representative of the available workforce in Metropolitan's service area, the Operations Division implemented a cooperative work/study program this year. Recently designated "The Don Adams Memorial Cooperative Work/Study (Adams) Program," it was envisioned by the late Chief of Operations, Don Adams, as a means of offering targeted minority and women engineering students an opportunity to gain work-related experience in different fields of operations and engineering while earning money to help them stay in college and complete their degree work. It would also help the Operations Division identify minority and women with the education and experience the division needs.

During this first year, twelve students are being given an opportunity to participate during two six-month periods. The Adams program is to run for two years, during which time staff will evaluate its benefit to the District and the students and the feasibility of expanding the program to other disciplines besides engineering and offering the program District-wide.

The program was put together by Elvin Moon, a minority consultant firm Metropolitan has used for other minority and women-related programs. Under the program, students will take six months off school and work full time in specific areas of the Operations Division that had meaningful work assignments for the students and supervisors who were eager to mentor these people. The consultant contacted several local universities that sponsor work/study programs, speaking with deans in placement offices and those in charge of minority engineering programs, to advise them of Metropolitan's program and to learn how to reach their students. The consultant accepted resumes from interested students and performed initial evaluations and interviews. Operations division administrative staff and the six supervisors for whom the students would work made their selections based upon the student's experience, course work, stated preferences, grade-point average, and years of school.

Initial supervisor response to the first group of students has been very positive; the students have proven to be bright, highly motivated, and quick learners. During the six months the students will be at the District, the consultant and Operations administrative staff will meet with them and then with the supervisors to discuss their impressions, the things that are working especially well, any problems, and other aspects of the program. Before the end of the first year, staff will also identify other disciplines that lend themselves to the work/study concept and open discussions with other divisions to determine opportunities for expanding the program throughout the District.

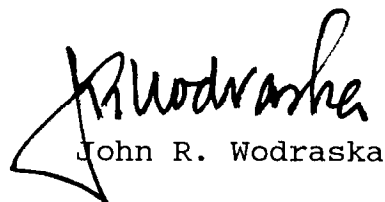
Funds for this program are available in the O&M Budget for 1993-94 and will be available in the 1994-95 budget upon approval of your Board.

Board Committee Assignment

This letter is sent to the Organization and Personnel Committee for information because of their authority to study, advise and make recommendations with regard to areas of special concern to the District and its employees, including, but not limited to, equal employment opportunity, affirmative action, and work rules pertaining to the health and safety of employees, and to policies and rules regarding employment pursuant to Administrative Code Sections 2471(d) and (e).

Recommendation

For information only.



John R. Wodraska