

JUN 14 1994

8-2



MWD

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA
~~EXECUTIVE SECRETARY~~

Karen E. [Signature]

June 2, 1994

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

From: General Manager

Subject: Reorganization of the General Manager's Department

Report

During my tenure as General Manager, I have been assessing the organizational structure of the General Manager's Department to ascertain how to best capture the many strengths of the organization and the individuals who work here and how to ensure that Metropolitan, as an organization, is best prepared to accomplish the mission of Metropolitan as adopted by your Board. Additionally, it is expected that many challenges that have been identified in the Strategic Plan, the Integrated Resources Planning Process, and others that will develop over time will require a flexible and responsive organizational structure.

Many of the challenges that Metropolitan faces now and into the foreseeable future require that the necessary workings of Metropolitan, or the core business, be carried out in a more productive and streamlined manner. Additionally, some matters may require expertise which traverses the traditional vertical management lines of divisions. Therefore, one of the underlying concepts of this reorganization is to recognize that teamwork, embodied in project teams which may be formed as the need arises, must fit in with a new, streamlined organizational structure. The major principles of reorganization which provide the foundational predicate are flattening of the organization, increased communication, empowerment, accountability, consolidation, and enhanced career opportunity. (See Attachment 1.) With these principles in mind, the reorganization effort is expected to take some time, however, the core components are now ready for Board review.

Currently, the General Manager is assisted by three Assistant General Managers and two Executive Assistants for Strategic Planning. A copy of the current table of organization is shown on Attachment 2. To facilitate the

streamlining of process and to foster empowerment at lower levels, it is proposed to eliminate, when all incumbents have vacated the position, the classification of Assistant General Manager. In place of that classification, it is proposed that the classification of Deputy General Manager be established, and that two positions be authorized in that classification. The duties of that position are outlined in the job description which is Attachment 3. Generally, the Deputy General Managers would function as the principal assistants of the General Manager and would, if approved by the Board, be occupied by Dr. Timothy Quinn and Dr. Wiley Horne.

Under the proposed reorganization, the General Manager would primarily oversee core business functions of Metropolitan, although the Deputy General Managers would also be available to assist in management of these functions. The General Manager would oversee the issues relating to the new headquarters building, which is a continuation of the manner in which that project has been handled to date. Consistent with the goal of managing by objective with emphasis on the General Manager's priorities as developed and approved by your Board on an annual basis, it is expected that the Deputy General Managers would be responsible for particular projects and/or priorities. For example, Dr. Quinn would oversee the external relations of Metropolitan and would be responsible for developing proposed programs for directing Metropolitan's external relations function and coordinating and overseeing the work of the legislative representatives. Additionally, Dr. Quinn would continue to direct the activities of the Bay/Delta Project team as well as other projects which will be developed over time. Dr. Horne would direct critical large-scale projects, such as the Integrated Resources Planning effort and others which would be identified.

The classification of Deputy General Manager would continue at the same pay grade as currently provided for the Assistant General Manager classification. The approval of this job classification would be effective July 1, 1994.

In addition to Drs. Quinn and Horne, Duane Georgeson would be moved to the position of Executive Assistant to the General Manager, an already existing classification. In this position, Mr. Georgeson will provide services as directed by the General Manager on matters related to the State Water Project, Colorado River matters and other federal issues, such as the Clean Water Act and the Safe Drinking Water Act. In this position, Mr. Georgeson's considerable expertise and knowledge would be utilized in the most effective manner for Metropolitan.

Richard Balcerzak's considerable expertise in construction will be utilized by focusing his work on construction matters, as well as his continued availability to assist the new Chief of Operations. Mr. Balcerzak will continue as an Assistant General Manager and report directly to the General Manager.

To ensure cohesion in our planning and resource activities, the Divisions of Planning, Resources, and State Water Project and Conservation would be consolidated into one division to be called the Division of Planning and Resources. This new division would be headed by Debra Man, the present Director of Planning, who would be promoted to the new classification of Chief of Planning and Resources at pay grade 74. Ms. Man would be assisted by four Assistant Chiefs, each who would serve at pay grade 68 and would be responsible for the following specific areas:

State Water Project/Resources--assists the Chief of Planning and Resources in directing the protection of Metropolitan's interests in the State Water Project, including water and cost allocation issues and other administrative matters as they pertain to the contract, direct negotiations and implementation of Central Valley transfers. Additionally, oversees work, as part of the Bay/Delta team on the development and implementation of strategies to protect Metropolitan's interests in the Bay/Delta.

Colorado River Resources and Power--assists the Chief of Planning and Resources in directing the protection of Metropolitan's interests in the water and power resources of the imported aqueduct deliveries. This includes, but is not limited to maximization of the water resource, including water transfers and negotiation of new power contracts or amendments and renewals of contracts regarding the Colorado River water, State Water Project water, and Metropolitan hydropower supplies.

Finance and System Planning--assists the Chief of Planning and Resources in directing Metropolitan's various planning activities, including the preparation of Integrated Resources Plans, facility plans for the Capital Improvement Program, environmental documentation, such as environmental impact reports, endangered species permits and develops and implements short- and long-term financial plans.

Local Resources--assists the Chief of Planning and Resources in the development and implementation of various programs in coordination with Member Agencies and other resource agencies to develop reclaimed water and to utilize groundwater basins, through programs such as the groundwater recovery program, cyclic storage and conjunctive use and the development of other local resources through programs such as the local projects program. Additionally, develops and administers the water conservation program.

Three of the assistant chiefs already serve in management level positions. Brian Thomas, presently an Assistant Director of Finance would head up the finance and systems planning group, Robert Schempp, presently the Associate Director of Resources would head up the Colorado River and power matters, Steve Arakawa, presently the Bay/Delta Manager would become the Assistant Chief over State Water Project/Resources and the Local Resources Assistant would be filled through a selection process. Additionally, to ensure the administrative integrity of this newly merged division, an Associate Director of Planning and Resources would be created to consolidate all administrative functions of the division. It is anticipated, that Richard Clemmer, presently the Associate Director of the State Water Project and Conservation Division would assume this position with no change in the pay grade. The job descriptions for these new classifications are Attachments 4, 5, and 6. A copy of the table of organization for this newly consolidated division is Attachment 7.

To further facilitate streamlining of Metropolitan processes and in recognition of the close working relationship and coordination necessary between Engineering and Right of Way and Land, it is proposed to merge the Right of Way and Land Division into the Engineering Division. Right of Way and Land would become a branch of Engineering and the position of Director of Right of Way and Land would become the Right of Way and Land Program Manager and the Assistant Director of Right of Way and Land would become the Assistant Right of Way and Land Program Manager. A copy of the job descriptions for these two classifications are Attachments 8 and 9. No change in the pay grade of these classifications is recommended.

While authority is requested for nine positions to implement the reorganization, the organizational changes discussed above results in an overall decrease of three budgeted positions by the end of fiscal year 1994-95 at an approximate annual cost savings of \$250,000. An organization chart reflecting the proposed reorganization is Attachment 10.

Employee Contracts

To implement this proposed reorganization, authority is also requested to enter into employment agreements with the Deputy General Managers and with the Executive Assistant to the General Manager.

Under the proposed terms of the employment contract with the Deputy General Managers, the salary range would reflect the range established by the Board for pay grade 80, that already existing for the Assistant General Managers. The contracts would provide for severance pay in the event of termination by the General Manager, except for cause, of six months of pay. Additionally, Metropolitan would pay the Deputy General Manager's contribution to the Public Employee Retirement System and would provide for Metropolitan's contribution of the Deputy General Manager's full deferred compensation contribution, and an optional car allowance of \$550.00 per month. The total costs of these additional benefits are shown on Attachment 11.

Under the proposed terms of the employment contract with the Executive Assistant to the General Manager, the pay grade would be established at pay grade 71, that which is currently established for the position. All benefits would remain the same as other unrepresented employees, however, to maximize the productivity of this position, a new work schedule, which would take advantage of telecommuting opportunities would be provided. Appropriate equipment, such as a computer and associated equipment would be provided. In recognition of the uniqueness and the need for continuity of this position it is also proposed that except for dismissal for cause, that the contract be for a minimum term of one year and would continue thereafter upon terms and conditions mutually acceptable to the General Manager and the Executive Assistant to the General Manager.

Reorganization is an ongoing effort, and more components, particularly, those dealing with individual divisions will be developed over time. In particular, it is expected that both the Engineering and the Operations Divisions, in response to numerous studies, such as the Beck report, the peer review and the Blue Ribbon report may also require some modification in their organizational structure.

Board Committee Assignments

This letter is referred for action to:

The Organization and Personnel Committee because of its authority to study, advise, and make recommendations with regard to the form of Metropolitan's organization and the flow of authority and responsibility, pursuant to Administrative Code Section 2471(a); and

The Executive Committee because of its authority to study, advise, and make recommendations with regard to policies and procedures to be considered by the Board, pursuant to Administrative Code Section 2417(e).

Recommendations

EXECUTIVE AND ORGANIZATION AND PERSONNEL COMMITTEES FOR ACTION.

1. That the Board approve, effective July 1, 1994, the creation of the job classifications of Deputy General Manager, Chief of Planning and Resources, Assistant Chief of Planning and Resources, Associate Director of Planning and Resources, Right of Way and Land Program Manager, and Assistant Right of Way and Land Program Manager;

2. That the Board authorize, effective July 1, 1994, nine positions for the classifications outlined in this letter, upon the terms and conditions discussed herein;

3. That the Board approve the General Manager's selection of Dr. Timothy Quinn and Dr. Wiley Horne as Deputy General Managers, effective July 1, 1994;

4. That the General Manager be authorized to enter into employment agreements upon the terms and conditions outlined in this letter, and in a form approved by the General Counsel;

5. That the Board approve the General Manager's selection of Duane Georgeson as the Executive Assistant to the General Manager;

6. That the Board approve the General Manager's selection of Debra Man to be the Chief of Planning and Resources;

7. That the Board authorize the necessary amendments to the Administrative Code as shown in Attachment 12. The proposed revisions are shown by strikeover and underlining on Attachment 13; and

8. That the Board authorize the General Manager to make the necessary changes to the Administrative Code when all incumbents have vacated the position of Assistant General Manager.

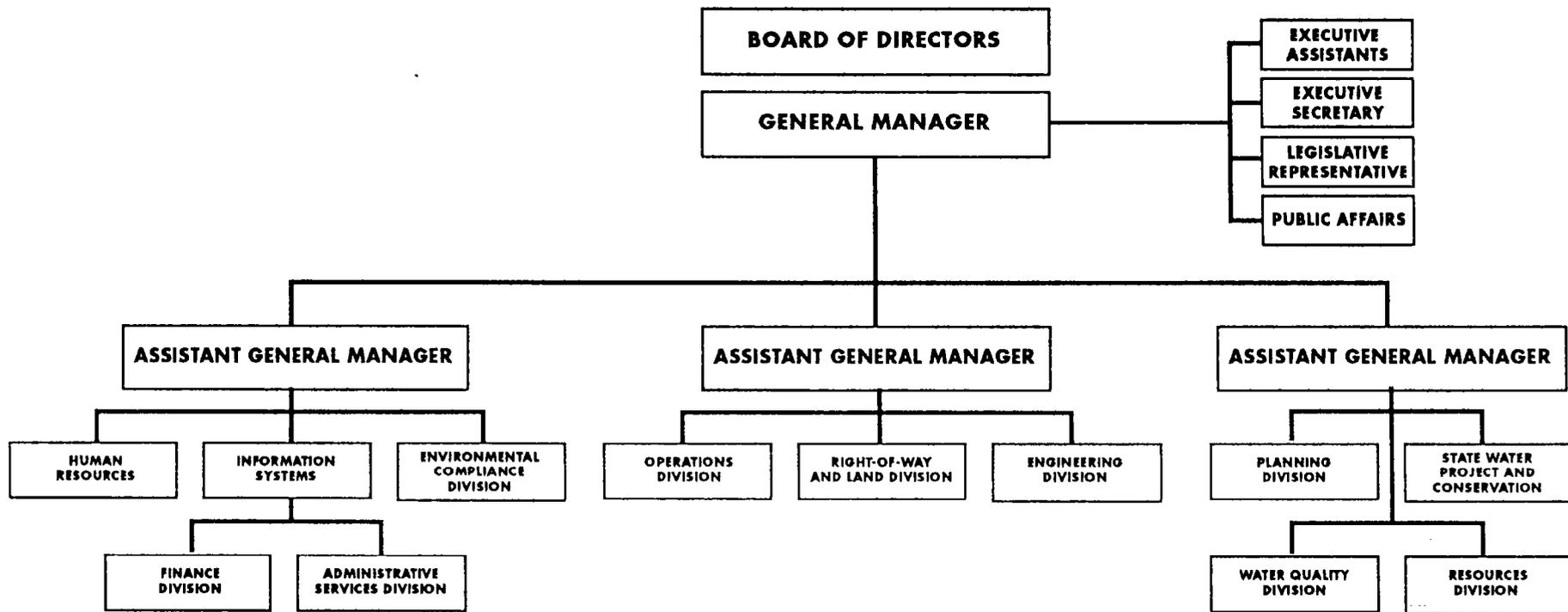

John R. Wodraska

db/gld
Attchs.
reorg2

PRINCIPLES FOR ORGANIZATIONAL CHANGE

1. **Management By Objective.** An overarching purpose of reorganization is to enhance our ability to effectively manage activities at Metropolitan to achieve the priority objectives established by the Board and management.
2. **Improving Team Effectiveness.** Reorganization should improve communication within the organization and enhance the productivity of interdivisional teams.
3. **Flattening the Organization.** Shorter lines of communication between division managers and the General Manager will increase the responsiveness of management to changing circumstances.
4. **Empowerment.** The reorganization is intended to empower decision-making at the division level and below, encouraging a more entrepreneurial approach to solving problems at the District.
5. **Accountability.** The District's organization should be designed to clearly assign accountability for the success or failure of District functions and projects to specific managers.
6. **Improving Resource Management.** The management structure should include mechanisms to assure that project managers have authority over and are accountable for the resources they manage.
7. **Consolidation.** To increase productivity, some division functions can be consolidated to assure consistent management decisions and reduce resource requirements.
8. **Enhanced Career Opportunities.** Reorganization should increase opportunities for career development and expand the career paths open to Metropolitan employees.

CURRENT METROPOLITAN WATER DISTRICT



METROPOLITAN WATER DISTRICT OF
SOUTHERN CALIFORNIA

Rev/Est /3/18/94
Job Code Rep.01-Unrepresented
EEOC Category Officials/Admin.

DEPUTY GENERAL MANAGER

DEFINITION

Under the direction of the General Manager functions as primary assistants within the Executive Offices.

DISTINGUISHING CHARACTERISTICS

This classification is responsible for assisting the General Manager in directing the administrative, operational, financial, and water management programs of Metropolitan; or may also function as a project officer engaged in planning and directing the activities of designated projects of great scope and responsibility having a significant impact on Metropolitan.

ESSENTIAL FUNCTIONS

- Oversees the development and implementation of Board policies, rules, and regulations in accordance with the Metropolitan's Administrative Code and other Board-approved policies.
- Directs the negotiations of water transfer agreements for water marketing purposes and the resolution of related regulatory issues.
- Assists in the direction and supervision of financial and administrative affairs relating to bond sales, tax levy, determination of revenue requirements, long- and short-term capital projects, water resources, and water sales.
- Approves project proposals or plans and establishes appropriate time frames, funding limitations, procedures for accomplishing projects, staffing requirements, and allotment of available resources to various phases.
- Represents the General Manager at various meetings and functions as required.

OTHER FUNCTIONS

- Maintains liaison with local, state, and federal officials and agencies, and other organizations with responsibilities in water supply.
- Assists in directing the activities of legislative representatives in Sacramento, California and Washington, D.C.
- Coordinates project functions with activities of government regulatory or other governmental, outside, or member agencies.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

1. A Bachelor's Degree from an accredited college or university in Public Administration, Business Administration, Economics, Finance, Engineering, or other related field;
2. Eight years of progressively responsible managerial experience;
3. A Master's Degree or higher is desirable.

Knowledge, Skills, and Abilities:

Knowledge of:

- the principles of governmental fiscal management, budgetary control, taxing principles, and bond sales;
- the principles of a public agency organization with responsibilities for a variety of water issues relating to contract negotiations; water management programs; water resources; and regulatory requirements; and
- Southern California's water problems.

Skill in:

- working effectively with people as part of an executive or project team; and
- making oral presentations to the District's Board of Directors and the general public.

Ability to:

- manage a large governmental jurisdiction, or of a major organizational unit thereof;
- establish and maintain liaison with legislative bodies and other governmental agencies;
- interpret federal, state, and local law with respect to administration of Metropolitan policies, programs, contracts, and services; and
- communicate the Metropolitan's position to various water-related groups, general public, and the media.

OVERTIME EXEMPT: Yes

s:\winword\1174jd

METROPOLITAN WATER DISTRICT OF
SOUTHERN CALIFORNIA

Rev/Est _____/05/18/94
Job Code _____ Rep.01-Unrepresented
EEOC Category Officials/Admin.

CHIEF OF PLANNING AND RESOURCES

DEFINITION

Under the supervision and direction of the General Manager, this classification is responsible for planning, managing, and directing the overall activities within the Planning and Resources Division.

DISTINGUISHING CHARACTERISTICS

Responsible for the supervision of Metropolitan's planning activities relating to short- and long-term financial planning, integrated resources planning, water demand and sale projections, and facility and environmental planning; the State Water Project resources relating to Bay/Delta activities, State Water Contractors, and Central Valley transfers; Colorado River resources and power issues; and local resources relating to groundwater conjunctive use, reclaimed water, and water conservation programs.

ESSENTIAL FUNCTIONS

- Responsible for the preparation, presentation, and implementation of the division's operating and capital budget in accordance with established goals and objectives and General Manager's priorities.
- Establishes policy on planning and resource issues in coordination with the General Manager's Office.
- Responsible for coordinating planning and resources activities with the Metropolitan Board, Member Agencies, key constituencies including federal, state, local agencies, elected officials and representatives of the public.
- Manages the forecasting of economics, demand and resource trends and opportunities.

- Manages Integrated Resources Planning, including the projection of water demand forecasts, water resources evaluation, water supply reliability, system modeling and analyses, and financial and cost impacts.
- Responsible for planning major distribution, treatment, and storage facilities included in the Capital Improvement Program; and is responsible for the compliance of District activities with CEQA and NEPA requirements and obtaining necessary wetlands and endangered species permits.
- Manages financial planning activities related to the implementation of the Integrated Resources Plan, financial rate structure, and rates; develops rates and charges for water services and water management programs.
- Manages the organization, planning and supervision of SWP, Bay/Delta, and Central Valley water transfer activities.
- Directs District's representative on the State Water Contractors Board of Directors on all matters related to the SWP and Bay/Delta.
- Manages all water and power resources activities involving the Colorado River and other power resources.
- Manages activities regarding groundwater recovery, local groundwater storage, reclamation programs, and conservation programs.

OTHER FUNCTIONS

- Directs liaison activities with member agencies, sub-agencies, and other water agencies regarding development of local resources.
- Meets with and coordinates liaison activities with local, state, and federal officials and agencies, and other organizations with responsibilities in water supply, power, and water resources.
- Act in the absence of the Chief of Planning and Resources, as required.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education & Experience:

1. A Bachelor's degree from an accredited college or university in engineering or directly related field and ten years of progressively responsible water resources planning or related experience, of which three years must have been in a supervisory and/or management capacity, or;
2. A Master's degree from an accredited college or university in engineering or directly related field and four years of progressively responsible water resources planning or related experience, of which two years must have been in a supervisory and/or management capacity.
3. Registration with the State of California Board of Registration for Professional Engineers.

Knowledge, Skills and Abilities:

Knowledge of:

- The principles of water planning and resources.
- Southern California water problems.

Skill in:

- Working effectively with people as part of an executive team.
- Making oral presentations to the Metropolitan's Board of Directors and the general public.
- Managing a major organizational unit.

Ability to:

- Establish and maintain liaison with legislative bodies and governmental agencies.

OVERTIME EXEMPT: Yes

s:\winword\1178jd

METROPOLITAN WATER DISTRICT OF
SOUTHERN CALIFORNIA

Rev/Est _____/3/18/94
Job Code _____ Rep.01-Unrepresented
EEOC Category Officials/Admin.

ASSISTANT CHIEF OF PLANNING AND RESOURCES

DEFINITION

Under the guidance and supervision of the Chief of Planning and Resources, function as primary assistant within the Planning and Resources Division.

DISTINGUISHING CHARACTERISTICS

Responsible for operating and capital projects, short and long-term financial, demand, and supply forecasting, cost allocation and rate analysis, capital facility and resource planning and environmental planning; or may be responsible for State Water Project supplies and contract issues, Central Valley Water transfers, Bay/Delta issues and State Water Contractor activities; or may be responsible for Colorado River Supplies and Power Management functions; or may be responsible for local projects, including reclamation, groundwater recovery, conjunctive use, and water conservation programs.

ESSENTIAL FUNCTIONS

- Develops incentive levels, and financial strategies to support the development of alternative resources; develops rates and charges for water services and water management programs.
- Directs planning, complex engineering, environmental, and financial studies and coordinates activities with other organizations.
- Coordinates planning and leads negotiations related to power and Colorado River resource activities.
- Directs Integrated Resources Planning and financial planning activities related to the implementation of the Integrated Resources Plan, financial rate structure, and rates; develops rates, charges, and inventory for water services and water management programs.

- Make recommendations to management regarding all water and power resources activities involving the Colorado River and other power resources.
- Directs the organization, planning and supervision of SWP, Bay/Delta, and Central Valley water transfer activities;
- Makes recommendations to management regarding all SWP, Bay/Delta and Central Valley Water transfer activities;
- Advises District's representative on the State Water Contractors Board of Directors on all matters related to the SWP and Bay/Delta;
- Coordinates and directs activities regarding groundwater recovery, local groundwater storage, reclamation programs, and conservation programs.

OTHER FUNCTIONS

- Meets with and coordinates liaison activities with local, state, and federal officials and agencies, and other organizations with responsibilities in fees and charges water supply, power, and water resources.
- Supervises development of studies, Board letters, reports, and correspondence through subordinate staff.
- Act in the absence of the Chief of Planning and Resources, as required.
- Makes recommendations to management regarding local resource and water management activities.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

1. A Bachelor's Degree from an accredited college or university in Engineering, Economics, Public Administration, Business Administration, Finance, or other related field, and seven years of directly related progressively responsible managerial/administrative experience; or

2. A Master's Degree from an accredited college or university in Engineering, Economics, Business Administration, Public Administration, Finance, or related field, and eight years of directly related progressively responsible managerial/administrative experience.
3. Registration with the State of California Board of Registration for Professional Engineers may be required.

Knowledge, Skills, and Abilities:

Knowledge of:

- The principles of financial planning, financial reporting requirements, and budgetary constraints for public agencies as related to forecasting of short-and long-term financial conditions and trends;
- State Water Project, Colorado River, Power, Bay/Delta activities, water transfers, water management, and related regulatory requirements; and
- California's water management issues and problems.

Skill in:

- Interacting with external contacts regarding power and water-related issues; and
- Making oral presentations to governing bodies, professional associations, executive management, and the general public.
- Leading, delegating, and managing a diverse group of professional and technical employees.
- Setting, evaluating, and completing priorities.
- Team oriented working relationships.

Ability to:

- Negotiate with outside agencies, consultants, and interest groups on water and power-related issues;
- Establish and maintain liaison with outside water and power organizations and governmental agencies;

- Interpret federal, state and local laws related to State Water Project, water transfer, Bay/Delta, and Colorado River and power activities;
- Communicate Metropolitan's position on State Water Project, Bay/Delta, Colorado River, power and water management issues to various water-related groups, agencies, elected officials, general public, and the media.

OVERTIME EXEMPT: Yes

s:\winword\1177jd

ATTACHMENT 6

METROPOLITAN WATER DISTRICT OF
SOUTHERN CALIFORNIA

Rev/Est _____/05/18/94
Job Code _____ Rep.01-Unrepresented
EEOC Category Officials/Admin.

ASSOCIATE DIRECTOR, PLANNING AND RESOURCES

DEFINITION

Under the direction of the Chief of Planning and Resources, this classification functions as the manager of administrative functions in the Planning and Resources Division.

DISTINGUISHING CHARACTERISTICS

The Associate Director, Planning and Resources is responsible for coordinating the administrative functions within the State Water Project, Colorado River Resources and Power, Financial and System Planning, and Local Projects functions of the Planning and Resources Division. This classification is further distinguished by its responsibility for analyzing and recommending solutions of complex administrative problems.

ESSENTIAL FUNCTIONS

- May act for Metropolitan as liaison and contract administrator for contractors making special studies for the division.
- Directs the preparation and maintenance of the division's budget.
- Assists in formulating policy recommendations as required.
- Supervises the implementation of policies and procedures.
- Directs the preparation of special reports, studies, and projects relating to the administrative activities of the division; coordinates the preparation of Board letters.

OTHER FUNCTIONS

- May act for Assistant Chief, Planning and Resources in his or her absence.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

1. A Bachelor's degree in Engineering, Economics, Business Administration, Public Administration, or a related field; and
2. Five years of progressively responsible water resources experiences.

Knowledge, Skills and Abilities:

Knowledge of:

- Metropolitan's contract administration procedures.
- The principles and practices of water resources planning.

Skill in:

- Analyzing a variety of problems, determining options and using appropriate methodology.
- Working effectively as part of a group.
- Making oral and written presentations for professional meetings with consultants, contractors, staff, project teams, and the Board of Directors.
- Directing subordinate staff in proper work methods and procedures.

Ability to:

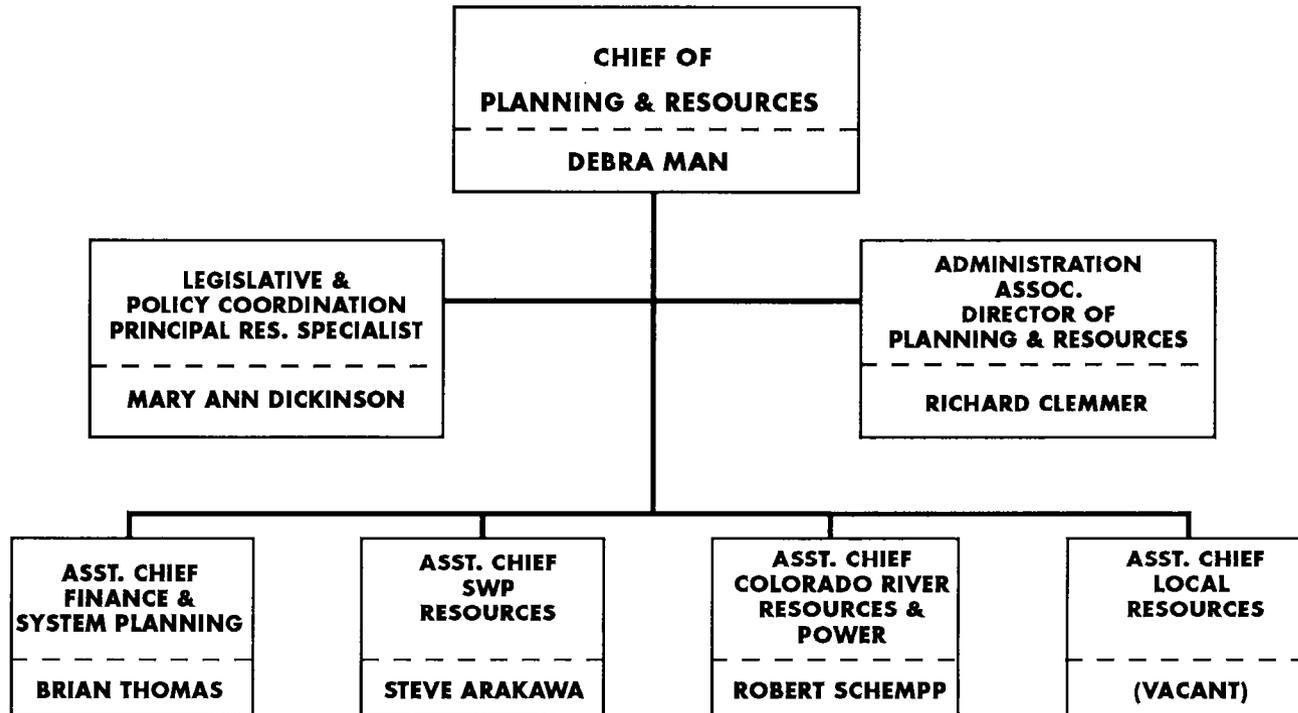
- Prepare reports, maintain accurate records.

- Follow complex written or verbal instructions and procedures.
- Work on a variety of administrative assignments.

OVERTIME EXEMPT: Yes

s:\winword\1175jd

PLANNING & RESOURCES DIVISION



METROPOLITAN WATER DISTRICT OF
SOUTHERN CALIFORNIA

Rev/Est _____/5/18/94
Job Code _____ Rep.01-Unrepresented
EEOC Category Officials/Admin.

RIGHT OF WAY AND LAND PROGRAM MANAGER

DEFINITION

Under the direction of the Chief Engineer, functions as program manager with responsibility for managing and supervising Right of Way and Land Program activities within the Engineering Division.

DISTINGUISHING CHARACTERISTICS

This position is responsible for functioning as program manager over right of way and property management activities relating to contracts, land surveys, title reports, acquisition and relocation, appraisal/cost studies, annexation, mapping, and property tax matters.

ESSENTIAL FUNCTIONS

- Administers right of way and land management matters, experiencing wide latitude for independent decision and action.
- Manages and coordinates all administrative activities and assignments of the Right of Way Engineering and Real Property Branches; and directs assignments to appraisers for evaluation appraisals of real property to be acquired, sold, or leased by Metropolitan.
- Directs preparation of correspondence, memoranda and reports for the Chief Engineer; certifies various documents for acquisitions and payment for right of way and relocation assistance benefits. Meets and confers with Metropolitan's officers and directors and with representatives of other public agencies to coordinate proposed acquisition, and/or advise them of Metropolitan's requirements. Provides assistance relative to right of way matters to other Metropolitan divisions or departments as required.

- Assists the Chairman of the Board of Directors' Land Committee in conducting the monthly Land Committee meeting, preparing the requisite agenda, and arranging for periodic field trips to inspect Metropolitan properties.
- Assists the Program Manager in preparing the agenda for the monthly Board of Directors' Land Committee meeting.
- Performs other related activities as necessary.

OTHER FUNCTIONS

- Conducts periodic field trips to inspect Metropolitan properties as related to Right of Way and land activities.
- Maintains liaison with member agencies and outside organizations Right of Way and Land staff.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

1. A Bachelor's degree in a field of Engineering and/or appropriate degrees in Business Administration, Public Administration or other relevant fields, and six years experience in negotiations appraisals, right of way engineering, budget preparation and personnel management in the right of way field; or
2. Eight years' increasingly responsible experience in negotiation, appraisal, engineering, budget preparation and personnel management related to the right of way or real estate fields.

Knowledge, Skills, and Abilities:

Knowledge of:

- real estate and eminent domain law;
- right of way and land activities relating to annexation, contracts, title reports, appraisal, acquisition, mapping, surveys, and other directly related areas; and
- public acquisition and relocation policies and procedures.

Skill in:

- making oral presentations to the Metropolitan's Board of Directors on right of way and land activities; and
- dealing tactfully with member agencies and outside organizations on right of way and land matters.

Ability to:

- interpret contractual and legal real estate ramifications as they apply to right of way and land activities; and
- negotiate right of way transactions in the best interests of Metropolitan.

PHYSICAL CLASS: 2-Light

OVERTIME EXEMPT: Yes

s:\winword\1179jd

ATTACHMENT 9

METROPOLITAN WATER DISTRICT OF
SOUTHERN CALIFORNIA

Rev/Est _____/5/18/94
Job Code _____ Rep.01-Unrepresented
EEOC Category Officials/Admin.

ASSISTANT RIGHT OF WAY AND LAND PROGRAM MANAGER

DEFINITION

This classification functions as the primary assistant to the Right of Way and Land Program Manager.

DISTINGUISHING CHARACTERISTICS

Assists in the administration, supervision, and implementation of Right of Way acquisition, engineering, appraisal and land management activities. Assumes all duties and responsibilities for the Right of Way and Land Program in the absence of the Right of Way and Land Program Manager.

ESSENTIAL FUNCTIONS

- Advises and consults with the Program Manager of the Office of Chief Engineer as a means of assisting in decisions and actions to be taken in carrying out the responsibilities of the program.
- Assists in the supervision and coordination of all Right of Way administrative activities of the program, and implements the policies and procedures established by the Program Manager relative to the Right of Way Engineering and Real Property activities.
- Assists in analyzing, editing, and approving all correspondence originating in, or processed through the Right of Way and Land program.
- Assists the Program Manager or represents him at meetings and conferences with officers, directors or other staff members of the District, and assumes a similar function relative to other persons, businesses, or agencies with whom the Program Manager conducts business.
- Assists the Program Manager in preparing the agenda for the monthly Board of Directors' Land Committee meeting.

- Assists in the preparation of the annual Right of Way and Land program budget and quarterly review of staffing and budget needs based on capital and O&M projects.
- Advises other departments or divisions of Metropolitan relative to all right of way oriented matters.
- Performs other related activities as necessary.

OTHER FUNCTIONS

- Conducts periodic field trips to inspect Metropolitan properties as related to Right of Way and land activities.
- Maintains liaison with member agencies and outside organizations Right of Way and Land staff.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

1. A Bachelor's degree in a field of Engineering and/or Public Administration, Business Administration or Social Science with background in real estate and property management; and five years experience in negotiations, appraisals, right of way engineering, budget preparation and personnel management in the right of way field; or
2. Six years increasingly responsible experience in negotiations, appraisal, right of way engineering, budget preparation and personnel management related to the right of way or real estate fields.
3. A valid Class III California driver's license.

Knowledge, Skills, and Abilities:

Knowledge of:

- real estate and eminent domain law;
- right of way and land activities relating to annexation, contracts, title reports, appraisal, acquisition, mapping, surveys, and other directly related areas; and
- public acquisition and relocation policies and procedures.

Skill in:

- making oral presentations to Metropolitan's Board of Directors on right of way and land activities; and
- dealing tactfully with member agencies and outside organizations on right of way and land matters.

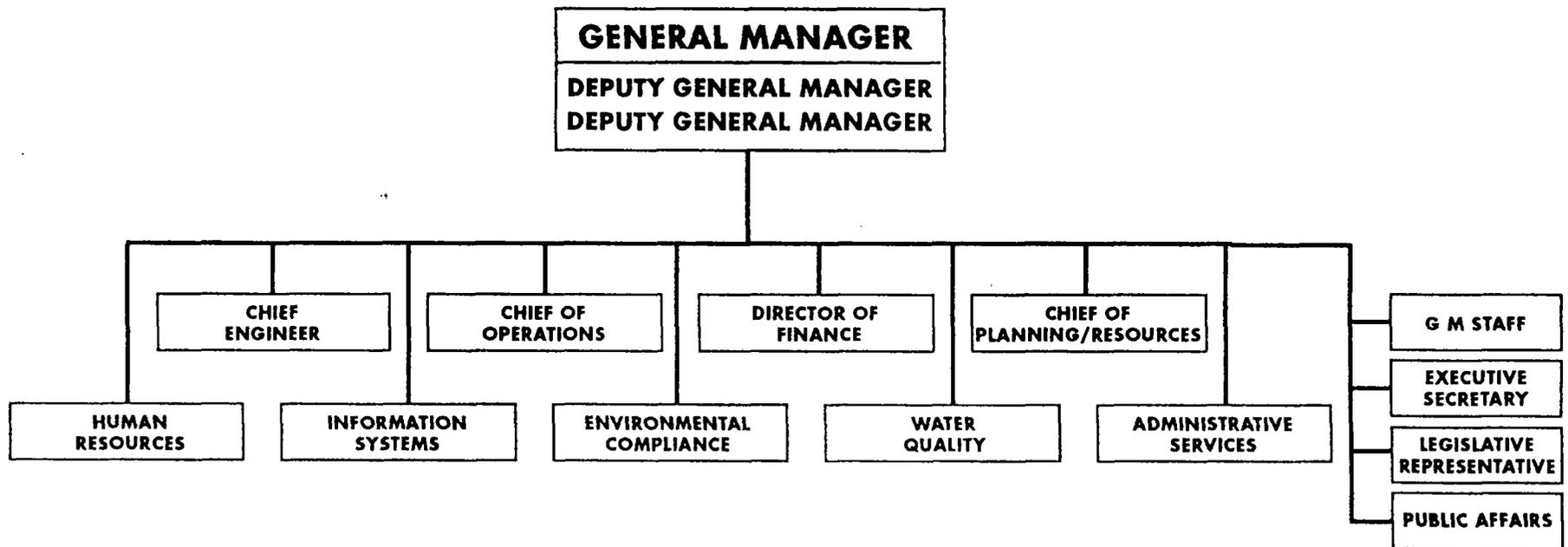
Ability to:

- interpret contractual and legal real estate ramifications as they apply to right of way and land activities; and
- negotiate right of way transactions in the best interests of Metropolitan.

OVERTIME EXEMPT: Yes

s:\winword\1176jd

PROPOSED ORGANIZATION



Cost Component for the New Benefits
for the Deputy General Manager Classification

<u>New Benefits include:</u>	<u>Cost</u>
1. Reimbursement of the employee's portion of the Public Employee Retirement System (PERS). The District would pay an amount equivalent to 7% of the base salary.	\$10,315
2. Payment into the employee's deferred plan of \$7,500 per year. The current benefit is equivalent to 3% of base salary. Based on pay grade 80, the modification is equivalent to an increase from 3% to 5.1%.	\$ 3,079

ATTACHMENT 12**§ 6200. Definitions.**

(a) "Employee" shall, except as otherwise provided, mean and include all officers and employees of the District.

(b) "Unclassified service" shall mean and include all officers of the District as listed in Section 6400 of this Code and:

Director of Administrative Services
Director of Personnel
Director of Public Affairs
Director of Water Quality
Legislative Representatives
Director of Environmental Compliance
Director, Information Systems

Unclassified employees shall mean officers and employees in the unclassified service.

§ 6400. Creation of Offices.

The following offices are hereby created:

(a) Executive Offices:

General Manager
General Counsel
Auditor

(b) Principal assistants within the executive offices, with number as authorized from time to time by the Board.

(1) Principal assistants to the General Manager:

Assistant General Manager
Deputy General Managers
Chief Engineer
Chief of Operations
Chief of Planning & Resources
Director of Finance

(2) Principal assistant to the General Counsel:

Assistant General Counsel

(3) Principal assistant to the Auditor:

Assistant Auditor

- (c) Other Offices:
 Controller
 Treasurer
 Executive Secretary
 Deputies General Counsel, with number as authorized
 from time to time by the Board.

§ 6411. Principal Assistants.

The powers and duties of the principal assistants to the General Manager are as follows:

(a) The Assistant General Manager, Deputy General Managers, Chief Engineer, Chief of Operations, Chief of Planning and Resources, and Director of Finance shall perform such duties and render such services as may be assigned to them by the General Manager with like effect as though such duties or services were performed or rendered in person by the General Manager. The General Manager shall designate in writing by office and name principal assistants to act in the General Manager's place in the event the General Manager is absent, unable to act in person, or until the appointment and qualification of the General Manager's successor, and shall specify the order in which such principal assistants shall assume the powers and duties of the General Manager in any such event. The designation may be changed by the General Manager at any time and for any reason, but a designation shall be kept on file at all times. The original of the designation shall be filed in the office of the Executive Secretary, and a signed copy shall be delivered to the principal assistants named therein.

(b) The Assistant General Manager, Deputy General Managers, Chief Engineer, Chief of Operations, Chief of Planning and Resources, and Director of Finance shall act in the name of the General Manager, except when empowered by law or in writing by the Board or the General Manager to act in their own names, and their acts shall be equally effective whether done in their own names or in the name of their principal.

§ 8244. Auction by District Staff.

(a) If the General Manager elects to sell the property by public auction, the General Manager shall do so at such time and place as the General Manager may fix, with or without sealed bids having been first submitted.

(b) Whenever the General Manager determines that the sale shall be at public auction without sealed bids having been first submitted, no bid at the auction shall be considered unless the bidder shall, prior to the holding of the auction, deposit with the person designated by the General Manager to conduct such sale the percentage indicated in Section 8248 of the amount specified in the Notice of Sale as the minimum bid, in cash, cashier's check or check certified by a responsible bank, as a guarantee that the person making the bid will purchase the property under the terms specified in the Notice of Sale. The property shall be sold to the highest responsible bidder and the deposits of all other bidders returned forthwith.

(c) Whenever the General Manager determines that the sale shall be by sealed bids, all bids shall be filed in the office of the Right of Way and Land Program Manager, at or before the time specified in the Notice of Sale, shall be on forms approved by the General Counsel, and shall be accompanied by a cash deposit, cashier's check or check certified by a responsible bank in an amount of not less than the percentage indicated in Section 8248 of the amount specified in the Notice of Sale as the minimum bid, as a guarantee that the person making the bid will purchase the property upon the terms and conditions specified in the Notice of Sale. The Right of Way and Land Program Manager, shall, at the time and place specified in the Notice of Sale, open the bids. Thereafter, there shall be a public auction at a time and place specified in the Notice of Sale, and any person shall be eligible to bid at the auction; provided, however, that any oral bid shall be ignored unless it exceeds by at least 5 percent the highest sealed bid made by a responsible person. No oral bid at such sale not preceded by a sealed bid from the same party shall be considered unless accompanied by a cash deposit, cashier's check or check certified by a responsible bank in an amount of not less than the percentage indicated in Section 8248 of the amount specified in the Notice of Sale as the minimum bid, as a guarantee that the person making the bid will purchase the property upon the terms and conditions specified in the Notice of Sale. If no oral bid is made at the public auction, or if such oral bid is not in accordance with the provisions hereof, the property shall be ordered sold to the highest responsible sealed bidder.

§ 6500. Hourly Pay Rate Schedule.

(a) Effective June 21, 1992, the hourly pay rate (as that term is defined in subdivision (i) of Section 6200) schedule of positions occupied by management and confidential not in an appropriate unit recognized pursuant to Section 6108 employees shall be as follows:

Grade	Range	Title	Positions Authorized	Total
58	32.60-40.37 (68,069-84,293)	*Executive Secretary	1	1
60	33.21-41.12 (69,342-85,859)	**Asst. Auditor	1	1
63	37.23-46.15 (77,736-96,361)	*Asst. Dir., Information Systems	2	
		*Sr. Asst. Dir. Public Affairs	1	
		*Asst. Director of Personnel	1	
		*Asst. Right of Way and Land Program Manager	1	
		*Asst. Director of Admin. Services	1	6
64	38.25-47.41 (79,866-98,992)			0
	100,275 (FR)	*Auditor	1	1
65	39.33-48.71 (82,121-101,706)	*Assoc. Director of Water Quality	1	
		*Assoc. Director of Planning and Resources	1	2
68	42.59-52.79 (88,928-110,226)	*Director of Public Affairs	1	
		*Director of Water Quality	1	
		*Director, Information Systems	1	
		*Director of Personnel	1	
		*Right of Way and Land Program Manager	1	
		*Dir. of Admin. Services	1	
		*Dir. of Environmental Compliance	1	
		*Asst. Chief Engineer	2	
		*Asst. Chief of Operations	2	
		*Exec. Asst. for Strategic Policy Development	1	
		*Asst. Chief of Planning and Resources	4	16

ATTACHMENT 13

§ 6200. Definitions.

(a) "Employee" shall, except as otherwise provided, mean and include all officers and employees of the District.

(b) "Unclassified service" shall mean and include all officers of the District as listed in Section 6400 of this Code and:

Director of Administrative Services
~~Director of Resources~~
 Director of Personnel
~~Director of Planning~~
 Director of Public Affairs
~~Director, Right of Way & Land~~
 Director of Water Quality
 Legislative Representatives
 Director of Environmental Compliance
 Director, Information Systems
~~Director, State Water Project and Conservation~~

Unclassified employees shall mean officers and employees in the unclassified service.

§ 6400. Creation of Offices.

The following offices are hereby created:

(a) Executive Offices:

General Manager
 General Counsel
 Auditor

(b) Principal assistants within the executive offices, with number as authorized from time to time by the Board.

(1) Principal assistants to the General Manager:

Assistant General Managers
Deputy General Managers
 Chief Engineer
 Chief of Operations
Chief of Planning & Resources
 Director of Finance

(2) Principal assistant to the General Counsel:
Assistant General Counsel

(3) Principal assistant to the Auditor:
Assistant Auditor

(c) Other Offices:

Controller

Treasurer

Executive Secretary

Deputies General Counsel, with number as authorized
from time to time by the Board.

§ 6411. Principal Assistants.

The powers and duties of the principal assistants to the General Manager are as follows:

(a) The Assistant General Managers, Deputy General Managers, Chief Engineer, Chief of Operations, Chief of Planning and Resources, and Director of Finance shall perform such duties and render such services as may be assigned to them by the General Manager with like effect as though such duties or services were performed or rendered in person by the General Manager. The General Manager shall designate in writing by office and name principal assistants to act in the General Manager's place in the event the General Manager is absent, unable to act in person, or until the appointment and qualification of the General Manager's successor, and shall specify the order in which such principal assistants shall assume the powers and duties of the General Manager in any such event. The designation may be changed by the General Manager at any time and for any reason, but a designation shall be kept on file at all times. The original of the designation shall be filed in the office of the Executive Secretary, and a signed copy shall be delivered to the principal assistants named therein.

(b) The Assistant General Managers, Deputy General Managers, Chief Engineer, Chief of Operations, Chief of Planning and Resources, and Director of Finance shall act in the name of the General Manager, except when empowered by law or in writing by the Board or the General Manager to act in their own names, and their acts shall be equally effective whether done in their own names or in the name of their principal.

§ 8244. Auction by District Staff.

(a) If the General Manager elects to sell the property by public auction, the General Manager shall do so at such time and place as the General Manager may fix, with or without sealed bids having been first submitted.

(b) Whenever the General Manager determines that the sale shall be at public auction without sealed bids having been first submitted, no bid at the auction shall be considered unless the bidder shall, prior to the holding of the auction, deposit with the person designated by the General Manager to conduct such sale the percentage indicated in Section 8248 of the amount specified in the Notice of Sale as the minimum bid, in cash, cashier's check or check certified by a responsible bank, as a guarantee that the person making the bid will purchase the property under the terms specified in the Notice of Sale. The property shall be sold to the highest responsible bidder and the deposits of all other bidders returned forthwith.

(c) Whenever the General Manager determines that the sale shall be by sealed bids, all bids shall be filed in the office of the ~~Director, Right of Way and Land Division~~ Right of Way and Land Program Manager, at or before the time specified in the Notice of Sale, shall be on forms approved by the General Counsel, and shall be accompanied by a cash deposit, cashier's check or check certified by a responsible bank in an amount of not less than the percentage indicated in Section 8248 of the amount specified in the Notice of Sale as the minimum bid, as a guarantee that the person making the bid will purchase the property upon the terms and conditions specified in the Notice of Sale. The ~~Director, Right of Way and Land Division~~ Right of Way and Land Program Manager, shall, at the time and place specified in the Notice of Sale, open the bids. Thereafter, there shall be a public auction at a time and place specified in the Notice of Sale, and any person shall be eligible to bid at the auction; provided, however, that any oral bid shall be ignored unless it exceeds by at least 5 percent the highest sealed bid made by a responsible person. No oral bid at such sale not preceded by a sealed bid from the same party shall be considered unless accompanied by a cash deposit, cashier's check or check certified by a responsible bank in an amount of not less than the percentage indicated in Section 8248 of the amount specified in the Notice of Sale as the minimum bid, as a guarantee that the person making the bid will purchase the property upon the terms and conditions specified in the Notice of Sale. If no oral bid is made at the public auction, or if such oral bid is not in accordance with the provisions hereof, the

property shall be ordered sold to the highest responsible sealed bidder.

§ 6500. Hourly Pay Rate Schedule.

(a) Effective June 21, 1992, the hourly pay rate (as that term is defined in subdivision (i) of Section 6200) schedule of positions occupied by management and confidential not in an appropriate unit recognized pursuant to Section 6108 employees shall be as follows:

Grade	Range	Title	Positions Authorized	Total
58	32.60-40.37 (68,069-84,293)	*Executive Secretary	1	1
60	33.21-41.12 (69,342-85,859)	**Asst. Auditor	1	1
63	37.23-46.15 (77,736-96,361)	*Asst. Dir., Information Systems *Manager, Bay Delta Affairs *Sr. Asst. Dir. Public Affairs *Asst. Director of Personnel *Asst. Director of Right of Way and Land <u>*Asst. Right of Way and Land Program Manager</u> *Asst. Director of Admin. Services	2 ± 1 1 ± <u>1</u> 1	 <u>76</u>
64	38.25-47.41 (79,866-98,992)	*Asst. Director of Planning	±	±0
	100,275 (FR)	*Auditor	1	1
65	39.33-48.71 (82,121-101,706)	*Assoc. Director, Resources Division *Assoc. Director of Water Quality <u>*Assoc. Director of Planning and Resources</u>	± 1 <u>1</u>	

		*Associate Director State Water Project and Conservation	±	<u>32</u>
68	42.59-52.79 (88,928-110,226)	*Director of Planning	±	
		*Director of Public Affairs	1	
		*Director of Resources	±	
		*Director of Water Quality	1	
		*Director, Information Systems	1	
		*Director of Personnel	1	
		*Dir. of Right of Way & Land	±	
		<u>*Right of Way and Land Program Manager</u>	<u>1</u>	
		*Dir. of Admin. Services	1	
		*Dir. of Environmental Compliance	1	
		*Asst. Chief Engineer	2	
		*Asst. Chief of Operations	2	
		*Asst. Director of Finance	±	
		*Exec. Asst. for Strategic Policy Development	1	
		<u>*Asst. Chief of Planning and Resources</u>	<u>4</u>	
		*Dir., State Water Project and Conservation Division	±	16
71	46.15-57.26 (96,361-119,559)	*Exec. Asst. to General Manager	1	
		*Legislative Representative	1	2
74	50.01-62.13 (104,421-129,727)	*Chief Engineer	1	
		*Director of Finance	1	
		*Chief of Operations	1	3
		<u>*Chief of Planning and Resources</u>	<u>1</u>	<u>4</u>
		*		
76	50.97-63.34 (106,425-132,254)	**Asst. General Counsel	1	1
		*		
80	56.83-70.57 (118,661-147,350)	**Asst. General Manager	<u>31</u>	<u>31</u>
		<u>*Deputy General Manager</u>	<u>2</u>	<u>2</u>

149,000 (FR)	*General Counsel	1	1
179,000 (FR)	*General Manager	1	1
	TOTAL		<u>4039</u>

() = Shows approximate annual salary range for convenience, Board approved rates are hourly

*Not eligible for overtime

**Salary not adjusted during 1992/93 fiscal year

(FR) = Designates flat rate annual salary

KLT:gld
 attach.13
 6/13/94