

APPROVED
 By the Board of Directors of
 The Metropolitan Water District
 of Southern California
 at its meeting held

7-7

JUL 12 1994

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METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

[Signature]
 EXECUTIVE SECRETARY

June 20, 1994

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

From: General Manager

Subject: Jobs Program Aimed at Unskilled Minority and Female Youth

Report

In the spirit of Metropolitan's Strategic Plan, last fiscal year the Operations Division (Division) implemented a jobs program aimed at unskilled minority and female youth in Metropolitan's service area. The program's objective was to help the Division develop a pool of recruits from which to draw for positions that become vacant in an effort to increase the diversity of its work force. The Division also wished to give these people the kind of work experience that would enable them to become more competitive in the current job market if no permanent job became available at Metropolitan.

Program participants worked alongside trained staff to learn skills needed to perform their jobs. There were three fifteen-week phases completed last fiscal year. The program proved to be very beneficial in that of the forty-four participants, six were hired to fill vacancies and another two are being considered for existing vacancies.

The plan for 1994-95 is to have a maximum of thirty youths participate in the program during the year. Because of the investment involved in hiring and training, we plan to rehire the most promising participants from 1993-94. Others will be brought in through an employment agency. Participants will be screened to ensure they meet the program's objectives and then placed in those field locations with a reasonable certainty of having vacancies sometime during the year that could be filled at an entry-level.

Working through Human Resources last year, proposals were requested of diverse employment agencies to handle advertising the jobs, screening applicants, sending prospective participants to the various field locations, and providing general job and safety training before the people came to work. Those applicants selected became employees of the agency. The

intent this year is to work with the same agency, United Personnel Services, a female-owned business. They were the only firm able to meet all of our needs and it is believed that requesting bids again would not result in locating another qualified employment agency. They were also able to provide an excellent mix of qualified women and minority candidates. In addition to recruiting through the employment agency, we will be working with community based groups to further widen our applicant pool.

The total cost for the program is anticipated to be \$500,000. Monies for this program are available in the Annual Budget Appropriation for fiscal year 1994-95.

Board Committee Assignment

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 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, pursuant to Administrative Code Section 2471 (d).

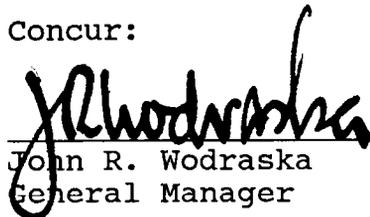
Recommendation

ORGANIZATION AND PERSONNEL COMMITTEE FOR ACTION.

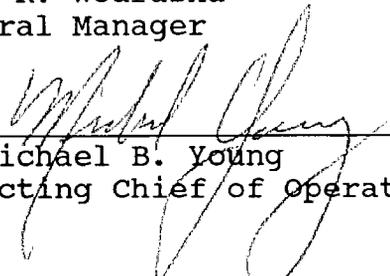
It is recommended that the General Manager be authorized to enter into a \$500,000 agreement, in a format approved by the General Counsel, with United Personnel Services for providing temporary unskilled labor under the Operations Division's Jobs Program aimed at unskilled minority and female youth.

John R. Wodraska
General Manager

Concur:



John R. Wodraska
General Manager

By 

Michael B. Young
Acting Chief of Operations

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