

AUG 19 1994



MWD

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

[Signature]
EXECUTIVE SECRETARY

July 26, 1994

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

From: General Manager

Subject: Request Authority for the General Manager to Enter Into and Amend Existing Contracts with Employment Service Agencies and Consultants Supplying Temporary Personnel to Metropolitan, and to Employ Temporary and Part-time District Personnel with an Overall Limitation in Amounts Paid of \$3,522,450 for the First Half of Fiscal Year 1994-95

Report

The Human Resources Division administers temporary employment service agreements for all departments and divisions with the exception of the Engineering Division's professional services labor agreements. The approved Operations and Maintenance (O&M) budget for temporary employees for fiscal year (FY) 1994-95 is \$7,044,900.

It is proposed to amend existing contracts and enter into new contracts with various employment service agencies and consultants who supply personnel who are supervised and directed by District staff. It is also intended to employ additional temporary and part-time District personnel, with an overall limitation in amounts paid of \$3,522,450, for the first half of FY 1994-95. This is one-half of the total approved FY 1994-95 budget of \$7,044,900 for all departments and divisions, with the exception of the Engineering Division. A second request for the second half of FY 1994/95 will be submitted in approximately six months, depending upon the requirements at that time.

Some of the new or amended contracts will be payable in overall amounts exceeding the General Manager's \$250,000 limitation under Administrative Code Section 8117. The delegation of authority for the General Manager to exceed the limit provides administrative efficiency in managing the employment agreements by reducing Board and staff time involved in revision processes. Costs for the agreements are monitored by the Human Resources Division and the agreements are added or amended without disruption or termination of service.

In FY 1993/94 the temporary labor dollars for the departments and divisions in this letter represented 6.25 percent of the total Operations and Maintenance (O & M) labor budget. In FY 1994/95 the temporary labor dollars decreased to 5.30 percent of the total (O & M) budget. The number of temporary agency employees at the end of FY 1992-93 was 129, and has decreased to 122 at the end of this FY.

Attachment "A," Summary of Temporary Agency Employee Usage, reflects a total of 122 temporary agency employees working for the District. Of these employees 45.08% (55) are women and 65.57% (80) minority in the following categories: Asian 4.92% (6), Black 28.69% (35), Hispanic 31.96% (39), and Caucasian 34.43% (42).

Attachment "B," Plan For Agency Temps reflects the time tables for reductions within the categories of agency temporary employees. The employment service agencies which currently provide temporary personnel for Metropolitan are listed in Attachment "C". Nine (37.5%) of the 24 agencies listed are either women or minority owned.

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 is 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 the Administrative Code Section 2471(g)

Recommendation

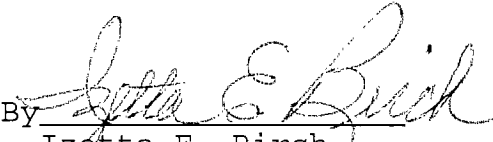
ORGANIZATION AND PERSONNEL COMMITTEE FOR ACTION.

It is recommended that the General Manager be authorized to amend existing agreements and enter into new contracts with employment service agencies and consultants supplying temporary personnel in excess of the \$250,000


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limitation with an overall limitation in amounts paid of \$3,522,450 for the first half of FY 1994/95, substantially in accordance with the terms outlined in this letter, and in form approved by the General Counsel.

John R. Wodraska
General Manager

BY 
Izetta E. Birch
Director of Human Resources

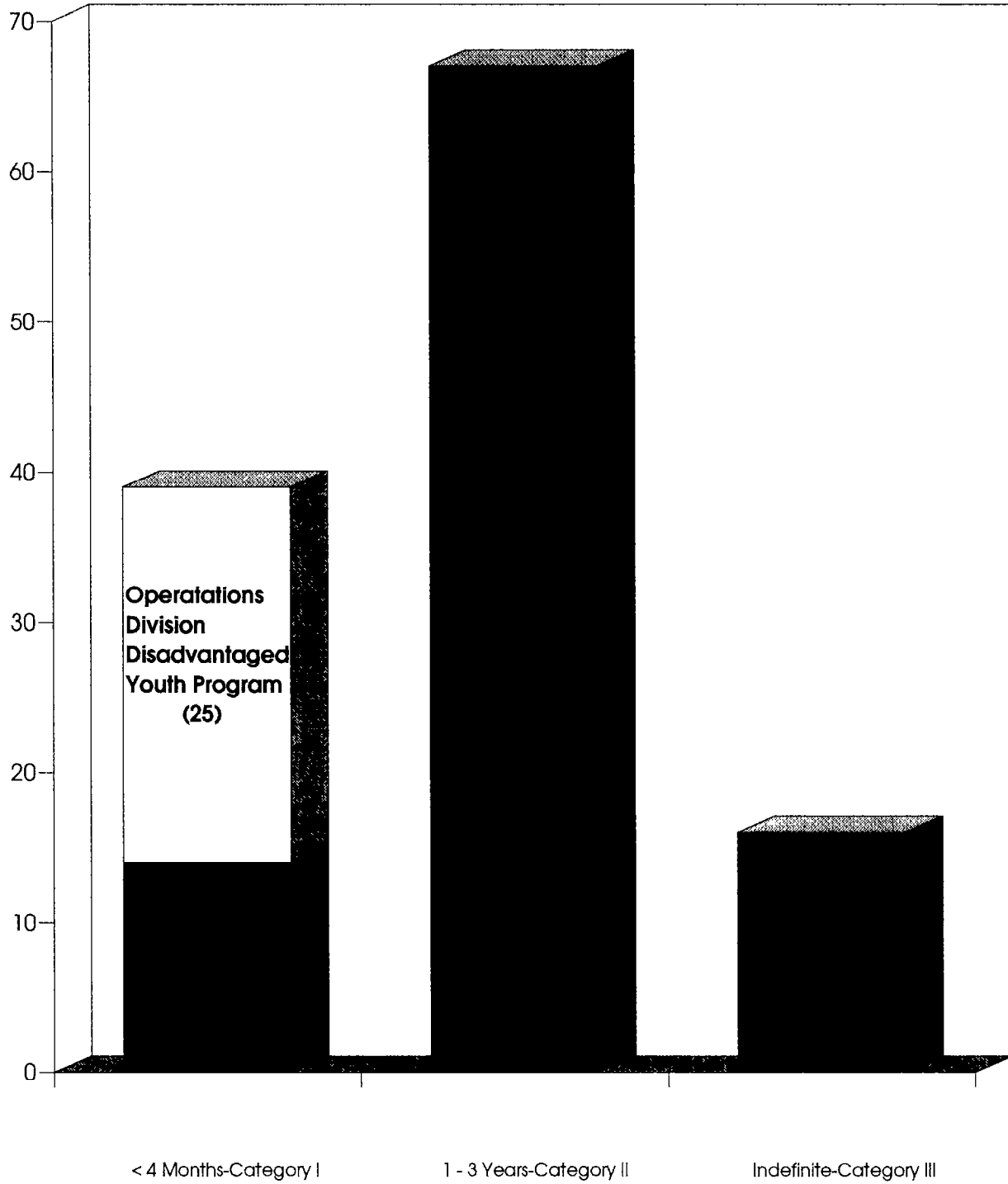
Concur:


John R. Wodraska
General Manager

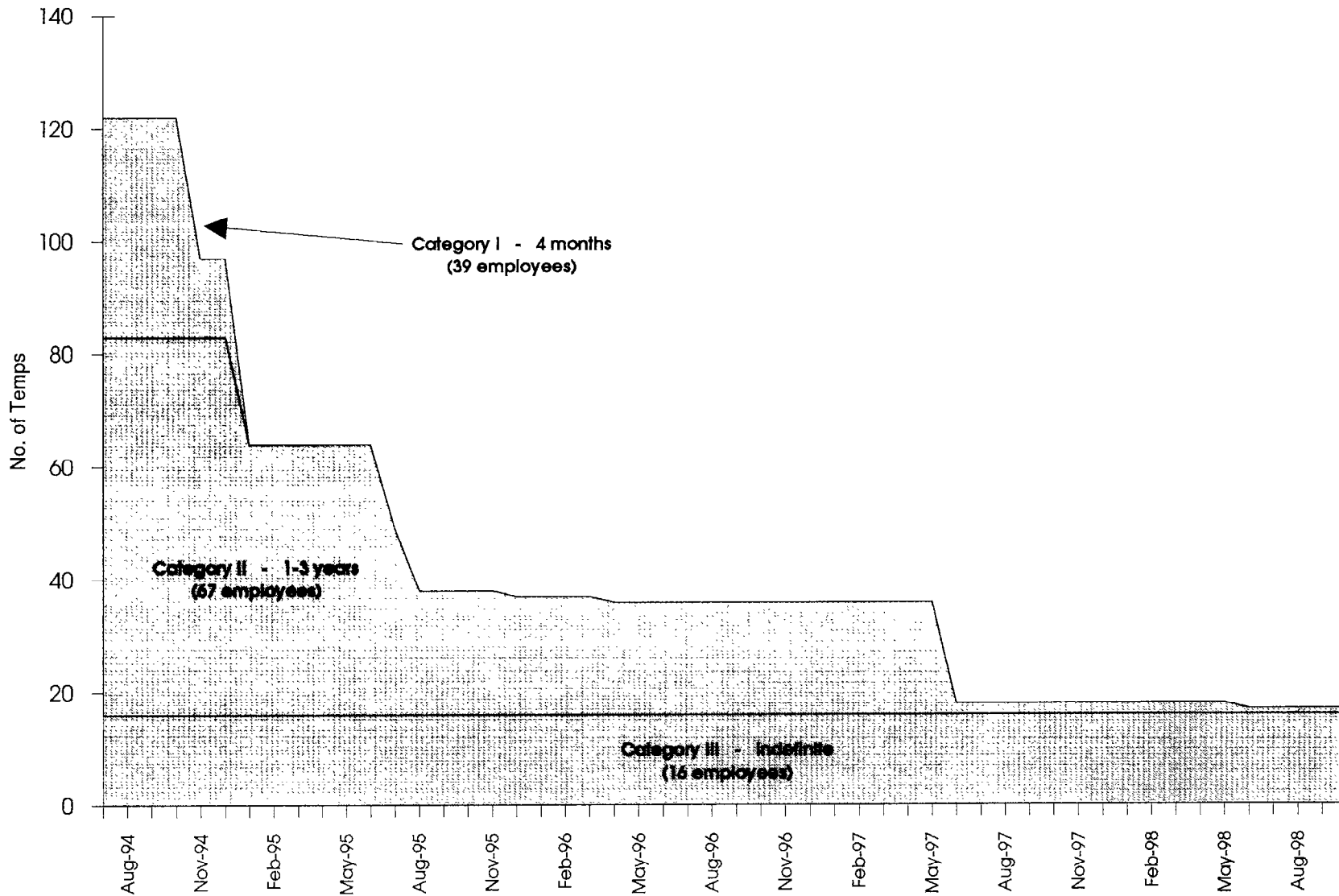
GJB/dc
Attachments (3)

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Summary of Temporary Agency Employee Usage
July 20, 1994



Plan For Agency Temps



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Employment Service Agencies Currently Administered By The Human Resources Division

1. Accountemps
2. **Act One - Minority Owned**
3. American Work. Force Inc.
4. Apple One Temporary Service
5. CDI Corporation
6. **ClaimNet - Female Owned**
7. **A.B. Crown - Female Owned**
8. Culver Temporaries
9. **Dial Minority - Owned**
10. EDP/Temps and Contract Services
11. **H.R. Only - Female Owned**
12. Kelly Services Inc.
13. **Preferred Personnel of California - Female Owned**
14. Second Careers Program
15. **Staff Support - Female Owned**
16. Superior Design Company Inc.
17. Talent Tree
18. **Temporary Employee & Management Placement Service - Minority Owned**
20. **United Personnel Services - Female Owned**
21. Volt
22. West Coast Industrial Maintenance
23. Western Temporary Services
24. H. L. Yoh Scientific

Services Provided

Information Systems Professionals
Computer Technicians
Programmers
Technical Writers
Laboratory Assistants
Buyers
Administrative Assistants
Basic & Specialized Clerical Workers
Skilled Craft Workers
Unskilled Laborers