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METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

[Signature]
EXECUTIVE SECRETARY

December 21, 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 Second 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 that 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 second 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.

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.

Attachment "A," Summary of Temporary Agency Employee Usage, reflects a total of 137 temporary agency employees working for the District. Of these employees, 46% (63) are women and 64% (88) minority in the following categories: Asian 5% (7), Black 26% (36), Hispanic 32% (44), Native American 0.007% (1), and Caucasian 36% (49).

The employment service agencies which currently provide temporary personnel for Metropolitan are listed in Attachment "B". Eight (35%) of the 23 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.

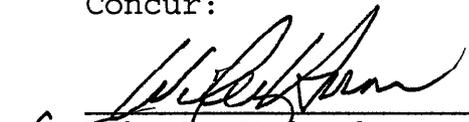
Recommendation

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 limitation with an overall limitation in amounts paid of \$3,522,450 for the second 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

WLR/dc
Attachments (2)

s:1215bo

Summary of Temporary Agency Employee Usage
December 21, 1994

