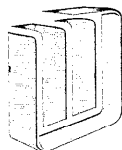


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MWD

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

Karen E. Drell
EXECUTIVE SECRETARY

December 20, 1995

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

From: General Manager

Submitted by: Izetta E. Birch
Director of Human Resources

Timothy D. Birch
Izetta E. Birch

Subject: Request Authority for the General Manager to Enter Into and Amend Existing Contracts with Employment Service Agencies and Consultants Supplying Temporary Personnel and to Employ Temporary and Part-time District Personnel with an Overall Limitation in Amounts Paid of \$3,077,970 for the Second Half of Fiscal Year 1995-96

RECOMMENDATION(S)

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 \$3,077,970 for the second half of fiscal year (FY) 1995-96, substantially in accordance with the terms outlined in this letter, and in form approved by the General Counsel.

EXECUTIVE SUMMARY

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 budget for temporary employees for FY 1995-96 is \$6,155,940.

DETAILED REPORT

PURPOSE/BACKGROUND:

Since 1989, your Board has authorized the General Manager to enter in contracts with employment services to obtain temporary employees for the District's departments and divisions. It is proposed to amend existing contracts and enter into new contracts with various employment service agencies and consultants who supply personnel, supervised and directed by District staff, and to employ additional temporary and part-time District personnel with an overall limitation in amounts paid of \$3,077,970 for the second half of FY 1995-96. This is one-half of the total of \$6,155,940 included in the approved FY 1995-96 budget 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. Costs for the agreements are monitored by the Human Resources Division staff. When monetary limitations of the agreements are reached, a change order is prepared under this authority and funds for the agreements are adjusted without disruption or termination of service.

MBE/WBE:

The employment service agencies and consultants providing temporary personnel currently being used are listed on Attachment A. Nine of the 24 firms listed (38 percent) are either women- or minority-owned. The employees which these agencies have working at the District are categorized as follows: 41% women and 77% minority; American Indian 1%, Asian 6%, African American 47%, and Hispanic 23%.

Attachment B, Summary of Temporary Agency Employee Usage, reflects a total of 146 temporary agency employees employed by the Departments and Divisions which are addressed in this letter.

CEQA COMPLIANCE / ENVIRONMENTAL DOCUMENTATION:

This action is exempt from the provisions of the California Environmental Quality Act because it can have no significant effect on the physical environment.

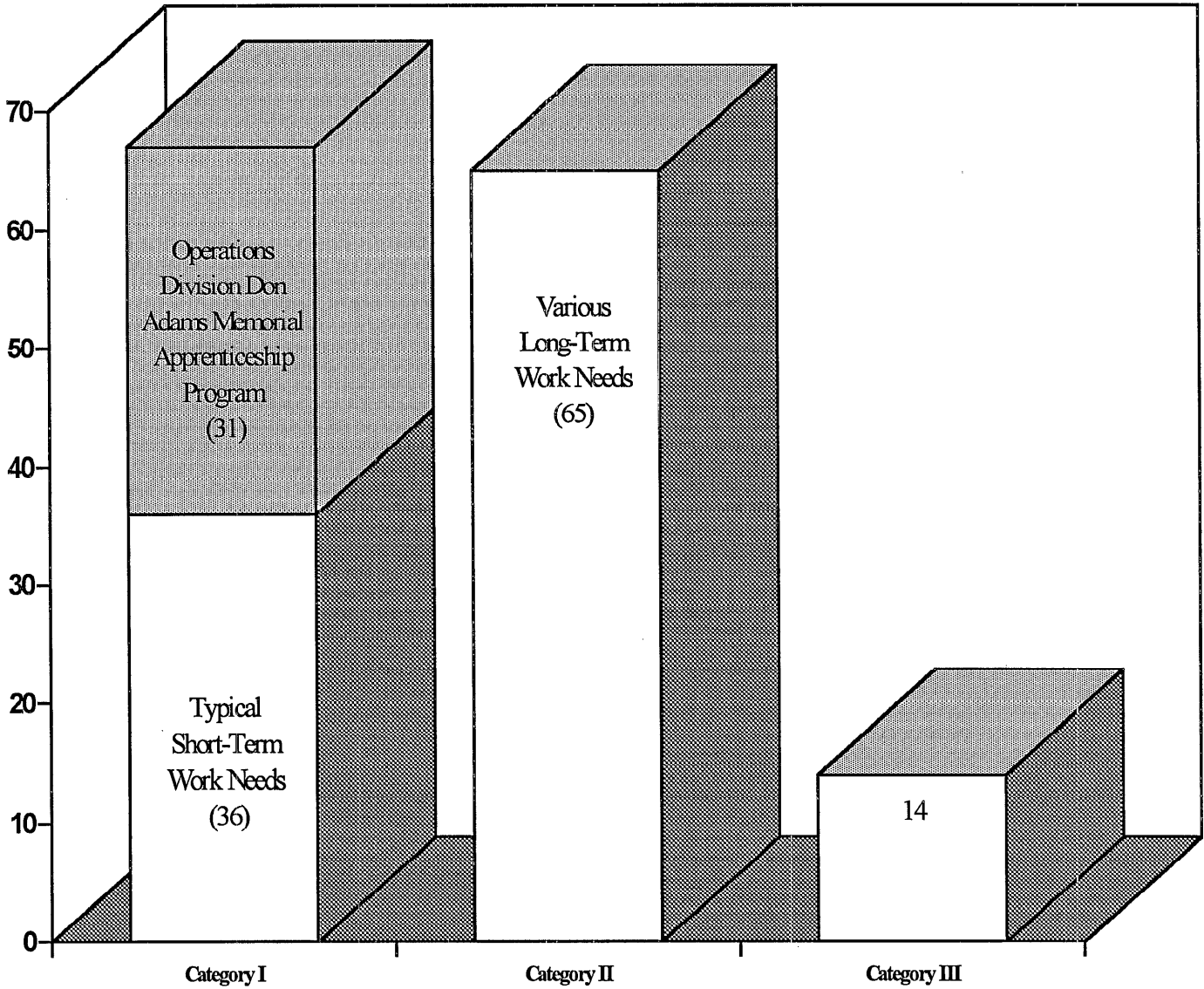
WR/jw

**Employment Service Agencies Currently Administered
By The
Human Resources Division**

	AGENCY	OWNERSHIP
1.	AB Crown	Female
2.	Accountemps	Non Minority
3.	Act One	Minority/Female
4.	American Workforce	Non Minority
5.	Apple One	Non Minority
6.	CDI	Non Minority
7.	Culver	Non Minority
8.	Dial	Minority
9.	EDP	Non Minority
10.	FAME	Minority
11.	HR Only	Minority/Female
12.	Kelly	Non Minority
13.	Lab Support	Non Minority
14.	Preferred Personnel	Female
15.	Second Careers	Non Profit
16.	Staff Support	Female
17.	Superior Design	Non Minority
18.	Talent Tree	Non Minority
19.	TEMPS Inc.	Minority/Female
20.	United	Non Minority
21.	Volt	Non Minority
22.	West Coast	Minority/Female
23.	Western	Non Minority
24.	Yoh Scientific	Non Minority

	SUMMARY	
	Female Owned	4
	Minority Owned	2
	Minority & Female	3
	Non Profit	1
	Non Minority Owned	14
	TOTAL	24

Summary of Temporary Agency Employee Usage
December 19, 1995



Category I - Less than 5 Months
 Category II - 5 Months to 2 Years
 Category III - Indefinite