

JUL - 9 1996



**MWD**

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

*David Chen*  
EXECUTIVE SECRETARY

8-5

June 19, 1996

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

**From:** General Manager

**Submitted by:** Izetta E. Birch  
Director of Human Resources

*W. L. ...*  
*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 \$3,089,926 for the First Half of Fiscal Year 1996-97.

**RECOMMENDATION(S)**

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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 \$3,089,926 for the first half of fiscal year (FY) 1996-97, substantially in accordance with the terms outlined in this letter, and in form approved by the General Counsel.

**EXECUTIVE SUMMARY**

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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 1996-97 is \$6,179,852.

**DETAILED REPORT**

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**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 \$3,089,926 for the first half of FY 1996-97. This is one-half of the total of \$6,179,852 included in the approved FY 1996-97 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. Eight of the 20 firms listed (40 percent) are either women- or minority-owned. The employees which these agencies have working at the District are categorized as follows: 59% women and 87% minority; American Indian 1%, Asian 8%, African American 64%, and Hispanic 14%.

Attachment B, Summary of Temporary Agency Employee Usage, reflects a total of 129 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.

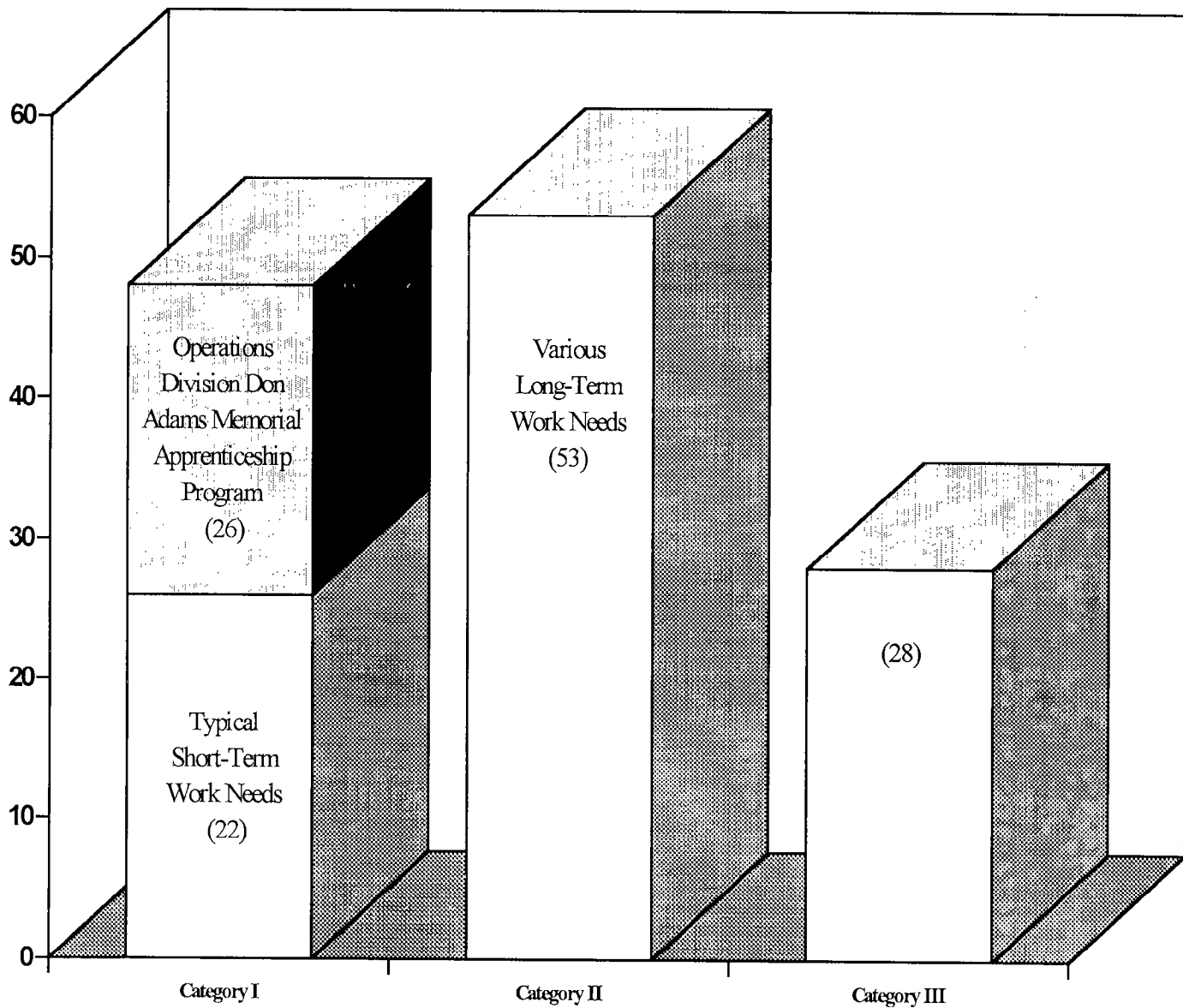
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**Employment Service Agencies Currently Administered  
By The  
Human Resources Division**

	<b>AGENCY</b>	<b>OWNERSHIP</b>
1.	<b>AB Crown</b>	<b>Female</b>
2.	<b>Act One</b>	<b>Minority/Female</b>
3.	American Workforce	Non Minority
4.	Apple One	Non Minority
5.	CDI	Non Minority
6.	Culver	Non Minority
7.	<b>Dial</b>	<b>Minority</b>
8.	EDP	Non Minority
9.	<b>FAME</b>	<b>Minority</b>
10.	Kelly	Non Minority
11.	Lab Support	Non Minority
12.	<b>Preferred Personnel</b>	<b>Female</b>
13.	<b>Staff Support</b>	<b>Female</b>
14.	Superior Design	Non Minority
15.	Talent Tree	Non Minority
16.	<b>TEMPS Inc.</b>	<b>Minority/Female</b>
17.	United	Non Minority
18.	Volt	Non Minority
19.	<b>West Coast</b>	<b>Minority/Female</b>
20.	Western	Non Minority

<b>SUMMARY</b>		
	Female Owned	3
	Minority Owned	5
	Minority & Female (3)	
	Non Minority Owned	12
	<b>TOTAL</b>	<b>20</b>

**Summary of Temporary Agency Employee Usage**  
**June 19, 1996**



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