



MWD

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

8-8

May 20, 1997

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

From: *for* General Manager

Submitted by: Izetta E. Birch
Director of Human Resources

Edward J. Meier III

Izetta E. Birch

Subject: Request Authority for the General Manager to Enter Into and Amend Existing Contracts with Employment Service Agencies Supplying Temporary Personnel and to Employ Temporary and Part-time District Personnel with an Overall Limitation in Amounts Paid of \$4,208,380 for the First Half of Fiscal Year 1997-98.

RECOMMENDATION(S)

It is recommended that the General Manager be authorized to amend existing agreements and enter into new contracts with employment service agencies supplying temporary personnel in excess of the \$250,000 limitation with an overall limitation in amounts paid of \$4,208,380 for the first half of fiscal year (FY) 1997-98, 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 personnel for FY 1997-98 is \$8,416,760.

DETAILED REPORT

PURPOSE/BACKGROUND:

Since 1989, your Board has authorized the General Manager to enter into contracts with employment services to obtain temporary personnel for the District's departments and divisions. It is proposed to amend existing contracts and enter into new contracts with various employment service agencies 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 \$4,208,380 for the first half of FY 1997-98. This is one-half of the total of \$8,416,760 included in the approved FY 1997-98 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 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 Human Resources Division recently completed a Request for Proposal for temporary personnel placement services to which twenty-four agencies submitted a proposal. Five agencies were selected to serve as prime contractors through which the Human Resources Division will place all requests for clerical and administrative temporary agency personnel. One additional not-for-profit agency is also being used as a prime contractor for these types of services. Three of the selected agencies currently have contracts with the District. Two agencies are newly selected. The participation goals set for the five agencies selected are fifteen [15] percent Minority-owned Business Enterprise and five [5] percent Woman-owned Business Enterprise.

A complete list of the employment service agencies currently providing a full range of clerical, administrative, information systems, technical, laboratory, industrial and other temporary personnel is provided in Attachment A. Seven of the 13 firms listed (54 percent) are either women- or minority-owned. Attachment B, Summary of Temporary Agency Personnel Usage, provides a breakdown of the 98 temporary agency personnel currently utilized by expected length of assignment. Attachment C, Summary of District Temporary Employee Usage, indicates the usage of District temporary employees by each of the Departments and Divisions. Cooperative education, internship and summer hire program participants are included in the District temporary employee figures.

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.

**Employment Service Agency Contracts
Currently Administered by the
Human Resources Division**

May 20, 1997

	AGENCY	OWNERSHIP
1.	Act One *	Minority/Female
2.	Adia *	Non-Minority
3.	Alternative Resources	Non-Minority
4.	Apple One *	Non-Minority
5.	Carrera Consulting	Minority/Female
6.	FAME **	Minority
7.	IMRI	Minority/Female
8.	Krystal Solutions	Female
9.	Manpower *	Non-Minority
10.	P. Murphy & Assoc.	Female
11.	Stone & Webster	Non-Minority
12.	Turner & Associates	Minority
13.	Volt *	Non-Minority

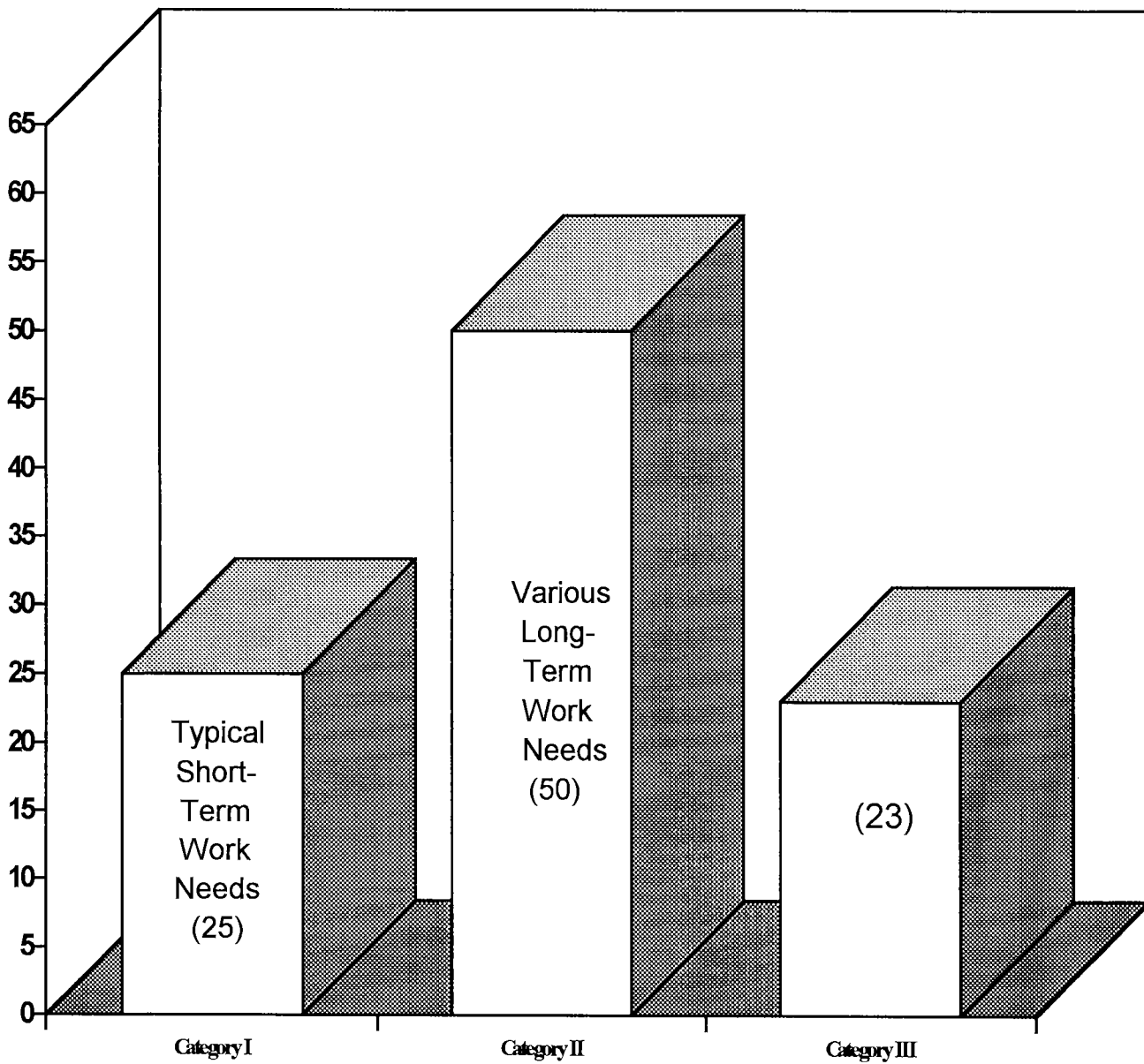
SUMMARY		
	Female Owned	2
	Minority Owned	5
	Minority & Female (3)	
	Non-Minority Owned	6
	TOTAL	13

* Indicates agency was selected through the Request for Proposal process to serve as a prime contractor in providing clerical and administrative personnel.

** Indicates a not-for-profit agency.

Summary of Temporary Agency Personnel Usage (Excluding Engineering Division)

May 20, 1997



Category I - 6 Months or Less
Category II - 7 Months to 2 Years
Category III - Indefinite

**Summary of District Temporary Employee Usage
(Excluding Engineering Division)**

May 20, 1997

Department/ Division	Number of Non-Student District Temporary Employees	Number of Co-op, Intern & Summer Hire Program Participants	Total Number of District Temporary Employees
Office of the General Manager	2		2
Auditor			0
Legal	1		1
Environmental Compliance	2	2	4
Finance & Business Services	5	2	7
Human Resources			0
Operations	60	6	66
Planning & Resources	6	1	7
Public Affairs & Conservation	4	2	6
Water Quality	9	9	18
TOTAL	89	22	111