



MWD

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

7-7

March 24, 1998

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

From: General Manager

Subject: Changes Within the Communications Division

RECOMMENDATION(S)

It is recommended :

1. That the appointment of John (Jack) Maloy by the General Manager to the regular position of Chief of Communications be approved by your Board in accordance with Administrative Code Section 6401, and
2. That the unrepresented Principal Legislative Representative classification be moved from salary grade 62 to 65 and that Administrative Code Section 6500 be amended as set forth in Attachments A and B to reflect this change.

EXECUTIVE SUMMARY

Last year, your board approved the reallocation of an existing budgeted position to a new Chief of Communications position and approved the appointment of John (Jack) Maloy as interim Chief of Communications. At this time, with Board approval, the General Manager will appoint Mr. Maloy to the regular position of Chief of Communications. In addition, in response to the increasingly more complex issues which are addressed by the Principal Legislative Representatives, a movement of that unrepresented position from salary grade 62 (annual salary range \$73,466 to \$98,613) to 65 (\$79,560 to \$106,829) is warranted.

DETAILED REPORT

In August 1997, through a reorganization of the General Manager's department, the Communications Division was created to plan, develop, coordinate, and direct all public affairs, community affairs, and legislative activities relating to Metropolitan's external and internal audiences. The unrepresented position of Chief of Communications (annual salary range \$101,317-\$136,448), which reports directly to the General Manager, was established to direct the activities of the Communications Division and to continually apprise the General Manager of communications issues that require close attention at the executive level. At that time, your Board approved the interim appointment of John (Jack) Maloy to the position.

Since the approval of the interim appointment, the General Manager has carefully reviewed the options available regarding regular appointment. The plan, as presented in August 1997, was to appoint Jack Maloy as interim Chief of Communications and recruit for the position. In order to address the increasingly more complex issues in Sacramento and Washington, and to provide stability and leadership to the newly formed division, the General Manager assessed the value of commencing a recruitment effort and the orientation of a new Chief of Communications versus the regular appointment of Jack Maloy. With the number of organizational modifications currently being implemented in the Communications Division, it is more prudent to maintain a certain amount of continuity in the Chief's Office. Therefore, it is recommended that the appointment of Jack Maloy to the regular position of Chief of Communications be approved by the Board.

In February 1998, the Subcommittee on Communications reviewed the conceptual organization structure of the Communications Division (Attachment C). As part of that analysis, the Subcommittee reviewed the new proposed position of Strategic Communications Specialist. The primary function of this position will be to develop clear and consistent messages for Metropolitan's external and internal audiences as well as an overall strategic communications outreach program. The position will report to the Chief of Communications. The existing Metropolitan classification of Executive Assistant for Strategic Policy Development at salary grade 68 (annual salary of \$86,258-\$115,918) will be utilized. Additionally, the Subcommittee also concurred with the recommendation to recruit this position from outside Metropolitan because it was felt that the expertise required is not available within Metropolitan at this time. It is intended that the search for an individual with the requisite qualifications and skills commence shortly. The number of unrepresented senior managers will not be increased as a result of this position due to the anticipated vacancy of one position in the unrepresented group.

The activities of Metropolitan's Sacramento and Washington, DC legislative offices are directed by Principal Legislative Representatives. These offices have proven to be critical in representing Metropolitan's interests in the legislative arena. In recognition of the complexity of the issues and the level of contacts which are handled on a daily basis by the managers of these offices, and to assist in retaining these highly qualified advocates, it is proposed that the salary grade for the Principal Legislative Representatives be moved from grade 62 to 65. There will be no immediate cost impact as a result of this change, as the incumbents will remain at their current pay rates within the new range. Any increases which may occur will be part of the annual evaluation process.

BL/jw

Attachment(s)

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Attachment A to 7-7

§ 6500. Hourly Pay Rate Schedule.

(a) Effective July 1, 1996, the hourly pay rate (as that term is defined in subdivision (i) of Section 6200) schedule of positions occupied by management and confidential not in an appropriate unit recognized pursuant to Section 6108 employees shall be as follows:

Grade	Range	Title	Positions	
			Authorized	Total
58	\$31.74-42.59 (\$66,019-88,587)	Executive Secretary	1	1
60	\$33.47-44.94 (\$69,618-93,475)	Asst. Auditor	1	1
62	\$35.32-47.41 (\$73,466-98,613)	Prin. Legislative Representative	2	2
63	\$36.28-48.71 (\$75,462-101,317)	*Sr. Asst. Dir. Public Affairs	0	0
65	\$38.25-51.36 (\$79,560-106,829)	Assoc. Director of Water Quality	1	1
		Prin. Legislative Representative	3	4
	\$115,918(FR)	Auditor	1	1
68	\$41.47-55.73 (\$86,258-115,918)	Director of Public Affairs	1	
		Director of Water Quality	1	
		Director of Human Resources	1	
		Dir. of Environmental Compliance	1	
		Asst. Chief Engineer	4	
		Asst. Chief of Operations	2	
		Asst. Chief of Planning and Resources	4	
		Asst. Chief Financial Officer	2	
		Exec. Asst. for Strategic Policy Development	1	
		Director of Business Development	1	18
71	\$44.94-60.45 (\$93,475-125,736)	*Exec. Asst. to General Manager	2	
		Exec. Legislative Rep.	1	3
74	\$48.71-65.60 (\$101,317-136,448)	Chief Engineer	1	
		Chief Financial Officer	1	

		Chief of Planning and Resources	1	
		Chief of Operations	1	
		Chief of Communications	1	
		Senior Executive <u>Assistant</u> to General Manager	1	6
76	\$51.36-69.24 (\$106,829-144,019)	Asst. General Counsel	1	1
80	\$57.26-77.18 (\$119,101-160,534)	*Deputy General Manager	2	2
	\$179,500(FR)	General Counsel	1	1
	\$196,400(FR)	General Manager	1	<u>1</u>
		TOTAL		38 <u>39</u>

() = Shows approximate annual salary range for
 convenience, Board approved rates are hourly

None of the above positions are eligible for overtime

*These positions were changed by authority of the General Manager, as orally reported to the
 Board of Directors.

(FR) = Designates flat rate annual salary

Attachment B to 7-7

§ 6500. Hourly Pay Rate Schedule.

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65	\$38.25-51.36 (\$79,560-106,829)	Assoc. Director of Water Quality	1	
		Prin. Legislative Representative	3	4
		\$115,918(FR) Auditor	1	1
68	(\$86,258-115,918)	Director of Public Affairs	1	
		Director of Water Quality	1	
		Director of Human Resources	1	
		Dir. of Environmental Compliance	1	
		Asst. Chief Engineer	4	
		Asst. Chief of Operations	2	
		Asst. Chief of Planning and Resources	4	
		Asst. Chief Financial Officer	2	
		Exec. Asst. for Strategic Policy Development	1	
		Director of Business Development	1	18
71	\$44.94-60.45 (\$93,475-125,736)	*Exec. Asst. to General Manager	2	
		Exec. Legislative Rep.	1	3

74	\$48.71-65.60	Chief Engineer	1	
	(\$101,317-136,448)	Chief Financial Officer	1	
		Chief of Planning and Resources	1	
		Chief of Operations	1	
		Chief of Communications	1	
		Senior Executive Assistant to General Manager	1	6
76	\$51.36-69.24	Asst. General Counsel	1	1
	(\$106,829-144,019)			
80	\$57.26-77.18	*Deputy General Manager	2	2
	(\$119,101-160,534)			
	\$179,500(FR)	General Counsel	1	1
	\$196,400(FR)	General Manager	1	<u>1</u>
		TOTAL		39

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COMMUNICATIONS DIVISION ORGANIZATION CHART
FEBRUARY 1998

CHIEF OF COMMUNICATIONS, JACK MALOY

OFFICE OF THE CHIEF:
COMMUNICATIONS SPECIALIST FOR STRATEGIC
COMMUNICATIONS (POSITION OPEN)
ADMINISTRATIVE SECRETARY (PROPOSED)
R. ESCUADRO (ADMIN SUPPORT)
C. BLADE (ADMIN SUPPORT)

LEGISLATIVE AFFAIRS
RAY CORLEY

C. NEAL

WASHINGTON OFFICE
B. HILTSCHER
P. SHUBITOWSKI

SACRAMENTO OFFICE
D. HUNTER
K. COLE
V. HACKETT-COLE
L. MCDONALD

SO. CALIF. OFFICES
T. SKROVE
N. ARIAS-LEE
J. MCMILLAN
N. EDELEN
A. HUBBELL
G. HEIN (REPLACE)
P. ARLT
D. SMITH

ADMIN. SUPPORT TBD

PUBLIC AFFAIRS
B. GOMPERZ

L. DOVE

MEDIA RELATIONS
R. HALLWACHS
R. MUIR
K. MCSPADDEN
M. MALONEY

PUBLICATIONS
G. HOFER, MGR.
J. PONENTO
K. MCLAUGHLIN
M. SCHWARZE
L. OKAMURA
M. CHAVEZ
B. BROWN
C. CROSS

EDUCATION
R. DONNELLY, MGR.
A. MAAS
M. LANNOM
C. GOLDEN
A. PERRY

J. CARRILLO, ADMIN.
SUPPORT

COMMUNITY AFFAIRS
A. DEISTER

D. IRIZARRY

SPECIAL PROGRAMS
M. DICKINSON
B. WYMER
L. SMITH
R. THOMAS
J. KINNEY

FACILITIES INSPECTIONS
C. MILLER, MGR.
T. LOVIL
P. CHANDLER
A. REGO
C. HAMAWI

COMMUNITY OUTREACH
P. ORTMAN
L. GOTTLIEB
J. PARSONS
R. BROWN
T. HAMPTON
B. MARTZ

ADMIN SUPPORT TBD

APPROVALS:

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T. QUINN

E. Means
E. MEANS

J. R. Wodraska
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