



MWD

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

8-8

May 26, 1998

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

From: *for* General Manager Edward S. Meier III

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

Subject: Request Authority for the General Manager to Enter Into and Amend Existing Contracts with Employment Service Agencies Supplying Temporary Personnel in excess of the \$250,000 limitation.

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 \$3,428,180 for the first half of fiscal year (FY) 1998-99, 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, and several special program contracts administered by the Operations Division. The approved budget for temporary personnel administered by the Human Resources Division for FY 1998-99 is \$6,856,360.

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 that the General Manager be authorized to amend existing contracts and enter into new contracts with various employment service agencies who supply temporary personnel in excess of the \$250,000 limitation with an overall limitation in amounts paid of \$3,428,180 for the first half of FY 1998-99. This is one-half of the total of \$6,856,360 included in the approved FY 1998-99 budget for all departments and divisions, with the exception of the Engineering Division, and selected contracts administered by the Operations 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:

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 12 firms listed (58 percent) are either women- or minority-owned. Attachment B, Summary of Temporary Agency Personnel Usage (Administered by the Human Resources Division), provides a breakdown of the 90 temporary agency personnel currently utilized by expected length of assignment.

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.

EM/jw

Attachment(s)

1296bo.doc

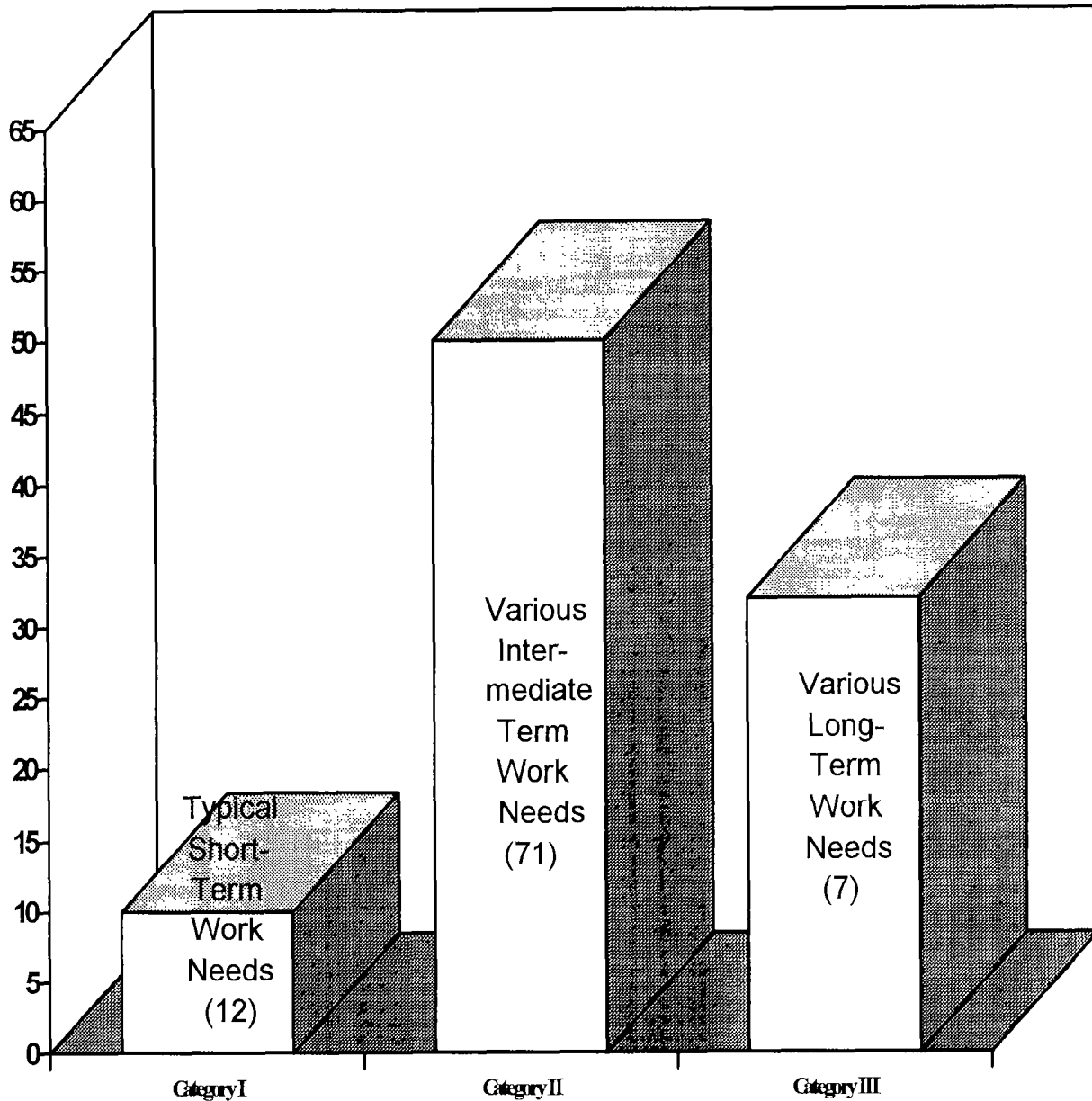
**Employment Service Agency Contracts
 Currently Administered by the
 Human Resources Division**

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

SUMMARY		
	Female Owned	2
	Minority Owned	5
	Minority & Female (2)	
	Non-Minority Owned	5
	TOTAL	12

* Indicates a not-for-profit agency.

Summary of Temporary Agency Personnel Usage (Administered by the Human Resources Division)



Expected Length of Assignment

- Category I - 6 Months or Less
- Category II - 7 Months to 2 Years
- Category III - More than 2 years