



**Board Administrative Committee
September 5, 2019**

SUBJECT:

Human Resources Staffing Status Update for July 2019

BACKGROUND:

Employee headcount as of July 31, 2019 increased to 608 from 607 the prior month. During the month of July the following staffing and personnel changes occurred:

Retirements and Separations:

- Executive Assistant
- Facilities Location Technician II
- Facilities Maintenance Technician II
- Pipeline Construction Crew Leader

New Hires within Budget Approved Provisions:

- Apprentice - Mechanical Services
- Customer Service Representative I Flex - Part Time
- Civil Engineer Associate I Flex
- Air Quality Compliance Analyst I
- Water Reclamation Operator-in-Training

Classification Changes:

- Six employees reclassified within their position

Internal Position Changes:

- One employee filled a replacement position

Leave of Absence:

- Nine employees were on a partial or full leave of absence

FINANCIAL IMPACT:

None

STRATEGIC PLANNING GOAL/OBJECTIVE:

Become the employer of choice for high performing employees by sustaining a safe and ethical workplace that promotes innovation and provides opportunities for employee development to achieve job fulfillment.

ENVIRONMENTAL IMPACT:

None

RECOMMENDATION:

Receive and file

SUBMITTED BY:



Paul D. Jones II, P.E., General Manager

8/23/2019

Attachment(s):

Exhibit A - Human Resources Staffing Status Update - July 2019

09/18/19 Board Meeting

Staff Contact: Laura Zamora