



**Board Administrative Committee
November 7, 2019**

SUBJECT:

Human Resources Staffing Status Update for September 2019

BACKGROUND:

Employee headcount as of September 30, 2019 decreased to 609 from 610 the prior month. During the month of September, the following staffing and personnel changes occurred:

Retirements and Separations:

- Director of Maintenance
- Senior Communications Program Manager
- Water Reclamation Plant Maintenance Technician II
- Water Reclamation Plant Operator II
- Water Reclamation Plant Shift Supervisor

New Hires within Budget Approved Provisions:

- Customer Service Representative I Flex – Part Time
- Pipeline Construction Utility Worker I Flex
- Civil Engineer II
- Facilities Location Technician I Flex

Classification Changes:

- Nine employees reclassified within their position

Internal Position Changes:

- One employee filled a replacement position
- One employee is serving on an interim basis in a higher vacant position

Leave of Absence:

- Five employees were on a partial of full leave of absence

FINANCIAL IMPACT:

None

STRATEGIC PLANNING GOAL/OBJECTIVE:

Be the employer of choice to attract and retain high performing employees by creating and sustaining a work culture that is safe and ethical, while promoting innovation, and providing

opportunities for employee development and advancement.

ENVIRONMENTAL IMPACT:

None

RECOMMENDATION:

Receive and file

SUBMITTED BY:



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

11/1/2019

Attachment(s):

Exhibit A - Human Resources Staffing Status Update - September 2019

11/20/19 Board Meeting

Staff Contact: Laura Zamora