



**Board Administrative Committee  
January 14, 2020**

**SUBJECT:**

Human Resources Staffing Status Update for November 2019

**BACKGROUND:**

Employee headcount as of November 30, 2019 increased to 615 from 613 the prior month. During the month of November, the following staffing and personnel changes occurred:

Retirements and Separations:

- Civil Engineer II
- Collections Systems Utility Worker II

New Hires within Budget Approved Provisions:

- Electrician
- Controls Technician II - two positions
- Controls and Communications Analyst II

Classification Changes:

- Four employees reclassified within their position

Internal Position Changes within Budget Approved Provisions:

- Five employees filled vacant positions

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

1/9/2020



Laura Nomura, Deputy General Manager

1/7/2020

**Attachment(s):**

*Exhibit A - Human Resources Staffing Status Report for November 2019*

01/22/20 Board Meeting

Staff Contact: Laura Zamora