



RECEIVE AND FILE

**Board of Directors  
February 19, 2020**

**SUBJECT:**

Human Resources Staffing Status Update for December 2019

**BACKGROUND:**

Employee headcount as of December 31, 2019 decreased to 613 from 615 the prior month. During the month of December, the following staffing and personnel changes occurred:

Retirements and Separations:

- Engineering Project Management Coordinator
- Industrial Engine Technician II
- Senior Engineering Technician
- Senior Executive Assistant

New Hires within Budget Approved Provisions:

- Controls Technician I Flex
- Water Reclamation Plant Operator II

Classification Changes:

- One employee reclassified within their position

Internal Position Changes:

- Four employees filled replacement 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

1/31/2020

**Attachment(s):**

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

History:

02/11/20	Board Administrative Committee	REVIEWED AT COMMITTEE
02/19/20	Board Meeting	

Staff Contact: Laura Zamora