



Human Resources

Human Resources Updates

Finance and Administration

May 25, 2023



Overview

- Flexible Staffing Program
- Promotions
- Approvals for Posting Positions

Flexible Staffing Program

Purpose

- Provides a clear path to promotion
- Policy
 - Ensures program understanding
 - Provides for consistency
- Job Classification Review Matrices
 - Standardizes the review processes
 - Sets the objective criteria for promotion to the next level
 - Provides employees with a clear understanding of what is needed to promote to the next level.
- Instructions
 - Provides for consistent application



Flexible Staffing Matrix - Example

Employee:			
Current Classification:			
Evaluation Date Range:			
Classification Series: Assistant Engineer/Associate Engineer			
Success Factors	Criteria/Measurable Behaviors	Criteria Met	Date/Notes
<i>The following qualifications and criteria must all be met in order to advance to the next higher-level classification via a non-competitive process.</i>			
Minimum Qualifications	Meets the minimum qualifications of the next higher level classification in the series as detailed in the classification specification. (Minimum qualifications to be evaluated and confirmed by HR)		
License/Certifications	Possession of a valid Certificate of Registration as a Professional Civil Engineer in the State of California.		
Technical/Professional KSAs	Demonstrates ability to independently manage workload, adhering to established timeframes for completing work, and providing status updates related to assignments, as demonstrated by the ability to adhere to schedules and make progress on projects independently, as assessed during regular meeting with supervisory staff, and supervisory spot check/interval review of work.		
Technical/Professional KSAs	Ability to independently and successfully manage multiple standard engineering projects in various phases with various deadlines from start to finish with minimal oversight from manager, including assisting with contract process (preparing drafts for supervisory review), and independently preparing and monitoring project schedules; monitoring and reviewing project design and construction activities; monitoring the work of contractors, and project close-out processes, as demonstrated by the ability to meet project milestones, keep projects within budget, and communicate/coordinate effectively with stakeholders, delegate tasks, and keep stakeholders/managers apprised of project progress/setbacks, assessed by supervisory staff, lack of complaints from customers/contractors, lack of multiple change orders, and overall review of assigned projects.		

Flexible Staffing - Examples

Meter Operations

Meter Reader Repair Worker I
Meter Reader Repair Worker II

Accountant Series

Accountant I
Accountant II

Automotive Series

Automotive Mechanic I
Automotive Mechanic II

Information Systems

Information Systems Analyst I
Information Systems Analyst II

Chemist Series

Chemist I
Chemist II

Park Ranger Series

Park Ranger I
Park Ranger II

Benefit of Flexible Staffing and Internal Promotion

- Recruitment
 - Competitive Recruitment Tool - Attracts Individuals interested in growth
- Motivation
- Retention
- Engagement

Recent Promotions – January 2023 to Present

Flexible Staffing Promotions	
Former Position	New Promoted Position
Meter Reader and Repair Worker I	Meter Reader and Repair Worker II
Construction Inspector I	Construction Inspector II
Assistant Utility Maintenance Worker	Utility Worker I
Mechanical & Electrical Maintenance Worker III	Mechanical & Electrical Maintenance Worker IV

Competitive Promotions	
Former Position	New Promoted Position
Customer Service Field Inspector - Temp	Distribution System Operator Trainee
Utility Crew Leader	Supv Facilities Maintenance & Special Projects
Utility Crew Leader	Field Supervisor
Mechanical & Electrical Maintenance Worker II	Supv Facilities Maintenance & Special Projects
Utility Worker I	Mechanical & Electrical Worker I
Customer Service Representative II	Customer Service Representative III
Accounting Assistant II	Accounting Assistant III
Utility System Specialist	Construction Inspector II
Office Assistant II	Engineering Technician

Board Approval for Positions

Background

- In 2010 – MMWD efforts to reduce operating expenses
- 15 positions were held vacant
- “Board may want to consider a policy of approving the filling of any of these positions prior to staff taking action to do so. This could apply to future vacancies.”
- There is no policy

Recommendation

- Rely on approved budget for filling positions
- Approve positions that are not budgeted
 - When a position is converted to a higher paying position
 - Unbudgeted positions

Benefits

- Allows for the District to move faster with backfilling critical positions
- Reduces administrative workload

Summary

- The District offers growth opportunities
- Shift practice to request to fill positions, that are inconsistent with the adopted budget, to the Board for approval