

Marina Coast Water District
Agenda Transmittal

Agenda Item: 9-D

Meeting Date: November 8, 2011

Submitted By: Jean Premutati
Reviewed By: Carl Niizawa

Presented By: Jean Premutati

Agenda Title: Consider Providing Direction to Staff on Proposed District Reorganization and Job Classifications

Detailed Description: Over time, job duties, technology and assignments have evolved such that staff recommends an evaluation of staffing levels and organizational structure. The evaluation may also be viewed as an opportunity to seek cost savings measures.

In FY2010/2011, the District experienced the loss of four managers and two line staff due to retirements, resignations, and outside advancement options. As a result, staff has had the opportunity to explore some cost-saving measures rather than recruiting to fill each position as they become vacant. These alternatives include assigning existing staff with interim duties and titles and hiring temporary, contract employees. In addition, a new classification was established as well as growth opportunities previously not available.

The temporary appointments are not sustainable as a long-term measure although they have been beneficial to the District and the continuity of workflow. In order to achieve a sustainable organization, this is an opportune time for discussion of reorganization of District departments and job classifications that optimally and efficiently meet the District's future needs and fill critical positions. As a result of reorganization, we anticipate enhanced productivity, continued cost-savings measures, and internal growth incentives for existing staff so they will remain with the District.

Environmental Review Compliance: None required.

Prior Committee or Board Action: The Board adopted Resolution No. 2011-52 approving the reorganization of the Finance Department and related classifications and job descriptions.

Board Goals/Objectives: *Strategic Plan, Mission Statement – Providing high quality water, wastewater and recycled water services to the District's expanding communities through management, conservation and development of future resources at reasonable costs.*

Financial Impact: _____Yes X No

Funding Source/Recap: None.

Material Included for Information/Consideration: None.

Staff Recommendation: The Board of Directors provide direction to staff on a plan for proposed District reorganization and job classifications.

Action Required: _____Resolution _____Motion _____Review

Board Action

_____Resolution No _____ Motion By _____ Seconded By _____

Ayes _____ Abstained _____

Noes _____ Absent _____

Reagendized _____ Date _____ No Action Taken _____