

SEWERAGE & WATER BOARD OF NEW ORLEANS

STRATEGY COMMITTEE MEETING

MONDAY, SEPTEMBER 19, 2016

11:30 AM

**6 2 5 S T . J O S E P H S T R E E T
2 ^{N D} F L O O R B O A R D R O O M**

Marion Bracy, Chair • Robin Barnes, Vice Chair • Kimberly Thomas • Dr. Tamika Duplessis • Kerri Kane

FINAL AGENDA

ACTION ITEMS

1. None

PRESENTATION ITEMS

2. Monthly Human Resources Activity Report for the Period August 1 through August 31, 2016
3. Human Resources Process Mapping
4. Executive Director's Approval of Contracts of \$1,000,000.00 or Less
5. Classification, Compensation, and Organizational Analysis - Introduction

INFORMATION ITEMS

6. Any Other Matters



SEWERAGE AND WATER BOARD OF NEW ORLEANS

September 12, 2016

Strategy Committee
Sewerage and Water Board of New Orleans
New Orleans, Louisiana

Subject: Monthly Human Resources Activity Report for the Period August 1- August 31, 2016

Dear Directors:

Please find below an account of various Board human resources activities for the period August 1 – August 31, 2016. This monthly snapshot is presented to keep you abreast of the progress and challenges related to the Board's ability to hire and retain the best qualified candidates to perform the Board's important work.

Human Resources Activities

Beginning Vacant Positions: 256

Ending Vacant Positions: 256

New Hire: 16

Resignations: 8

Retirement: 1

DROP Program Participants: 127

- Beginning Balance: 127
- New Member(s): 2
- Member(s) Removed 2

Promotions: 6

Disciplinary Actions: 29

- Reprimands: 19
- Suspensions: 5
- Terminations: 5

Civil Service Reform Update

Staff is continuing to work through challenges with Civil Service processes to improve Sewerage & Water Board's overall HR service levels. To that end, we have established a performance metric of "an average of 60 days to fill a vacant position". As there are many factors involved in all recruitments, it is imperative that all entities perform their role(s) in a timely manner. There are three areas that will still require Civil Service staff's attention: approval of changes to minimum qualifications, execution of examinations and approval of job studies. We will monitor the turnaround times of these tasks and their impact on our performance metric. We are currently "process mapping" the hiring tasks for both S&WB specific positions as well as our city wide positions. This will help us to more clearly see and articulate where the bottlenecks are and assist us with developing solutions.

If you have questions relating to this report or desire additional information, please feel free to contact me at (504) 585-2023.



Sharon Judkins
Deputy Director-Administration

Cc: Attachments
August Monthly Activity Report
Drop Summary
Resignation Analysis

August Monthly Activity Report			
DATE	ACTION	JOB TITLE	REASON
New Hires:			
8/8/2016		Laborer	
8/15/2016		Laborer	
8/29/2016		Laborer	
8/29/2016		Laborer	
8/29/2016		Laborer	
8/29/2016		Laborer	
8/15/2016		Management Development Analyst 1	
8/15/2016		Management Development Specialist 1	
8/29/2016		Networks Maintenance Technician 1	
8/15/2016		Office Assistant 2	
8/15/2016		Office Assistant 2	
8/29/2016		Office Support Specialist	
8/29/2016		Office Assistant Trainee	
8/29/2016		Utility Services Manager	
8/29/2016		Utility Services Manager	
Resignations:			
8/19/2016		Accountant	Transfer/Promotion to the city
8/16/2016		Laborer	Avoid disciplinary action
8/23/2016		Laborer	Accept employment outside of civil service
8/23/2016		Laborer	Other reasons-relocating
8/11/2016		Networks Maintenance Technician 1	Avoid disciplinary action
8/8/2016		Networks Maintenance Technician 2	Not satisfied
8/8/2016		Water Service Inspector 1	Accept employment outside of city civil service
8/8/2016		Water Service Inspector 1	Accept employment outside of city civil service
8/1/2016		Utility Meter Services Supv. Asst.	
8/1/2016		Engineering Assistant	Enter DROP
8/13/2016		Networks Master Maintenance Technician 1	Exit DROP
8/24/2016		Pumping Plant Operator	Exit DROP
8/1/2016		Pumping and Power Plant Operator	Enter DROP

Promotions:

8/19/2016		Accountant 3	
8/17/2016		Administrative Support Supervisor 2	
8/17/2016		Office Assistant 2	
8/19/2016		Office Support Specialist	
8/17/2016		Water Purification Operator 1	
8/17/2016		Steam Plant Engineer 2	

Disciplinary Actions:

8/1/2016	Reprimand	Networks Maintenance Technician 1	
8/4/2016	Reprimand	Networks Maintenance Technician 1	
8/18/2016	Reprimand	Networks Maintenance Technician 1	
8/18/2016	Reprimand	Networks Maintenance Technician 1	
8/31/2016	Reprimand	Networks Maintenance Technician 1	
8/17/2016	Reprimand	Utilities Plant Worker	
8/22/2016	Reprimand	Utilities Plant Worker	
8/25/2016	Reprimand	Water Service Inspector 1	
8/29/2016	Reprimand	Water Service Inspector 1	
8/29/2016	Reprimand	Water Service Inspector 1	
8/29/2016	Reprimand	Water Service Inspector 1	
8/29/2016	Reprimand	Water Service Inspector 1	
8/29/2016	Reprimand	Water Service Inspector 1	
8/10/2016	Reprimand	Water Service Inspector 2	
8/10/2016	Reprimand	Water Service Inspector 2	
8/10/2016	Reprimand	Water Service Inspector 2	
8/10/2016	Reprimand	Water Service Inspector 2	
9/1/2016	Reprimand	Water Service Inspector 2	
8/1/2016	Suspension	Networks Maintenance Technician 1	
8/15/2016	Suspension	Networks Maintenance Technician 1	
8/15/2016	Suspension	Networks Maintenance Technician 1	
8/2/2016	Suspension	Water Service Inspector 3	
9/1/2016	Suspension	Water Service Inspector 3	
8/18/2016	Termination	Networks Maintenance Technician 1	
8/31/2016	Termination	Networks Maintenance Technician 1	
8/31/2016	Termination	Networks Maintenance Technician 1	
8/31/2016	Termination	Networks Senior Maintenance Technician 2	
8/31/2016	Termination	Networks Senior Maintenance Technician 2	

DROP SUMMARY REPORT

TITLE	START	END	TIME REMAINING (yrs)	AVG TIME REMAINING (YRS)	TOTAL EMPLOYEES ON DROP
BUYER 1	9/1/2011	9/1/2016	0.09	2.48	127
NET MASTER MAINTENANCE TECH 1	9/1/2011	9/1/2016	0.09		
SR. OFFICE SUPPORT SPECIALIST	9/1/2011	9/1/2016	0.09		
BUYER 2	9/12/2011	9/12/2016	0.12		
NETWORKS ZONE MANAGER 1	10/1/2011	10/1/2016	0.17		
SR. OFFICE SUPPORT SPECIALIST	10/1/2011	10/1/2016	0.17		
SR. OFFICE SUPPORT SPECIALIST	10/1/2011	10/1/2016	0.17		
ACCOUNTANT 3	11/1/2011	11/1/2016	0.25		
NET SENIOR MAINTENANCE TECH 1	11/1/2011	11/1/2016	0.25		
ADMIN. SUPPORT SUPERVISOR 3	12/1/2011	12/1/2016	0.34		
INFORMATION TECHNOLOGY MANAGER	12/5/2011	12/5/2016	0.35		
UTIL MAINT MASTER SUPERVISOR	12/31/2011	12/31/2016	0.42		
WAREHOUSE & SUPPLIES MGR	1/1/2012	1/1/2017	0.42		
NET SENIOR MAINTENANCE TECH 2	1/2/2012	1/2/2017	0.42		
ADMIN. SUPPORT SUPERVISOR 3	2/1/2012	2/1/2017	0.51		
WATER PURIFICATION OPERATOR 4	2/1/2012	2/1/2017	0.51		
WATER PURIFICATION OPERATOR 2	2/3/2012	2/3/2017	0.51		
FACILITIES ENGINEERING SPCL	3/14/2012	3/14/2017	0.62		
POWER DISPATCHER 3	4/1/2012	4/1/2017	0.67		
SENIOR PRINCIPAL ENGINEER	4/1/2012	4/1/2017	0.67		
SR. OFFICE SUPPORT SPECIALIST	4/9/2012	4/9/2017	0.69		
CHIEF ACCOUNTANT	4/30/2012	4/30/2017	0.75		
WATER SERVICE INSPECTOR 3	4/30/2012	4/30/2017	0.75		
ATTORNEY 4	5/1/2012	5/1/2017	0.75		
PUBLIC WORKS SUPERVISOR 1	5/1/2012	5/1/2017	0.75		
PUMPING STATIONS SUPV	5/1/2012	5/1/2017	0.75		
UTIL MAINT MASTER SPECIALIST 2	5/1/2012	5/1/2017	0.75		
UTILITY SENIOR SERVICES ADMIN	5/1/2012	5/1/2017	0.75		
UTILITY SERVICES ADMINISTRATOR	5/1/2012	5/1/2017	0.75		
AUTOMOTIVE SECTION SUPERVISOR	6/1/2012	6/1/2017	0.84		
ENGINEERING TECHNICIAN	6/1/2012	6/1/2017	0.84		
PUBLIC WORKS SUPERVISOR 3	6/17/2012	6/17/2017	0.88		
WATER PURIFICATION OPERATOR 4	7/1/2012	7/1/2017	0.92		
NET SENIOR MAINTENANCE TECH 2	7/2/2012	7/2/2017	0.92		
Employees within 1 year:				34	
FIELD SERVICE SUPERVISOR	9/1/2012	9/1/2017	1.09		
NETWORKS ZONE MANAGER 1	9/8/2012	9/8/2017	1.11		
NET SENIOR MAINTENANCE TECH 2	10/7/2012	10/7/2017	1.19		
MATERIAL AND STORES SUPV	1/3/2013	1/3/2018	1.43		
NET SENIOR MAINTENANCE TECH 1	1/21/2013	1/21/2018	1.48		
EQUIPMENT OPERATOR 3	3/1/2013	3/1/2018	1.58		
NET SENIOR MAINTENANCE TECH 2	3/1/2013	3/1/2018	1.58		
PUMPING STATIONS SUPV ASST	3/1/2013	3/1/2018	1.58		
UTIL MAINT MASTER SPECIALIST 2	4/1/2013	4/1/2018	1.67		

DROP SUMMARY REPORT

OFFICE ASSISTANT 4	5/1/2013	5/1/2018	1.75
OFFICE SUPPORT SPECIALIST	5/1/2013	5/1/2018	1.75
UTILITIES MAINT SUPERVISOR	5/1/2013	5/1/2018	1.75
NET SENIOR MAINTENANCE TECH 2	5/31/2013	5/31/2018	1.83
DEPUTY SPECIAL COUNSEL	6/1/2013	6/1/2018	1.84
NET MASTER MAINTENANCE TECH 2	6/1/2013	6/1/2018	1.84
NET SENIOR MAINTENANCE TECH 1	6/1/2013	6/1/2018	1.84
OFFICE ASSISTANT 3	6/3/2013	6/3/2018	1.84
PUMPING STATIONS SUPV	7/31/2013	7/31/2018	2.00
OFFICE ASSISTANT 2	8/1/2013	8/1/2018	2.00
OFFICE ASSISTANT 3	8/1/2013	8/1/2018	2.00
Employees within 2 years:			20
NET MASTER MAINTENANCE TECH 2	8/12/2013	8/12/2018	2.03
PUMPING PLANT OPERATOR	9/1/2013	9/1/2018	2.09
ENGINEERING TECHNICIAN	10/1/2013	10/1/2018	2.17
FLEET SERVICES SUPERVISOR	11/1/2013	11/1/2018	2.25
NET QUALITY ASSUR & SFTY INSPC	11/1/2013	11/1/2018	2.25
MANAGEMNT DEVELOPMNT SPECLST 2	12/1/2013	12/1/2018	2.34
STEAM PLANT ENGINEER 2	12/2/2013	12/2/2018	2.34
LEGAL ADMINISTRATIVE ASSISTANT	1/3/2014	1/3/2019	2.43
PUBLIC WORKS MAINTENANCE SUPT	1/3/2014	1/3/2019	2.43
UTIL MAINT MASTER SUPERVISOR	1/3/2014	1/3/2019	2.43
NETWORKS MAINTENANCE TECH 2	1/27/2014	1/27/2019	2.49
PUMPING AND POWER PLANT OPR	2/1/2014	2/1/2019	2.51
WATER PURIFICATION OPERATOR 2	2/1/2014	2/1/2019	2.51
NET MASTER MAINTENANCE TECH 2	2/13/2014	2/13/2019	2.54
PUMPING AND POWER PLANT OPR	3/1/2014	3/1/2019	2.58
PUMPING STATIONS SUPV ASST	3/1/2014	3/1/2019	2.58
WATER PURIFICATION OPERATOR 2	5/1/2014	5/1/2019	2.75
WATER PURIFICATION OPERATOR 3	6/4/2014	6/4/2019	2.84
OFFICE SUPPORT SPECIALIST	6/6/2014	6/6/2019	2.85
Employees within 3 years:			19
EQUIPMENT OPERATOR 2	9/1/2014	9/1/2019	3.09
OFFICE ASSISTANT 3	10/1/2014	10/1/2019	3.17
NETWORKS MAINTENANCE TECH 1	10/30/2014	10/30/2019	3.25
NET SENIOR MAINTENANCE TECH 1	10/31/2014	10/31/2019	3.25
UTILITY SENIOR SERVICES MGR	10/31/2014	10/31/2019	3.25
MANAGEMNT DEVELOPMNT SPECLST 2	11/1/2014	11/1/2019	3.25
PUMPING PLANT OPERATOR	11/1/2014	11/1/2019	3.25
WATER PURIFICATION OPERATOR 1	11/20/2014	11/20/2019	3.31
MANAGEMNT DEVELOPMNT SPECLST 2	11/30/2014	11/30/2019	3.33
AUTOMOTIVE MAINT. TECHNICIAN	12/1/2014	12/1/2019	3.34
ADMIN. SUPPORT SUPERVISOR 2	12/15/2014	12/15/2019	3.38
NET SENIOR MAINTENANCE TECH 2	12/19/2014	12/19/2019	3.39
NET MASTER MAINTENANCE TECH 1	12/31/2014	12/31/2019	3.42
PUMPING STATIONS SUPV ASST	12/31/2014	12/31/2019	3.42
UTIL MAINT MASTER SPECIALIST 1	1/1/2015	1/1/2020	3.42

DROP SUMMARY REPORT

STEAM PLANT ENGINEER 2	1/24/2015	1/24/2020	3.48
PUMPING STATIONS SUPV ASST	2/1/2015	2/1/2020	3.51
UTILITY SERVICES ADMINISTRATOR	3/1/2015	3/1/2020	3.59
FIELD SERVICE SUPERVISOR	3/15/2015	3/15/2020	3.62
OFFICE SUPPORT SPECIALIST	3/28/2015	3/28/2020	3.66
STEAM PLANT ENGINEER 1	3/31/2015	3/31/2020	3.67
OFFICE ASSISTANT 3	4/1/2015	4/1/2020	3.67
FIELD SERVICE SUPERVISOR	4/9/2015	4/9/2020	3.69

Employees within 4 years: 23

PUMPING AND POWER PLANT OPR	8/1/2015	8/1/2020	4.01
FLEET SERVICES MANAGER	8/7/2015	8/7/2020	4.02
POWER DISPATCHER 4	9/22/2015	9/22/2020	4.15
STEAM PLANT ENGINEER 4	9/22/2015	9/22/2020	4.15
FIELD SERVICE SUPERVISOR	10/1/2015	10/1/2020	4.17
FIELD SERVICE SUPERVISOR	11/1/2015	11/1/2020	4.26
NET SENIOR MAINTENANCE TECH 1	11/1/2015	11/1/2020	4.26
NET SENIOR MAINTENANCE TECH 1	11/1/2015	11/1/2020	4.26
ADMIN. SUPPORT SUPERVISOR 3	11/26/2015	11/26/2020	4.33
CHIEF ACCOUNTANT	11/28/2015	11/28/2020	4.33
PUBLIC WORKS SUPERVISOR 2	12/2/2015	12/2/2020	4.34
ENGINEER INTERN 2	12/21/2015	12/21/2020	4.39
NET MASTER MAINTENANCE TECH 1	12/30/2015	12/30/2020	4.42
NET SENIOR MAINTENANCE TECH 2	12/30/2015	12/30/2020	4.42
SR. OFFICE SUPPORT SPECIALIST	1/1/2016	1/1/2021	4.42
AUTOMOTIVE SERVICES SUPERVISOR	1/8/2016	1/8/2021	4.44
UTIL MAINT MASTER SUPERVISOR	1/8/2016	1/8/2021	4.44
UTIL MAINT MASTER SUPERVISOR	1/8/2016	1/8/2021	4.44
UTIL MAINT MASTER SUPERVISOR	1/11/2016	1/11/2021	4.45
NET SENIOR MAINTENANCE TECH 1	2/1/2016	2/1/2021	4.51
SR. OFFICE SUPPORT SPECIALIST	2/2/2016	2/2/2021	4.51
NET SENIOR MAINTENANCE TECH 2	2/29/2016	3/1/2021	4.59
NET MASTER MAINTENANCE TECH 1	4/1/2016	4/1/2021	4.67
OFFICE ASSISTANT 4	4/1/2016	4/1/2021	4.67
POWER DISPATCHER 3	4/1/2016	4/1/2021	4.67
NET SENIOR MAINTENANCE TECH 2	6/1/2016	6/1/2021	4.84
PUBLIC WORKS MAINTENANCE WKR 1	6/1/2016	6/1/2021	4.84
PUBLIC WORKS MAINTENANCE WKR 1	6/4/2016	6/4/2021	4.85
LABORATORY TECHNICIAN 3	7/1/2016	7/1/2021	4.92
PUMPING AND POWER PLANT OPR	8/1/2016	8/1/2021	5.01
PUMPING STATIONS SUPV	8/1/2016	8/1/2021	5.01

Employees within 5 years: 31

DROP SUMMARY REPORT

AUGUST SUMMARY

	EFFECTIVE DATE	ACTION
PUMPING STATIONS SUPV	8/1/2016	ADDITION
PUMPING AND POWER PLANT OPR	8/1/2016	ADDITION
NETWORKS MASTER MAINTENANCE TECH 1	8/13/2016	DELETION
PUMPING PLANT OPERATOR	8/24/2016	DELETION

Resignations for August 2016

[illegible]



SEWERAGE AND WATER BOARD

Inter-Office Memorandum

Date: September 1, 2016

From: Willie Mingo, Purchasing Agent
Purchasing Department

Thru: Vicki Rivers, Deputy Director
Sewerage and Water Board New Orleans - Logistics

To: Sharon Judkins, Deputy Director
Sewerage and Water Board New Orleans- Administration

Re: **Executive Director's Approval of Contracts of \$1,000,000.00 or less**

1. Furnishing Solid Waste Disposal Services (Trash Pick-up)
Richard's Disposal
 - 1st year
 - \$64,223.64 annually
2. Furnishing Limestone (aggregate)
MST Enterprises
 - 1st year
 - \$207,538.50 annually
3. Furnishing #1 all Purpose Rag Wipers
Crescent City Industrial Services
 - 1st year
 - \$64,000.00 annually
4. Furnishing Safety Shoes
Cintas Corporation
 - 1st year
 - \$107,700.00 annually
5. Furnishing Aerosol, Janitorial & Industrial Chemicals
Assorted Products
 - 1st and Final Renewal
 - \$286,024.50 annually

6. Furnishing Paper Products and Janitorial Supplies
Economical Janitorial & Paper Supplies

- 1st and Final Renewal
- \$50,441.51 annually

7. Furnishing Iron Castings
East Jordan Iron Works, Inc

- 1st and Final Renewal
- \$277,067.25 annually

8. Leak Detection Services
Echologics, Inc

- 1ST and Final Renewal
- \$954,000.00 annually

- Upon request complete contract available for review in Procurement.

Cc: Kathleen LaFrance



"RE-BUILDING THE CITY'S WATER SYSTEMS FOR THE 21ST CENTURY"

Sewerage & Water Board OF NEW ORLEANS

MITCHELL J. LANDRIEU, President
SCOTT JACOBS, President Pro-Tem

625 ST. JOSEPH STREET
NEW ORLEANS, LA 70165 • 504-529-2837 OR 52W-ATER
www.swbno.org

September 12, 2016

Strategy Committee
Sewerage and Water Board of New Orleans
New Orleans, Louisiana

Subject: Upcoming Classification/Compensation/Organizational Analysis Study

Dear Directors:

Earlier this year the Sewerage & Water Board requested proposals from experienced firms/individuals to perform a Classification/Compensation/Organizational Analysis Study. This study will result in an analysis of the overall work performed by the Board, job duties, responsibilities, classifications and current compensation compared to market data and reasonable comparators agencies. It will yield a classification and compensation plan, updated position descriptions, policies and procedures for classification actions, and management/supervisory training required to execute the plan of actions. The study will evaluate the body of work performed by the Sewerage & Water Board employees; determine the appropriate number of employees required to perform such work; update/create class specifications and evaluate Board's labor market competitiveness. Finally the study will result in the development of a succession plan.

On September 12, 2016, the RFP Evaluation Committee recommended that Management Advisory Group International, Inc., (MAG), be the selected firm to provide the above services. Working through the Board's Procurement Department we will continue the process to obtain a contract. Once the contract is completed we will update the Board on next steps including project plan and timelines.

If you have questions or desire additional information please contact me at (504) 585-2026.

Sharon Judkins
Deputy Director-Administration