



SEWERAGE AND WATER BOARD OF NEW ORLEANS

February 6, 2017

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

Subject: Monthly Human Resources Activity Report for the Period January 1 – January 31, 2017

Dear Directors:

Please find below an account of various Board human resources activities for the period January 1- January 31, 2017. 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: 334

Ending Vacant Positions: 326

New Hires: 24

Resignations: 6

Retirement: 3

DROP Program Participants: 123

- Beginning Balance: 120
- New Member(s): 6
- Member(s) Removed: 0

Promotions: 6

Disciplinary Actions: 12

- Reprimands: 5
- Suspensions: 0
- Terminations: 7



Sharon Judkins
Deputy Director-Administration

Cc: Attachments

Monthly Activity Report
Resignation Analysis
Drop Summary

January Monthly Activity Report

DATE	ACTION	JOB TITLE	REASON
New Hires:			
1/9/2017		Accountant I	
1/17/2017		Federal Grant Manager	
1/9/2017		Laborer	
1/23/2017		Laborer	
1/23/2017		Laborer	
1/30/2017		Laborer	
1/17/2017		Management Development Analyst I	
1/9/2017		Meter Reader	
1/23/2017		Networks Maintenance Technician I	
1/30/2017		Networks Maintenance Technician I	
1/17/2017		Office Assistant II	
1/30/2017		Office Assistant II	
1/30/2017		Office Assistant II	
1/9/2017		Utilities Maintenance Trainee II	
1/9/2017		Utilities Maintenance Trainee II	
1/9/2017		Utilities Maintenance Trainee II	
1/17/2017		Utilities Maintenance Trainee II	
1/17/2017		Utilities Maintenance Trainee II	
1/17/2017		Utilities Maintenance Trainee II	
1/23/2017		Utilities Maintenance Trainee II	
1/9/2017		Utilities Plant Worker	
1/9/2017		Utilities Plant Worker	
1/17/2017		Utility Services Manager	
1/23/2017		Senior Construction Project Manager	
Total	24		
Resignations:			
1/24/2017	Resignation	Utility Services Manager	Accepted employment elsewhere outside of the Civil Service System
1/3/2017	Resignation	Laborer	Left City
1/20/2017	Resignation	Automotive Mechanic II	Other reasons
1/17/2017	Resignation	Environmental Enforcement Technician I	Other reasons
1/17/2017	Resignation	Laborer	Other reasons
1/17/2017	Resignation	Management Development Specialist I	Other reasons
Total	6		
Retirements:			
1/2/2017		Network Senior Maintenance Technician II	
1/6/2017		Utility Senior Services Administrator	
1/28/2017		Public Works Supervisor I	
Total	3		
DROP:			
Started DROP			
1/1/2017		Engineering Division Manager	Enter DROP
1/2/2017		Senior Office Support Specialist	Enter DROP
1/2/2017		Water Purification Operator IV	Enter DROP
1/3/2017		Pumping and Power Plant Operator	Enter DROP
1/5/2017		Water Purification Operator II	Enter DROP
1/8/2017		Power Dispatcher II	Enter DROP
Total	6		
Ended DROP			
Total	0		
Promotions:			
1/31/2017		Boiler Plant Operator	

1/11/2017		NetworkS Maintenance Technician I	
1/31/2017		Networks Maintenance Technician II	
1/20/2017		Office Assistant IV	
1/19/2017		Principal Office Support Specialist	
1/27/2017		Senior Office Support Specialist	
Total	6		

Disciplinary Actions:

1/4/2017	Reprimand	Automotive Mechanic II	
1/10/2017	Reprimand	Steam Plant Engineer I	
1/10/2017	Reprimand	Utilities Plant Worker	
1/20/2017	Reprimand	Utilities Maintenance Technician II	
1/24/2017	Reprimand	Utilities Plant Worker	
1/5/2017	Termination	Laborer	
1/18/2017	Termination	Laborer	
1/18/2017	Termination	Laborer	
1/5/2017	Termination	Networks Maintenance Technician II	
1/5/2017	Termination	Networks Maintenance Technician II	
1/5/2017	Termination	Networks Senior Maintenance Technician II	
1/5/2017	Termination	Office Assistant Trainee	
Total	12		

Resignations for January 2017

Date	Reason	Job Title
1/24/2017	Accepted Employment Outside of Civil Service	Utility Services Manager
1/3/2017	Left City	Laborer
1/20/2017	Other Reasons	Automotive Mechanic II
1/17/2017	Other Reasons	Environmental Enforcement Technician I
1/17/2017	Other Reasons	Laborer
1/17/2017	Other Reasons	Management Development Specialist I

Reason	# of Resignations	% of Total Resignations
Accept Employment Outside of City Civil Service	1	17%
Avoid Disciplinary Action		
Continue Education		
Ill Health		
Left City	1	17%
Other Reasons	4	66%
Transfer and/or Promotion to the City		
Total	6	100%

DROP SUMMARY REPORT

TITLE	START	END	TIME REMAINING (yrs)	AVG TIME REMAINING (YRS)	TOTAL EMPLOYEES ON DROP
WATER PURIFICATION OPERATOR 2	2/3/2012	2/3/2017	0.01	2.88	123
FACILITIES ENGINEERING SPCL	3/14/2012	3/14/2017	0.12		
POWER DISPATCHER 3	4/1/2012	4/1/2017	0.16		
SENIOR PRINCIPAL ENGINEER	4/1/2012	4/1/2017	0.16		
SR. OFFICE SUPPORT SPECIALIST	4/9/2012	4/9/2017	0.19		
CHIEF ACCOUNTANT	4/30/2012	4/30/2017	0.24		
WATER SERVICE INSPECTOR 3	4/30/2012	4/30/2017	0.24		
ATTORNEY 4	5/1/2012	5/1/2017	0.25		
PUMPING STATIONS SUPV	5/1/2012	5/1/2017	0.25		
UTIL MAINT MASTER SPECIALIST 2	5/1/2012	5/1/2017	0.25		
UTILITY SERVICES ADMINISTRATOR	5/1/2012	5/1/2017	0.25		
AUTOMOTIVE SECTION SUPERVISOR	6/1/2012	6/1/2017	0.33		
ENGINEERING TECHNICIAN	6/1/2012	6/1/2017	0.33		
PUBLIC WORKS SUPERVISOR 3	6/17/2012	6/17/2017	0.38		
WATER PURIFICATION OPERATOR 4	7/1/2012	7/1/2017	0.41		
FIELD SERVICE SUPERVISOR	9/1/2012	9/1/2017	0.58		
NETWORKS ZONE MANAGER 1	9/8/2012	9/8/2017	0.60		
NET SENIOR MAINTENANCE TECH 2	10/7/2012	10/7/2017	0.68		
WAREHOUSE & SUPPLIES MGR	1/3/2013	1/3/2018	0.92		
NET SENIOR MAINTENANCE TECH 1	1/21/2013	1/21/2018	0.97		
Employees within 1 year:				20	
EQUIPMENT OPERATOR 3	3/1/2013	3/1/2018	1.08		
NET SENIOR MAINTENANCE TECH 2	3/1/2013	3/1/2018	1.08		
PUMPING STATIONS SUPV ASST	3/1/2013	3/1/2018	1.08		
UTIL MAINT MASTER SPECIALIST 2	4/1/2013	4/1/2018	1.16		
OFFICE SUPPORT SPECIALIST	5/1/2013	5/1/2018	1.25		
OFFICE SUPPORT SPECIALIST	5/1/2013	5/1/2018	1.25		
UTILITIES MAINT SUPERVISOR	5/1/2013	5/1/2018	1.25		
NET SENIOR MAINTENANCE TECH 2	5/31/2013	5/31/2018	1.33		
DEPUTY SPECIAL COUNSEL	6/1/2013	6/1/2018	1.33		
NET MASTER MAINTENANCE TECH 2	6/1/2013	6/1/2018	1.33		
NET SENIOR MAINTENANCE TECH 1	6/1/2013	6/1/2018	1.33		
OFFICE ASSISTANT 3	6/3/2013	6/3/2018	1.34		
PUMPING STATIONS SUPV	7/31/2013	7/31/2018	1.50		
OFFICE ASSISTANT 2	8/1/2013	8/1/2018	1.50		
OFFICE ASSISTANT 3	8/1/2013	8/1/2018	1.50		
NET MASTER MAINTENANCE TECH 2	8/12/2013	8/12/2018	1.53		
PUMPING PLANT OPERATOR	9/1/2013	9/1/2018	1.58		
ENGINEERING SPECIALIST	10/1/2013	10/1/2018	1.67		
FLEET SERVICES SUPERVISOR	11/1/2013	11/1/2018	1.75		
NET QUALITY ASSUR & SFTY INSPC	11/1/2013	11/1/2018	1.75		
MANAGEMNT DEVELOPMNT SPECLST 2	12/1/2013	12/1/2018	1.83		
STEAM PLANT ENGINEER 2	12/2/2013	12/2/2018	1.84		

DROP SUMMARY REPORT

LEGAL ADMINISTRATIVE ASSISTANT	1/3/2014	1/3/2019	1.92
PUBLIC WORKS MAINTENANCE SUPT	1/3/2014	1/3/2019	1.92
UTIL MAINT MASTER SUPERVISOR	1/3/2014	1/3/2019	1.92
NETWORKS MAINTENANCE TECH 2	1/27/2014	1/27/2019	1.99
PUMPING AND POWER PLANT OPR	2/1/2014	2/1/2019	2.00
WATER PURIFICATION OPERATOR 2	2/1/2014	2/1/2019	2.00
Employees within 2 years:			28
NET MASTER MAINTENANCE TECH 2	2/13/2014	2/13/2019	2.04
PUMPING AND POWER PLANT OPR	3/1/2014	3/1/2019	2.08
PUMPING STATIONS SUPV ASST	3/1/2014	3/1/2019	2.08
WATER PURIFICATION OPERATOR 3	6/4/2014	6/4/2019	2.34
SR. OFFICE SUPPORT SPECIALIST	6/6/2014	6/6/2019	2.35
EQUIPMENT OPERATOR 2	9/1/2014	9/1/2019	2.58
OFFICE ASSISTANT 3	10/1/2014	10/1/2019	2.67
NETWORKS MAINTENANCE TECH 1	10/30/2014	10/30/2019	2.75
NET SENIOR MAINTENANCE TECH 1	10/31/2014	10/31/2019	2.75
UTILITY SENIOR SERVICES MGR	10/31/2014	10/31/2019	2.75
MANAGEMNT DEVELOPMNT SPECLST 2	11/1/2014	11/1/2019	2.75
PUMPING PLANT OPERATOR	11/1/2014	11/1/2019	2.75
WATER PURIFICATION OPERATOR 1	11/20/2014	11/20/2019	2.80
MANAGEMNT DEVELOPMNT SPECLST 2	11/30/2014	11/30/2019	2.83
AUTOMOTIVE MAINT. TECHNICIAN	12/1/2014	12/1/2019	2.83
ADMIN. SUPPORT SUPERVISOR 3	12/15/2014	12/15/2019	2.87
NET SENIOR MAINTENANCE TECH 2	12/19/2014	12/19/2019	2.88
NET MASTER MAINTENANCE TECH 1	12/31/2014	12/31/2019	2.92
PUMPING STATIONS SUPV ASST	12/31/2014	12/31/2019	2.92
STEAM PLANT ENGINEER 2	1/24/2015	1/24/2020	2.98
PUMPING STATIONS SUPV ASST	2/1/2015	2/1/2020	3.00
Employees within 3 years:			21
UTILITY SERVICES ADMINISTRATOR	3/1/2015	3/1/2020	3.08
FIELD SERVICE SUPERVISOR	3/15/2015	3/15/2020	3.12
OFFICE SUPPORT SPECIALIST	3/28/2015	3/28/2020	3.16
STEAM PLANT ENGINEER 1	3/31/2015	3/31/2020	3.16
OFFICE ASSISTANT 4	4/1/2015	4/1/2020	3.17
FIELD SERVICE SUPERVISOR	4/9/2015	4/9/2020	3.19
PUMPING AND POWER PLANT OPR	8/1/2015	8/1/2020	3.50
FLEET SERVICES MANAGER	8/7/2015	8/7/2020	3.52
POWER DISPATCHER 4	9/22/2015	9/22/2020	3.64
STEAM PLANT ENGINEER 4	9/22/2015	9/22/2020	3.64
FIELD SERVICE SUPERVISOR	10/1/2015	10/1/2020	3.67
FIELD SERVICE SUPERVISOR	11/1/2015	11/1/2020	3.75
NET SENIOR MAINTENANCE TECH 1	11/1/2015	11/1/2020	3.75
NET SENIOR MAINTENANCE TECH 1	11/1/2015	11/1/2020	3.75
ADMIN. SUPPORT SUPERVISOR 3	11/26/2015	11/26/2020	3.82
CHIEF ACCOUNTANT	11/28/2015	11/28/2020	3.83
PUBLIC WORKS SUPERVISOR 2	12/2/2015	12/2/2020	3.84
ENGINEER INTERN 2	12/21/2015	12/21/2020	3.89
NET MASTER MAINTENANCE TECH 1	12/30/2015	12/30/2020	3.92

DROP SUMMARY REPORT

NET SENIOR MAINTENANCE TECH 2	12/30/2015	12/30/2020	3.92
SR. OFFICE SUPPORT SPECIALIST	1/1/2016	1/1/2021	3.92
AUTOMOTIVE SERVICES SUPERVISOR	1/8/2016	1/8/2021	3.94
UTIL MAINT MASTER SUPERVISOR	1/8/2016	1/8/2021	3.94
UTIL MAINT MASTER SUPERVISOR	1/8/2016	1/8/2021	3.94
UTIL MAINT MASTER SUPERVISOR	1/11/2016	1/11/2021	3.95
Employees within 4 years:			25
NET SENIOR MAINTENANCE TECH 1	2/1/2016	2/1/2021	4.01
SR. OFFICE SUPPORT SPECIALIST	2/2/2016	2/2/2021	4.01
NET SENIOR MAINTENANCE TECH 2	2/29/2016	3/1/2021	4.08
NET MASTER MAINTENANCE TECH 1	4/1/2016	4/1/2021	4.17
OFFICE ASSISTANT 4	4/1/2016	4/1/2021	4.17
POWER DISPATCHER 3	4/1/2016	4/1/2021	4.17
NET SENIOR MAINTENANCE TECH 2	6/1/2016	6/1/2021	4.33
PUBLIC WORKS MAINTENANCE WKR 1	6/1/2016	6/1/2021	4.33
PUBLIC WORKS MAINTENANCE WKR 1	6/4/2016	6/4/2021	4.34
LABORATORY TECHNICIAN 3	7/1/2016	7/1/2021	4.42
PUMPING AND POWER PLANT OPR	8/1/2016	8/1/2021	4.50
PUMPING STATIONS SUPV	8/1/2016	8/1/2021	4.50
UTILITY SERVICES ADMINISTRATOR	9/1/2016	9/1/2021	4.59
FACILITIES ENGINEERING SPCL	9/7/2016	9/7/2021	4.60
ADMIN. SUPPORT SUPERVISOR 3	10/8/2016	10/8/2021	4.69
NET SENIOR MAINTENANCE TECH 1	11/1/2016	11/1/2021	4.75
PUBLIC WORKS MAINTENANCE WKR 2	11/1/2016	11/1/2021	4.75
PUMPING PLANT OPERATOR	11/1/2016	11/1/2021	4.75
ENGINEER INTERN 2	12/1/2016	12/1/2021	4.84
OFFICE SUPPORT SPECIALIST	12/1/2016	12/1/2021	4.84
SR. OFFICE SUPPORT SPECIALIST	12/1/2016	12/1/2021	4.84
NET MASTER MAINTENANCE TECH 1	12/28/2016	12/28/2021	4.91
PUMPING AND POWER PLANT OPR	12/31/2016	12/31/2021	4.92
PUMPING AND POWER PLANT OPR	1/3/2017	1/3/2022	4.93
POWER DISPATCHER 2	1/8/2017	1/8/2022	4.94
ENGINEERING DIVISION MANAGER	1/1/2017	1/1/2022	4.92
SR. OFFICE SUPPORT SPECIALIST	1/2/2017	1/2/2022	4.92
WATER PURIFICATION OPERATOR 2	1/5/2017	1/5/2022	4.93
WATER PURIFICATION OPERATOR 4	1/2/2017	1/2/2022	4.92
Employees within 5 years:			29

DROP SUMMARY REPORT

JANUARY SUMMARY

TITLE	EFFECTIVE DATE	ACTION
ENGINEERING DIVISION MANAGER	1/1/2017	ADDITION
NET SENIOR MAINTENANCE TECH 2	1/2/2017	DELETION
SR. OFFICE SUPPORT SPECIALIST	1/2/2017	ADDITION
WATER PURIFICATION OPERATOR 4	1/2/2017	ADDITION
PUMPING AND POWER PLANT OPR	1/3/2017	ADDITION
WATER PURIFICATION OPERATOR 2	1/5/2017	ADDITION
UTILITY SENIOR SERVICES ADMIN	1/7/2017	DELETION
POWER DISPATCHER 2	1/8/2017	ADDITION
PUBLIC WORKS SUPERVISOR 1	1/28/2017	DELETION

Vacancy/Overtime Hour Threshold Comparison for End of 2016, by Department

Networks Department

- 401 Budgeted Positions in Networks
- 78 Vacancies at end of December 2016
- 70 People reached or exceeded the 750 threshold for overtime hours in the 2016 calendar year

Operations Department

- 361 Budgeted Positions in Operations
- 44 Vacancies at end of December 2016
- 57 People reached or exceeded the 750 threshold for overtime hours in the 2016 calendar year

Support Services

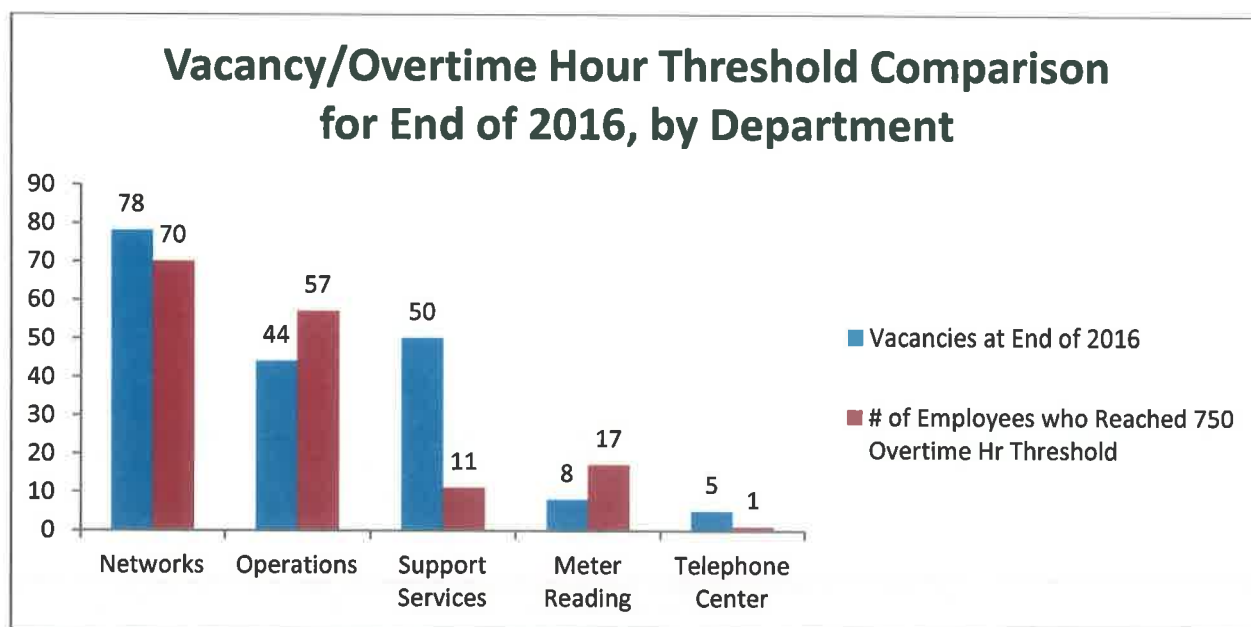
- 156 Budgeted Positions in Support Services
- 50 Vacancies at end of December 2016
- 11 People reached or exceeded the 750 threshold for overtime hours in the 2016 calendar year

Meter Reading

- 80 Budgeted Positions in Meter Reading
- 8 Vacancies at end of December 2016
- 17 People reached or exceeded the 750 threshold for overtime hours in the 2016 calendar year

Telephone Center

- 30 Budgeted Positions in the Telephone Center
- 5 Vacancies at end of December 2016
- 1 Person reached or exceeded the 750 threshold for overtime hours in the 2016 calendar year





SEWERAGE AND WATER BOARD

Inter-Office Memorandum

Date: February 1, 2017

From: Willie Mingo, Director of Procurement
Purchasing Department

Thru: Valerie 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. Industrial Welding Supplies
111 Buras Dr., Belle Chasse, LA. 70037
 - Purchase of CNC Plate Cutting System for Facility Maintenance
 - One - time purchase
 - \$144,824.00
2. Southeast Safety & Supply
1501 River Road West, Harahan, LA. 70123
 - Purchase of Rubber P.V.C. Hip Boots & Knee Boots
 - Start date: 3/1/17 one (1) year with one (1) year renewal option
 - \$199,995.88 annually
3. Gulf Coast Oil Supply, LLC
101 Herman Drive, Belle Chasse, LA 70037
 - Purchase of Lubricant Petroleum Products
 - Start date: 3/1/17, one (1) year with one (1) year renewal option
 - \$100,583.05 annually

4. Herbert S. Hiller
401 Commerce Point, Harahan, LA 70123
 - Fire Extinguisher Services for Sewerage & Water Board of New Orleans
 - Start date: 3/1/17, one (1) year with one (1) renewal option
 - \$63,687.50 annually

5. Antenna Gallery
3718 St. Claude Ave., New Orleans, LA 70117
 - Sub-Grant Agreement between Sewerage and Water Board of New Orleans and Antenna Gallery Environmental Protection Agency Educational Local Grant #01F05001
 - Promote art and literature in the community through events, publications and arts education
 - One (1) year
 - \$5,000.00 to be distributed to participant

6. Public Lab
3014 Dauphine St., Suite T, New Orleans, LA. 70117
 - Sub-Grant Agreement between Sewerage and Water Board of New Orleans and Antenna Gallery Environmental Protection Agency Educational Local Grant #01F05001
 - Bring the power of scientific investigation to local environmental issues and build local knowledge about environmental topics by giving people the tools to do self-directed, hyperlocal environmental monitoring
 - One (1) year
 - \$5,000.00 to be distributed to participant

7. Roedel Parsons Koch Blache Balhoff & McCollister
1515 Poydras St., Suite 2330, New Orleans, LA 70112
 - Legal representation to the Board in an appellate matter before the State Fourth Circuit Court of Appeal
 - Start date: 12/15/16, one (1) year with two (1) year extensions
 - \$5000.00 inclusive for services and reimbursements for costs at the approved hourly rate of \$125.00

8. Christovich & Kearney, LLP
601 Poydras St., Suite 2300, New Orleans, LA 70130

- Legal representation of multiple individual and class action lawsuits against the Board in state and federal courts in the aftermath of Hurricane Katrina
- Original agreement Start date: 12/3/14; not to exceed \$200,000
- To extend the term agreement through 12/3/17
- Increases hourly rate: Partner \$185.00, Associate \$165.00, Paralegal \$82.00. Maximum aggregate compensation shall not exceed \$400,000

9. Polydyne, Inc
1 Chemical Plant Road, Riceboro, GA 31323

- Furnishing Polyelectrolyte to the Algiers and Carrollton Water Plants
 - Start date: 3/1/17 (Final renewal)
 - \$495,000.00
- Upon request, complete contract available for review in Procurement office.

Cc: Kathleen LaFrance