



SEWERAGE AND WATER BOARD OF NEW ORLEANS

March 7, 2017

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

Subject: Monthly Human Resources Activity Report for the Period February 1 – February 28, 2017

Dear Directors:

Please find below an account of various Board human resources activities for the period February 1- February 28, 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: 326

Ending Vacant Positions: 326

New Hires: 14

Resignations: 8

Retirement: 1

DROP Program Participants: 122

- Beginning Balance: 123
- New Member(s): 3
- Member(s) Removed: 3

Promotions: 8

Disciplinary Actions: 7

- Reprimands: 1
- Suspensions: 4
- Terminations: 2



Sharon Judkins
Deputy Director-Administration

Cc: Attachments

Monthly Activity Report
Resignation Analysis
Drop Summary

February Monthly Activity Report

DATE	ACTION	JOB TITLE	REASON
New Hires:			
2/13/2017		Attorney I	
2/20/2017		Document Control Lead	
2/13/2017		Environmental Enforcement Technician I	
2/6/2017		Laborer	
2/13/2017		Laborer	
2/20/2017		Laborer	
2/27/2017		Laborer	
2/6/2017		Office Assistant II	
2/6/2017		Office Assistant II	
2/13/2017		Office Assistant II	
2/27/2017		Office Assistant II	
2/27/2017		Office Assistant II	
2/27/2017		Office Assistant II	
2/27/2017		Office Assistant II	
Total	14		
Resignations:			
2/7/2017	Resignation	Laborer	Accepted employment outside of Civil Service
2/7/2017	Resignation	Networks Maintenance Technician I	Accepted employment outside of Civil Service
2/13/2017	Resignation	Networks Maintenance Technician I	Accepted employment outside of Civil Service
2/17/2017	Resignation	Office Assistant II	Accepted employment outside of Civil Service
2/22/2017	Resignation	Pumping Plant Operator	Accepted employment outside of Civil Service
2/1/2017	Resignation	Networks Maintenance Technician I	Avoid disciplinary action
2/1/2017	Resignation	Senior Office Support Specialist	Ill health
2/16/2017	Resignation	Utility Plant Worker	Returned to school
Total	8		

Retirements:			
2/15/2017		Water Purification Operator II	
Total	1		
DROP:			
Started DROP			
2/4/2017		Buyer II	Enter DROP
2/13/2017		Field Service Supervisor	Enter DROP
2/28/2017		Administrative Support Supervisor I	Enter DROP
Total	3		
Ended DROP			
2/1/2017		Senior Office Support Specialist	End DROP
2/3/2017		Water Purification Operator II	End DROP
2/20/2017		Field Service Supervisor	End DROP
Total	3		
Promotions:			
2/13/2017		Office Assistant II	
1/31/2017		Office Assistant III	
2/1/2017		Office Assistant III	
2/3/2017		Office Assistant IV	
2/3/2017		Office Support Specialist	
1/31/2017		Office Support Specialist	
1/31/2017		Senior Office Support Specialist	
2/1/2017		Senior Office Support Specialist	
Total	8		
Disciplinary Actions:			
2/1/2017	Reprimand	Utilities Maintenance Technician II	
2/27/2017	Suspension	Pumping Station Supervisor	
2/7/2017	Suspension	Networks Maintenance Technician II	
2/6/2017	Suspension	Water Service Inspector I	
2/7/2017	Suspension	Water Service Inspector II	
2/22/2017	Termination	Networks Maintenance Technician I	
2/20/2017	Termination	Water Service Inspector I	
Total	7		

Resignations for February 2017

Date	Reason	Job Title
2/7/2017	Accepted Employment Outside of Civil Service	Laborer
2/7/2017	Accepted Employment Outside of Civil Service	Networks Maintenance Technician I
2/13/2017	Accepted Employment Outside of Civil Service	Networks Maintenance Technician I
2/17/2017	Accepted Employment Outside of Civil Service	Office Assistant II
2/22/2017	Accepted Employment Outside of Civil Service	Pumping Plant Operator
2/1/2017	Avoid Disciplinary Action	Networks Maintenance Technician I
2/1/2017	Ill Health	Senior Office Support Specialist
2/16/2017	Returned to School	Utility Plant Worker

Reason	# of Resignations	% of Total Resignations
Accept Employment Outside of City Civil Service	5	62.5%
Avoid Disciplinary Action	1	12.5%
Continue Education		
Ill Health	1	12.5%
Left City		
Other Reasons		
Returned to School	1	12.5%
Transfer and/or Promotion to the City		
Total	8	100%

DROP SUMMARY REPORT

TITLE	START	END	TIME REMAINING (yrs)	AVG TIME REMAINING (YRS)	TOTAL EMPLOYEES ON DROP
FACILITIES ENGINEERING SPCL	3/14/2012	3/14/2017	0.12	2.73	122
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		
UTIL MAINT MASTER SPECIALIST 2	5/1/2012	5/1/2017	0.25		
PUMPING STATIONS SUPV	5/1/2012	5/1/2017	0.25		
UTILITY SERVICES ADMINISTRATOR	5/1/2012	5/1/2017	0.25		
ATTORNEY 4	5/1/2012	5/1/2017	0.25		
ENGINEERING TECHNICIAN	6/1/2012	6/1/2017	0.33		
AUTOMOTIVE SECTION SUPERVISOR	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:				19	
NET SENIOR MAINTENANCE TECH 2	3/1/2013	3/1/2018	1.08		
EQUIPMENT OPERATOR 3	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		
UTILITIES MAINT SUPERVISOR	5/1/2013	5/1/2018	1.25		
OFFICE SUPPORT SPECIALIST	5/1/2013	5/1/2018	1.25		
NET SENIOR MAINTENANCE TECH 2	5/31/2013	5/31/2018	1.33		
NET SENIOR MAINTENANCE TECH 1	6/1/2013	6/1/2018	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		
OFFICE ASSISTANT 3	6/3/2013	6/3/2018	1.34		
PUMPING STATIONS SUPV	7/31/2013	7/31/2018	1.50		
OFFICE ASSISTANT 3	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		
NET QUALITY ASSUR & SFTY INSPC	11/1/2013	11/1/2018	1.75		
FLEET SERVICES SUPERVISOR	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		
UTIL MAINT MASTER SUPERVISOR	1/3/2014	1/3/2019	1.92		

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
NETWORKS MAINTENANCE TECH 2	1/27/2014	1/27/2019	1.99
WATER PURIFICATION OPERATOR 2	2/1/2014	2/1/2019	2.00
PUMPING AND POWER PLANT OPR	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
PUMPING STATIONS SUPV ASST	12/31/2014	12/31/2019	2.92
NET MASTER MAINTENANCE TECH 1	12/31/2014	12/31/2019	2.92
STEAM PLANT ENGINEER 2	1/24/2015	1/24/2020	2.98
Employees within 3 years:			20
PUMPING STATIONS SUPV ASST	2/1/2015	2/1/2020	3.00
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
PUMPING AND POWER PLANT OPR	8/1/2015	8/1/2020	3.50
FLEET SERVICES MANAGER	8/7/2015	8/7/2020	3.52
STEAM PLANT ENGINEER 4	9/22/2015	9/22/2020	3.64
POWER DISPATCHER 4	9/22/2015	9/22/2020	3.64
FIELD SERVICE SUPERVISOR	10/1/2015	10/1/2020	3.67
NET SENIOR MAINTENANCE TECH 1	11/1/2015	11/1/2020	3.75
FIELD SERVICE SUPERVISOR	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 SENIOR MAINTENANCE TECH 2	12/30/2015	12/30/2020	3.92
NET MASTER MAINTENANCE TECH 1	12/30/2015	12/30/2020	3.92
SR. OFFICE SUPPORT SPECIALIST	1/1/2016	1/1/2021	3.92

DROP SUMMARY REPORT

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	
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	
POWER DISPATCHER 3	4/1/2016	4/1/2021	4.17	
OFFICE ASSISTANT 4	4/1/2016	4/1/2021	4.17	
PUBLIC WORKS MAINTENANCE WKR 1	6/1/2016	6/1/2021	4.33	
NET SENIOR MAINTENANCE TECH 2	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 STATIONS SUPV	8/1/2016	8/1/2021	4.50	
PUMPING AND POWER PLANT OPR	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	
PUMPING PLANT OPERATOR	11/1/2016	11/1/2021	4.75	
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	
ENGINEER INTERN 2	12/1/2016	12/1/2021	4.84	
SR. OFFICE SUPPORT SPECIALIST	12/1/2016	12/1/2021	4.84	
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	
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 4	1/2/2017	1/2/2022	4.92	
PUMPING AND POWER PLANT OPR	1/3/2017	1/3/2022	4.93	
WATER PURIFICATION OPERATOR 2	1/5/2017	1/5/2022	4.93	
POWER DISPATCHER 2	1/8/2017	1/8/2022	4.94	
BUYER 2	2/4/2017	2/4/2022	5.01	
FIELD SERVICE SUPERVISOR	2/13/2017	2/13/2022	5.04	
Employees within 5 years:				30

DROP SUMMARY REPORT

FEBRUARY SUMMARY

TITLE	EFFECTIVE DATE	ACTION
SR. OFFICE SUPPORT SPECIALIST	2/1/2017	DELETION
WATER PURIFICATION OPERATOR 2	2/3/2017	DELETION
BUYER 2	2/4/2017	ADDITION
FIELD SERVICE SUPERVISOR	2/13/2017	ADDITION
FIELD SERVICE SUPERVISOR	2/20/2017	DELETION
UTILITY SERVICES ADMINISTRATOR	2/25/2017	DELETION
ADMIN SUPPORT SUPERVISOR 1	2/28/2017	ADDITION



SEWERAGE AND WATER BOARD

Inter-Office Memorandum

Date: March 3, 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. A.Y. McDonald Mfg. Co.
4800 Chavenelle Rd. Dubuque, IA 52002
 - Purchase of Meter Boxes and Meter Box Parts
 - Start date: 4/1/17 one (1) year with one (1) year renewal option
 - \$537,830.00 annually (The Board may not expend the total amount bid).
2. A.Y. McDonald Mfg. Co.
4800 Chavenelle Rd., Dubuque, IA 52002
 - Purchase of Brass Water Service Fittings
 - Start date: 4/1/17 one (1) year with one (1) year renewal option
 - \$533,694.50 annually (The Board may not expend the total amount bid).
3. Louisiana Utilities Supply Co.
901 S Labarre Rd. Ste 206, Metairie, LA. 70001
 - Purchase of Brass Water Service Fittings
 - Start date: 4/1/17 one (1) year with one (1) year renewal option
 - \$38,875.00 annually

4. Technology International
1349 South International Pkwy Ste 2411, Lake Mary, FL 32746

- Purchase of a Laboratory Steam Sterilizer
- One (1) time purchase
- \$51,850.00

5. Trucking Innovation, LLC
5623 N. Villere St, New Orleans, LA 70117

- Purchase of River Sand and Mason Sand
- Start date: 4/1/17 one (1) year with one (1) year renewal
- \$295,540.00 annually

- Upon request, complete contract available for review in Procurement office.

Cc: Kathleen LaFrance