

Metropolitan Water District of Southern California

Templates Report by Organization Detail

Grouped By – Unit

Filtered By – Human Resources

Version 1

Memberships, Outside Services - Non Prof, Professional Services, Repairs & Maintenance - Outside Services, Training, Travel

Human Resources

Employee Relations, Inclusion and Analytics Section

Template Type	Org/Vendor/Provider	Description	Budget	Proposed	Proposed Plus One
Memberships	AWI	Investigations Prof Org		1,500	1,500
	CA Assoc Equal Rts Pros	EEO Professional Org		95	95
	CALPERLA	Professional Organization Expertise		350	350
	IHRIM	HRIS		300	300
	Professionals in HR Assoc	Professional Organization Expertise		150	150
	SCPLRC	Professional organizations designed to enhance subject matter expertise.		200	200
	SoCal Labor Council	" Cal Public Ees Labor Relations Association, Professionals in HR Assoc, Calif Assoc of Equal Rights Professionals, and Assoc of Workplace Investigators"	2,340		
Total Memberships			2,340	2,595	2,595
Outside Services - Non Prof	TBD	12 month subscription of unlimited diversity job postings	6,000	6,000	6,000
Total Outside Services - Non Prof			6,000	6,000	6,000
Professional Services	TBD	EAP Contract	45,600	46,600	46,600
	TBD	EEO Mandatory Training		11,025	11,025
	TBD	EEO online mand training	11,025		
	TBD	Nondiscrimination Prep	13,500	13,500	13,500
	Various	Federal Compliance	7,875	7,875	7,875
Total Professional Services			78,000	79,000	79,000
Training	Quest	People Soft Training		4,580	4,580
	TBD	Local training on employment law, labor relations, EEO and HR/IT issues.		4,200	4,200
	Various	local training on labor relations issues and EEO laws and regulations..	2,500		
Total Training			2,500	8,780	8,780
Travel	Affirm Action Legal	Travel to SF, one staff		1,000	1,000
	BCGI Div & Inc	Travel to SF, one staff		1,000	1,000
	CALPELRA	"employment law, labor relations and EEO updates"	3,200		
	CALPELRA	Conference to Monterey, max two staff		2,800	2,800
	EEO/EMP LAW	Travel to SF, one staff		1,000	1,000
	LCW	"employment law, labor relations and EEO updates"	2,000		
	LCW	Conference to SF or So CA, one staff		1,200	1,200
	Various	Two Conferences		6,600	6,600
Total Travel			5,200	13,600	13,600
Total Employee Relations, Inclusion and Analytics Section			94,040	109,975	109,975

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HR Services Section

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Memberships	Assoc of Training & Devel	Individual Memberships (4)		800	800
	CFP	CFP Certification	300		
	CODESP	Corp Org for Devl of emp Selection Procedures		3,450	3,450
	CRC	Certified Retirement Specialist Certification	300		
	CRC	Certified Retirement Specialist Certification (1)		350	350
	IHRIM	HRIS	300		
	IMS	Membership fees	3,600		
	Institute of Mgmt Studies	Corporate Membership Fee (1)		3,600	3,600
	International Coaches Federation	Individual Memberships (2)		400	400
	LCW	Membership fees	3,200		
	Leibert, Cassidy & Whitmore	Corporate Membership Fee (1)		3,200	3,200
	Morning Star	Morning Star Subscription	200	200	200
	NAGDCA	National Assoc of Gov't Def Cont Admin's (2)		600	600
	NAQDA	Deferred comp Membership	350		
	Notary	Deferred comp Membership. Cert 1 and re-cert 2.		400	400
	Org Development Network	Individual Memberships (2)		400	400
	PIHRA	HR Membership	350		
	PIHRA/SHRM	Prof in HR ssoc & Society of HR Mgmt (2)		500	500
	SHRM	SHRM Memberships	450		
	SHRM	Society of HR Mgmt 7 Memberships		1,393	1,393
	Society of HR Management	Corporate Membership Fee (1)		200	200
	Various	"SHRM, ATD, ODN"	2,200		
	World at Work	World at Work Membership	1,050		
World at Work	World at Work Memberships 4		1,060	1,060	
Total Memberships			12,300	16,553	16,553
Outside Services - Non Prof	Direct Path (Patient Care)	Assists employees resolving confidential medical claims		40,000	40,000
	Eskill	Assessment Material Provider		6,000	6,000
	Korn Ferry	Assessment Material Provider		7,500	7,500
	Navigate HCR	Create IRS employee forms to comply with ACA	10,000		
	Patient Care	Assists employees resolving confidential medical claims	36,000		
	Pre-Employ	Background Check Vendor		24,000	24,000
	Various	"assesments,360 evals, mang devlp, StrengthsFinder"	10,000		
Total Outside Services - Non Prof			56,000	77,500	77,500
Professional Services	Baromedical	Driver physicals	9,000	9,000	9,000
	BeNeca Griffin	Branding & Stress Mgmt Trainers for Mgmt Accademy		4,000	4,000
	CCMS	Worker's Compensation claim administration	130,000	140,000	150,000
	Dr. Klopfenstein	Pre-employment exams	7,000		
	Dr. Randall	Medical consultation services and pre-employment exams	45,000	45,000	45,000
	Glendale Adventist	MedVan Services including hearing conservation program	150,000	160,000	160,000
	Healthpointe	Pre-employment exams		15,000	15,000
	La Paz Medical - Desert	Pre-employment exams		5,000	5,000
	MMUG	Unit Manager Training		30,000	30,000
	National Safety Compliance	DOT drug & alcohol testing/consulting	10,000	10,000	10,000
	New Horizons & Others	Onsite classes (4) and 20 MSOffice classes		20,000	20,000
	Parkview Outpatient	Pre-employment exams	10,000		
	Premier Valley Health	Pre-employment exams	10,000	10,000	10,000
	Starlight	Computer Skills Training 25 full days-2 hr modules		15,000	15,000
	Technomedia (Hodes)	Applicant Tracking System		42,000	42,000
	Various	Coaching		30,000	30,000

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Professional Services	Various	Coaching 5 at \$1,500 per session		60,000	60,000	
	Various	Training Admin Skills 5 classes @ \$3K ea		15,000	15,000	
	Various	Training Presentation Skills 5 classes @ \$3K ea		15,000	15,000	
	Various	Training in Writing Skills 12 Dates		36,000	36,000	
	Various	coaching	60,000			
	Various	training in administrataive skills	15,000			
	Various	training in presentation skills	15,000			
	Various	training in writing skills	40,000			
	White Memorial OCC Medical Center	District-wide Drug Testing/Consulting Services	6,000			
	iCims	Applicant Tracking System		35,280	47,820	
Total Professional Services			507,000	696,280	718,820	
Training	CalPERS	mics seminars	700			
	CalPERS Forum	Emp Edu Forum 3 ppl for 3 days		1,050	1,100	
	CalPERS Forum	Employers Educational Forum	1,200			
	Chronus	Software Serv(5k) classroom materials (2K) Strength Finder Assessments(1K)		8,000	8,000	
	Franklin Covey	150 licenses @ \$200 each		30,000	30,000	
	FredPryor	"District wide training -soft, mngmt and computer skills"	15,000			
	Institute for Mngmt Devlp	District wide training - management development	19,000			
	Institute for Mngmt Devlp	Management Devel Training 70 seats @ \$425 ea		30,000	30,000	
	LCW	Libert Cassidy Whitmore. Annual Legal Conf Update		550	600	
	LCW-Leibert, Cassidy & Whitmore	Training for approx 50 managers a year @\$45 ea		2,500	2,500	
	New Horizon & others	District wide training - computer skills	25,000			
	ORACLE	PeopleSoft training	4,200			
	Oracle	OHUG Conference	1,500			
	Oracle/Quest	IT Conf for Benefits Admin in PeopleSoft		1,300	1,400	
	SHRM	Benefits, Admin & Leadership Development		1,800	1,800	
	Skillsoft	District Wide Training		46,000	46,000	
	Skillsoft	District wide on demand training - most topics	51,000			
	Social Talent	Seven licenses to access training content manually.		10,000	10,000	
	Starlight	District wide training - computer skills	15,000			
	TBD	Worker's Comp training	300			
	Various	"ACA,FMLA,PEPRA, COBRA seminars/webinars"	3,600	1,600	1,600	
	Various	CPI Assesment for Mgt Academy (\$1K), 360 evals for MMUG (\$9K)		10,000	10,000	
	Various	Dist Wide Training 4 days @ \$2,500 ea		10,000	10,000	
	Various	Training for staff development	8,000			
	World at Work /Others	Compensation Training for 4 people		8,000	8,000	
	Total Training			144,500	160,800	161,000
	Travel	CalPERS	Conference for 3		3,200	3,200
CalPERS		conference for 3 staff	3,000			
LCW		2 day conference for 1 staff member		800	800	
MWD Sites		Site visits for financial education, retirement and open enrollment.		3,000		
NAGDA		Conference for 2		2,600	2,600	
NAGDA		conference	1,500			
OHUG		conference	1,500			
Oracle/Quest		Conference		2,300	2,300	
SHRM		Benefits Admin & Leadership Devl		2,100	2,100	
Various		"site visits for financialeducation, retirement and open enrollment"	3,000			
Various		2 conferences	2,500			

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Travel	Various	Conferences & Seminars for Unit Members. Association for Training and Development, Society for Human Resource Development or Chief Learning Officer Symposium, Organization Development Network or International Coaches Federation conference, as appropriate, depending on agenda and topics of interest to MWD.		5,000	5,000
	Various	For traveling to sites or training	1,000	4,000	4,000
	Various	Inspection Trip Tours		4,000	4,000
	Various	Mileage and meal reimbursement throughout the District and/or local meetings	1,200	500	500
	Various	Site visits for financial education, retirement and open enrollment.			3,000
	Various	Training to various district locations to deliver training and coordinate mentoring and WSO academy	5,000		
	Various	Transportation to various district locations to deliver training and coordinate mentoring and Management Academy		5,000	5,000
Total Travel			18,700	32,500	32,500
Total HR Services Section			738,500	983,633	1,006,373

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Office of Human Resources Group Mgr

Template Type	Org/Vendor/Provider	Description	Budget	Proposed	Proposed Plus One
Memberships	ATDLA	Access to webinars and reports	75	85	85
	Assoc for Trng & Develp	Access to webinars and reports	229	229	229
	BoardSource	Access to webinars and reports	129	129	129
	HR.com	Access to webinars and reports	300	300	300
	Society of Industrial&Org Psychologists	Access to webinars and reports	90	100	100
Total Memberships			823	843	843
Outside Services - Non Prof	OC Tanner	Retirement Awards		8,000	8,000
	TBD	Company Store	5,000	5,000	5,000
	TBD	Management Forum		35,000	35,000
	TBD	Service Award Program	100,000	100,000	100,000
Total Outside Services - Non Prof			105,000	148,000	148,000
Professional Services	Cvent Services	Report for Board on Dept Head Evaluations	8,000		
	Survey Monkey	Confidential Account for Various Events		190	190
	Survey Monkey	Confidential Account for Voices Survey	350	350	350
	TBD	Company Picnic	100,000	100,000	100,000
	TBD	Service System for Board on Dept Head Evals		8,000	8,000
	TBD	Wellness & Recognition Programs		120,000	120,000
	Various	consultants	100,000	100,000	100,000
	Wix	Wellness Program Website Host		300	300
Total Professional Services			208,350	328,840	328,840
Training	ACWA Assoc of Water Agencies	Water Law Updates		1,400	1,400
	AQWA	"water, law updates"	1,400		
	Berlin	best practices	1,500		
	CalPERA	Public Law Updated		1,020	1,020
	CalPERA	public law updated	1,020		
	Human Capital Management Institute / Bersin 2019	HR Analytics Training		1,795	1,500
	Libert Cassidy	Legal Updates		475	475
	Libert Cassidy	legal updates	475		
	TBD	Kaethie Posadas Training	1,500		
	TBD	Various Local Conferences		3,000	3,000
	Various	Various Local Conferences		500	500
	Various	various local conferences	300		
Total Training			6,195	8,190	7,895
Travel	TBD	Local Travel Expenses		200	200
	Various	Air &Hotel for conferemces	5,600		
	Various	Hotel/Air for Conferences		8,600	8,600
Total Travel			5,600	8,800	8,800
Total Office of Human Resources Group Mgr			325,968	494,673	494,378
Total Human Resources			1,158,508	1,588,281	1,610,726