

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, Sponsorships, 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		
	Association of Training & Development	Individual memberships (4 standard @ \$259 each and 1 premium @ \$369 each)		1,405	1,405
	CA Assoc Equal Rts Pros	EEO Professional Org	95		
	CALPELRA	Professional Organization Expertise		350	350
	CALPERLA	Professional Organization Expertise	350		
	Center for Creative Leadership (CCL)	Individual membership(1 @ \$416 each)		416	416
	Chronus	CPI assessments		8,000	8,000
	Institute of Management Studies	Corporate membership fee		3,600	3,600
	International Coaches Federation	Individual membership (2 @ \$245 each)		490	490
	Leibert Cassidy Whitmore	Corporate membership fee		3,200	3,200
	Org Development Network	Individual membership (2 @ \$200 each)		400	400
	Professionals in HR Assoc	Professional Organization Expertise	150		
	SCPLRC	Professional organizations designed to enhance subject matter expertise		200	200
	SCPLRC	Professional organizations designed to enhance subject matter expertise.	200		
	SHRM	Corporate membership		200	200
San Gabriel Valley Employment Relations Consortium	San Gabriel Valley Employment Relations Consortium (LCW)		3,400	3,400	
Total Memberships			2,295	21,661	21,661
Outside Services - Non Prof	SurveyMonkey	Online tool for Survey and Polling		600	600
	TBD	12 month subscription of unlimited diversity job postings	6,000		
Total Outside Services - Non Prof			6,000	600	600
Professional Services	BeNeca Griffin	Branding & Stress Mgmt Trainers for Mgmt Accademy	4,000	4,000	4,000
	MMUG	Unit Manager Training	30,000	30,000	30,000
	New Horizons & Others	Onsite classes (4) and 20 MSOffice classes	20,000	20,000	20,000
	Starlight	Computer Skills Training 25 full days-2 hr modules	15,000	15,000	15,000
	TBD	EAP Contract	46,600	46,600	46,600
	Various	Coaching (5 at \$1,500/session, 8 sessions)		60,000	60,000
	Various	Coaching 5 at \$1,500 per session	60,000		
	Various	Hire vendors to assist Eric and Kelly rolling out of their traditional rolls and allow for the time to train new trainers.			65,000
	Various	Hire vendors to assist Eric and Kelly rolling out of their traditional rolls and allow for the time to train new trainers. This provides additional 60 hours of training coverage/coaching.		72,000	
	Various	Training Admin Skills 5 classes @ \$3000 ea		15,000	15,000
	Various	Training Admin Skills 5 classes @ \$3K ea	15,000		
	Various	Training Presentation Skills 5 classes @ \$3000 ea		15,000	15,000
	Various	Training Presentation Skills 5 classes @ \$3K ea	15,000		
	Various	Training in Writing Skills (12 Sessions)		36,000	36,000
	Various	Training in Writing Skills 12 Dates	36,000		
Total Professional Services			241,600	313,600	306,600
Training	Chronus	Software Serv(5k) classroom materials (2K) Strength Finder Assessments(1K)	8,000		
	Franklin Covey	150 licenses @ \$200 each	30,000	30,000	30,000
	Institute for Mngmt Devlp	Management Devel Training 70 seats @ \$425 ea	30,000		
	LCW-Leibert, Cassidy & Whitmore	Training for approx 50 managers a year @\$45 ea	2,500		
	Liebert Cassidy Whitmore	Training for 50 managers @ \$45 each		2,250	2,250
	LinkedIn Learning	\$40,000 annual for 1000 users		40,000	40,000
	Skillssoft	District Wide Training	46,000		
	TBD	Local trainings on labor relations issues		3,000	3,000
	Thoughtexchange			24,000	24,000
	Various	CPI Assesment for Mgt Academy (\$1K), 360 evals for MMUG (\$9K)	10,000		
	Various	Dist Wide Training 4 days @ \$2,500 ea	10,000		
Total Training			136,500	99,250	99,250
Travel	CALPELRA	Conference to Monterey, max two staff	2,800		
	LCW	Conference to SF or So CA, one staff	1,200		
	TBD	Various travel to labor relations conferences		1,500	1,500

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Human Resources

Employee Relations, Inclusion and Analytics Section

Template Type	Org/Vendor/Provider	Description	Budget	Proposed	Proposed Plus One
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		
	Various	Conferences & seminars for Unit Members - ATD, Society for HR Dev., Chief Learning Officer Symposium, Org Dev Network, ICF, and others as appropriate, depending on agenda and topics of interest to MWD			7,000
	Various	Conferences & seminars for Unit Members - ATD, Society for HR Dev., Chief Learning Officer Symposium, Org Dev Network, ICF, and others as appropriate, depending on agenda and topics of interest to MWD. Includes training (AchieveForum, Success Signals, Franklin Covey for 1 new hire in 20-21)		11,000	
	Various	Inspection Trip Tours	4,000	4,000	4,000
	Various	Transportation to various district locations to deliver training and coordinate mentoring and Management Academy	5,000		
	Various	Transportation to various district locations to deliver training and coordinate mentoring and Management Academy		5,000	5,000
	Various	Travel to various locations for conferences/seminars/trainings		6,000	6,000
Total Travel			18,000	27,500	23,500
Total Employee Relations, Inclusion and Analytics Section			404,395	462,611	451,611

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Human Resources

HR Services Section

Template Type	Org/Vendor/Provider	Description	Budget	Proposed	Proposed Plus One
Memberships	Assoc of Training & Devel	Individual Memberships (4)	800		
	CFP	Certified Financial Planner Certification (1)		500	
	CODESP	Corp Org for Devl of emp Selection Procedures	3,450		
	COSIPA	Membership (1 @ \$150)		150	150
	CRC	Certified Retirement Specialist Certification (1)	350		350
	IHRIM	HRIS	300		
	IHRIM	International Association for Human Resource Information Management (2-year renewal fee)			435
	Institute of Mgmt Studies	Corporate Membership Fee (1)	3,600		
	International Coaches Federation	Individual Memberships (2)	400		
	Leibert, Cassidy & Whitmore	Corporate Membership Fee (1)	3,200		
	Morning Star	Morning Star Subscription	200		
	NAGDCA	National Assoc of Gov't Def Cont Admin's (2)	600		
	NAGDCA	National Association of Government Defined Contribution Administrators membership (1)		600	600
	Notary	Deferred comp Membership. Cert 1 and re-cert 2.	400		
	Notary	Renewals (Every four years)		600	
	Org Development Network	Individual Memberships (2)	400		
	PIHRA	Professionals In Human Resources Association membership		250	250
	PIHRA/SHRM	Prof in HR ssoc & Society of HR Mgmt (2)	500		
	PRIMA	Membership (1 @ \$150)		150	150
	Quest Oracle Community	Professional Membership (2 @ \$395 each)		790	790
	SHRM	Membership (10) @ \$209 each		2,090	2,090
	SHRM	Society for Human Resource Management membership		500	500
	SHRM	Society of HR Mgmt 7 Memberships	1,393		
	Society of HR Managment	Corporate Membership Fee (1)	200		
	World at Work	Membership (5) @ \$265 each		1,325	1,325
	World at Work	World at Work Memberships 4	1,060		
Total Memberships			16,853	6,955	6,640
Outside Services - Non Prof	Direct Path (Patient Care)	Assists employees resolving confidential medical claims	40,000		
	Eskill	Assessment Material Provider	6,000		
	Eskill	Assessment materials provider		6,000	6,000
	HR Simplified	FSA provider		36,000	36,000
	Korn Ferry	Assessment Material Provider	7,500		
	Korn Ferry	Assessment materials provider		7,500	7,500
	Pre-Employ	Background Check Vendor	24,000		
	Pre-Employ	Background check vendor		40,000	40,000
Total Outside Services - Non Prof			77,500	89,500	89,500
Professional Services	Baromedical	Diver physicals		10,000	
	Baromedical	Diver physicals			10,000
	Baromedical	Driver physicals	9,000		
	CCMS	Worker's Compensation claim administration	150,000	200,000	200,000
	Dr. Randall	Medical consultation services and pre-employment exams	45,000	45,000	45,000
	Glendale Adventist	MedVan Services including hearing conservation program	160,000	165,000	165,000
	Healthpointe	Pre-employment exams	15,000	15,000	15,000
	La Paz Medical - Desert	Pre-employment exams	5,000	5,000	5,000
	National Safety Compliance	DOT drug & alcohol testing/consulting	10,000	10,000	10,000
	Premier Valley Health	Pre-employment exams	10,000	15,000	15,000
	TechnoMedia (Hodes)	Applicant tracking system		21,000	21,000
	TechnoMedia (Hodes)	Applicant Tracking System	42,000		
	Various	Coaching	30,000	30,000	30,000
	iCims	Applicant Tracking System	47,820		
	iCims	Applicant tracking system		63,000	65,000
Total Professional Services			523,820	579,000	581,000
Training	CALPERA				1,400

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Training	CalPERS	Employers Educational Forum (1 staff)		400	400
	CalPERS Forum	Emp Edu Forum 3 ppl for 3 days	1,100		
	CalPERS Forum	Employers Educational Forum (3 Staff)			1,500
	CalPERS Forum	Employers Educational Forum (3)		1,500	
	LCW	Libert Cassidy Whitmore. Annual Legal Conf Update	600		
	Oracle	PeopleSoft Training Course for 2 staff		10,000	10,000
	Oracle/Quest	IT Conf for Benefits Admin in PeopleSoft	1,400		
	Oracle/Quest/HR Tech	IT Conference for Benefits/Admin in PeopleSoft			2,000
	Quest	People Soft Training	4,580		
	SHRM	Benefits, Admin & Leadership Development	1,800		
	Social Talent	License (7) to access training content		10,000	10,000
	Social Talent	Seven licenses to access training content manually.	10,000		
	TBD	Benefits, Admin and Leadership development		2,800	
	TBD	Worker's Compensation training		600	600
	Various	"ACA,FMLA,PEPRA, COBRA seminars/webinars"	1,600		
	Various	ACA, FMLA, PEPRA, COBRA seminars/webinars		2,200	1,800
	Various	Trainings provided by CALPELRA and other vendors		2,000	2,000
	World at Work	Compensation training (4 staff)		5,000	5,000
	World at Work /Others	Compensation Training for 4 people	8,000		
	Total Training			29,080	34,500
Travel	CALPERA	CALPERA Conference			3,500
	CALPERS Forum	CALPERS Forum			3,500
	CalPERS	Conference for 3	3,200		
	CalPERS	Travel for CalPERS training		1,200	1,200
	CalPERS Forum	CalPERS Forum		3,300	
	LCW	2 day conference for 1 staff member	800		
	LCW	Liebert Cassidy Whitmore Annual Legal Conference		1,600	
	NAGDA	Conference for 2	2,600		
	NAGDCA	Annual NAGDCA Conference		2,800	2,800
	Oracle	Oracle Conference		1,800	
	Oracle/Quest	Conference	2,300		
	Oracle/Quest/HR Tech	Travel for new technology updates conferences			3,000
	Pension and Investment	Various travel to Pensions/Investment conferences		2,800	
	SHRM	Benefits Admin & Leadership Devl	2,100		
	Various	For traveling to sites or training	4,000		
	Various	Mileage and meal reimbursement throughout the District and/or local meetings	500		
	Various	Site visits for financial education, retirement and open enrollment.	3,000		
	Various	Travel to sites and/or training		4,000	4,000
	Various	Travel to two conferences		4,000	4,000
	Various	Travel to various locations for trainings and conferences		2,000	2,000
	Various	Two Conferences	6,600		
	Various	Various travel to Benefits/Admin conferences		1,700	1,200
	Various	Various travel; Two conferences (for 2 staff)		6,600	6,600
Total Travel			25,100	31,800	31,800
Total HR Services Section			672,353	741,755	743,640

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Office of Human Resources Group Mgr

Template Type	Org/Vendor/Provider	Description	Budget	Proposed	Proposed Plus One
Memberships	ATD	Association for Training & Development: Access to webinars and reports		259	259
	ATDLA	Access to webinars and reports	85		
	ATDLA	Association for Talent Development -Los Angeles Chapter: Access to webinars and reports		85	85
	Assoc for Trng & Develp	Access to webinars and reports	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		120	120
	Society of Industrial&Org Psychologists	Access to webinars and reports	100		
Total Memberships			843	893	893
Outside Services - Non Prof	HR Direct	Compliance poster update service		1,900	1,900
	OC Tanner	Retirement Awards	8,000	8,300	8,300
	TBD	Company Store	5,000	5,000	5,000
	TBD	Management Forum	35,000	35,000	35,000
	TBD	Service Award Program	100,000	100,000	100,000
Total Outside Services - Non Prof			148,000	150,200	150,200
Professional Services	Biddle Consulting Group	Nondiscrimination Prep			13,500
	Cvent Services	Report for Board on Dept Head Evaluations		8,000	8,000
	Survey Monkey	Confidential Account for Various Events	190	190	190
	Survey Monkey	Confidential Account for Voices Survey	350		
	Survey Monkey	Confidential account for Survey		360	360
	Syntrio	EEO Mandatory Training			13,000
	TBD	Company Picnic	100,000		
	TBD	EEO Mandatory Training	11,025		
	TBD	Employee Appreciation Events		100,000	100,000
	TBD	Federal Compliance	7,875		
	TBD	Nondiscrimination Prep.	13,500		
	TBD	Recognition Programs		60,000	60,000
	TBD	Service System for Board on Dept Head Evals	8,000		
	TBD	Wellness & Recognition Programs	120,000		
	TBD	Wellness Program		60,000	60,000
	Various	Consultants		100,000	100,000
Various	consultants	100,000			
Wix	Wellness Program Website Host	300			
Total Professional Services			361,240	328,550	355,050
Sponsorships				15,000	15,000
Total Sponsorships				15,000	15,000
Training	ACWA Assoc of Water Agencies	Water Law Updates	1,400	1,400	1,400
	CalPERA	Public Law Updated	1,020		
	CalPERA	Public Law Updates		1,020	1,020
	Human Capital Management Institute / Bersin 2019	HR Analytics Training	1,500	1,795	1,795
	Libert Cassidy	Legal Updates	475		
	Libert Cassidy Whitmore	Legal Updates		475	475
	TBD	Local training on employment law, labor relations, EEO and HR/IT issues.	4,200	4,200	4,200
	TBD	Various Local Conferences	3,000		
	TBD	Various local conferences		3,000	3,000
	Various	Various Local Conferences	500		
	Various	Various Local trainings		500	500
Total Training			12,095	12,390	12,390
Travel	Affirm Action Legal	Travel to SF, one staff	1,000	1,000	1,000
	BCGI Div & Inc.	Travel to SF, one staff	1,000	1,000	1,000
	EEO/EMP LAW	Travel to SF, one staff	1,000	1,000	1,000
	TBD	Local Travel Expenses	200		

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Office of Human Resources Group Mgr

Template Type	Org/Vendor/Provider	Description	Budget	Proposed	Proposed Plus One
Travel	TBD	Local travel expenses		200	200
	Various	Hotel/Air for Conferences	8,600	8,600	8,600
Total Travel			11,800	11,800	11,800
Total Office of Human Resources Group Mgr			533,978	518,833	545,333
Total Human Resources			1,610,726	1,723,199	1,740,584