



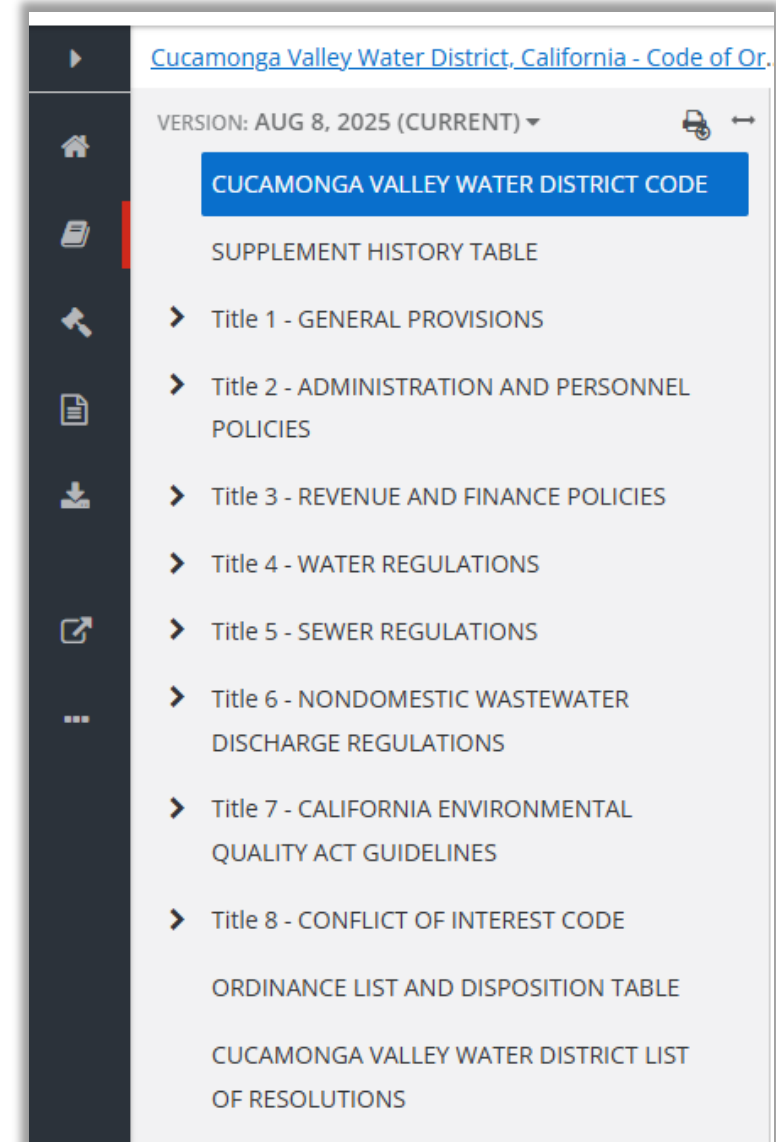
# Proposed EBMUD Administrative Code

Legislative/Human Resources Committee  
January 13, 2026

George Croton, Attorney II

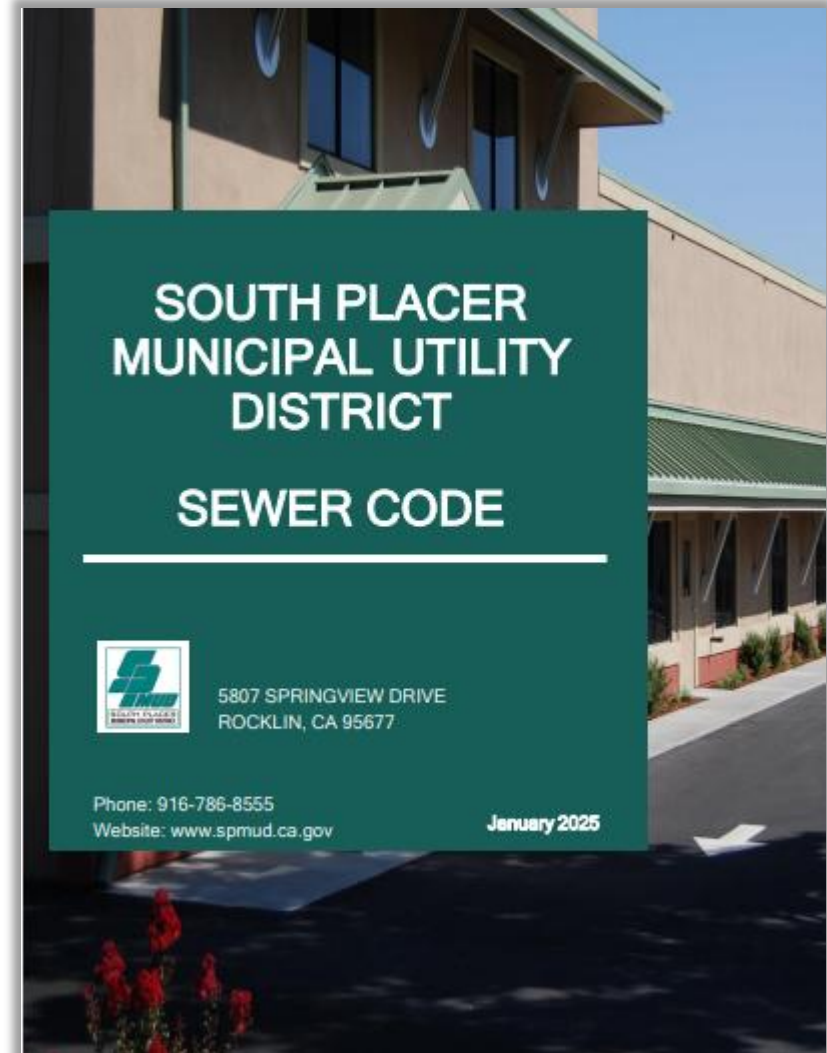
# What is an Administrative Code?

- A compilation of laws passed by a local governing body.
- Organized systematically by titles, chapters, articles, and sections.
- Used for permanent rules of conduct or government.



# What is an Administrative Code? (continued)

- See South Placer Municipal Utility District Sewer Code § 1.05.010
  - “The purpose of this Code is to compile in one document and place, the ordinances of the South Placer Municipal Utility District. Such compilation will make the laws of the District more accessible, readable and understandable to those persons governed by such laws, and by those persons administering such laws.”



# EBMUD's Current System

- Independent ordinances, resolutions and compilations that are maintained in various places (e.g., website, Records Management, department files).

### Regulations Governing Water Service

Document	Type	Size
<a href="#">Section 1: Explanation of Terms, 7-01-2025</a>	PDF	<1 MB
<a href="#">Section 2: Applying for Service, 4-23-2024</a>	PDF	<1 MB
<a href="#">Section 3: Standard Service, 4-23-2024</a>	PDF	<1 MB
<a href="#">Section 3A: Standard Service in North Oakland Hill Area, 7-01-2021</a>	PDF	<1 MB
<a href="#">Section 3B: Major Facilities Capacity for Standard Service, 7-01-2021</a>	PDF	<1 MB



### Rules and regulations

EBMUD's rules and regulations govern the use of watershed and recreation areas.

### CONSOLIDATED WASTEWATER CONTROL ORDINANCE

Effective September 13, 2024

partially treated wastewater to be released into the Bay. The EPA's mandate compelled EBMUD and its partners to phase in a **Regional Private Sewer Lateral (PSL) Ordinance** beginning in 2011. Affected

# Goals and Benefits

1. Public transparency and accessibility.
  - a) A single, cohesive body where the public can refer to all District ordinances, rules and regulations through a straightforward user interface.
  
2. Ease of administration and enforcement.
  - a) Standardizes common elements, such as enforcement and appeal procedures.
  - b) Eliminates inconsistencies and redundancies.
  
3. Streamline Board legislative processes.
  - a) Future ordinances and relevant resolutions will update appropriate sections of the Code.

# Survey Findings

- Most agencies use a third-party publishing service (CivicPlus, General Code, American Legal Publishing).
- Codification costs vary from \$30,000 to \$100,000.
  - Annual maintenance and hosting costs between \$1,000 to \$3,000
- Most agencies report good experiences and value-add from codification.
  - *“The initial implementation can be very lengthy and intense but once it is automated and managed by a service provider, it is hard to imagine doing it any other way.”* – Central San.

# Stakeholders and Potential Costs

- Effort led by Secretary's Office and Office of General Counsel.
  - With assistance from GM's Office, Public Affairs, Records Management, IT, and departments responsible for various ordinances and regulations.
- Implementation costs will depend on volume of material and amount of work contracted out (legal review, substantive editing, etc.)
- Initial codification process anticipated to take 12-18 months.

# Next Steps

- Receive feedback from the Committee
- Staff will identify and organize materials to include in the Administrative Code
- Issue Request for Proposals for publishing and codification services
- Provide updates to the Legislative/Human Resources Committee

# Questions?





# Internal/External Recruitments

Legislative/Human Resources Committee

January 13, 2026

Cindy Charan, Director of Human Resources

Vincent James, Manager of Recruitment and Classification

# Purpose

- Overview of the District's recruitment process
- Legal and contractual requirements for internal-only recruitments
- Recent recruitments
- Response to American Federation of State, County and Municipal Employees (AFSCME) Local 444 concerns

# Governing Requirements (cont'd)

- AFSCME Local 444 Memorandum of Understanding (MOU), Section 20.3.1

Examinations will typically be open to both public and internal competition; however, an examination shall be administered on a closed promotional basis when the Manager of Human Resources determines that the number, diversity and qualifications of potential employee applicants having Civil Service status are sufficient to generate a minimum of five (5) candidates per vacancy and one additional candidate for each additional anticipated vacancy, during the life of the list.

When the above criteria are not met, internal and external recruitments shall be conducted simultaneously. Both an open eligible list and an internal eligible list shall be established from those candidates who are successful in the examination process.

- District Civil Service Rule VI, Section 15  
(Same language as Local 444 MOU above)

# Governing Requirements

- **Municipal Utility District Act (MUD Act) Article 1, Paragraph 12051**

The general manager shall adopt a civil service system for the selection, examination, employment, classification, advancement, suspension, and discharge of employees included in the “district civil service.”

- **Municipal Utility District Act (MUD Act) Article 2, Paragraph 12101**

All appointments under the civil service system shall be made for the good of the public service and solely on the basis of integrity, character, merit, fitness, and industry as established by appropriate competitive tests, without regard to partisan, political, social, or other considerations, and shall be made from lists of eligibles prepared by the general manager.

# District Methodology

Since 1997, the District has applied a consistent methodology, commonly referred to as the feeder class methodology, with the union's awareness, to determine if a recruitment can be conducted as internal-only.

Each criteria must be met for an internal-only recruitment:

- **Qualifications:** Experience and skills required for promotion
- **Number:** Minimum pool to generate five eligible candidates
- **Diversity:** Review of District Equal Employment Opportunity (EEO) underutilization data

# EEO Underutilization Data Defined

EEO underutilization is a workforce planning concept used to identify when certain groups are represented in specific job categories at levels lower than their availability in the relevant labor market.

Identified through workforce analysis and comparison with external labor market data, employers can reflect on whether their recruitment, development, and retention strategies are reaching the widest possible pool of qualified candidates, while continuing to emphasize merit, fairness, and equal opportunity for all individuals regardless of background.

# Materials Specialist Recruitment

- Number of potential internal applicants
  - Feeder Class: Storekeeper
  - Fewer than 20 potential internal applicants (11 internal applicants)
  - Insufficient numbers to produce 5 eligible candidates
- Diversity
  - Insufficient numbers based on EEO underutilization data
- Did not meet required number of candidates in the feeder class or diversity criteria; therefore, the recruitment was opened to the public

# Senior Mechanic Recruitment

- Number of potential internal applicants
  - Feeder Classes: Heavy Equipment Mechanic, General Equipment Mechanic, Automotive Mechanic B
- Diversity
  - Insufficient numbers based on EEO underutilization data
- Did not meet required number of candidates in the feeder class or diversity criteria; therefore, the recruitment was opened to the public

# Local 444 Internal Promotions Remain Strong

## 2019-2025 Local 444 Promotion Trends

- Internal promotions nearly equal external hires
- Annual internal promotions consistently high
  - 72 to 85 per year in the last seven years
  - 78 internal promotions in 2024 (~ 47% of promotions)
- 5 of last 7 Senior Mechanic hires were internal promotions
- External hiring complements internal movement and succession needs

# Why External Recruitment Matters

## Ensures the District can:

- Meet diversity and EEO placement utilization
- Maintain operational continuity
- Address retirements and workforce transitions
- Bring in new skills and future leadership talent

**Internal candidates still receive full consideration via a separate internal eligible list**

# Director of Human Resources Oversight

- Director of Human Resources oversees and confirms through the Manager of Recruitment and Classification:
  - Feeder class identification
  - Candidate number thresholds
  - Diversity analysis
  - Compliance with MOU and Civil Service Rules
- All determinations affirmed as appropriate, compliant, procedurally sound, and aligned with longstanding practice.

# Conclusion

- Open recruitments ensure fairness and equity
- Decisions are based on objective and contractual criteria
- Recruitments complied with Civil Service Rules and MOUs
- Actions aligned with longstanding District practice
- Recruitment process does not inhibit internal advancement

# Questions?



Flowing  
into the  
Future

