



**BOARD OF DIRECTORS
EAST BAY MUNICIPAL UTILITY DISTRICT**

375 - 11th Street, Oakland, CA 94607

Office of the Secretary: (510) 287-0440

Notice of Time Change

**LEGISLATIVE/HUMAN RESOURCES
COMMITTEE MEETING**

10:45 a.m.

Tuesday, September 11, 2018

Notice is hereby given that the Tuesday, September 11, 2018 Legislative/Human Resources Committee Meeting of the Board of Directors has been rescheduled from 10:15 a.m. to 10:45 a.m. The meeting will be held in the Training Resource Center of the Administration Building, 375 - 11th Street, Oakland, California.

Dated: September 6, 2018

A handwritten signature in blue ink that reads "Rischa S. Cole".

Rischa S. Cole

Secretary of the District



**BOARD OF DIRECTORS
EAST BAY MUNICIPAL UTILITY DISTRICT**

375 – 11th Street, Oakland, CA 94607

Office of the Secretary: (510) 287-0440

**AGENDA
Legislative/Human Resources Committee
Tuesday, September 11, 2018
10:45 a.m.
Training Resource Center**

(Committee Members: Directors Coleman {Chair}, Patterson and Young)

ROLL CALL:

PUBLIC COMMENT: The Board of Directors is limited by State law to providing a brief response, asking questions for clarification, or referring a matter to staff when responding to items that are not listed on the agenda.

DETERMINATION AND DISCUSSION:

1. Technical Trades Apprenticeship Program (Acosta)

ADJOURNMENT:

Disability Notice

If you require a disability-related modification or accommodation to participate in an EBMUD public meeting please call the Office of the Secretary (510) 287-0404. We will make reasonable arrangements to ensure accessibility. Some special equipment arrangements may require 48 hours advance notice.

Document Availability

Materials related to an item on this Agenda that have been submitted to the EBMUD Board of Directors within 72 hours prior to this meeting are available for public inspection in EBMUD's Office of the Secretary at 375 11th Street, Oakland, California, during normal business hours, and can be viewed on our website at www.ebmud.com.

EAST BAY MUNICIPAL UTILITY DISTRICT

DATE: September 6, 2018

MEMO TO: Board of Directors

THROUGH: Alexander R. Coate, General Manager *ARC*

FROM: Laura A. Acosta, Manager of Human Resources *Laura*

SUBJECT: Technical Trades Apprenticeship Program

INTRODUCTION

The Technical Trades Apprenticeship Program (TTAP) is a joint partnership between the District and the Advanced Manufacturing and Transportation Apprenticeships of California (AMTAC). The program will augment the District's existing Maintenance Trades Training Program (MTTP) and be consistent with the rules and regulations of the State of California's Division of Apprenticeship Standards (State), as well as the United States Department of Labor's Office of Apprenticeship. The proposed program was first presented at the April 10, 2018 Legislative/Human Resources Committee meeting. Staff will update the Committee on the finalized program at the September 11, 2018 meeting.

SUMMARY

The District has historically had difficulty recruiting for Maintenance Machinist and Plant Maintenance Mechanic classifications. By partnering with AMTAC, the District can create a District apprenticeship program to increase its candidate pool and recruitment success for these positions. The program will provide apprentices with experience in the technical trades related to water and wastewater utilities through a combination of outside coursework, independent study, on-the-job training, direct observation of work performed, and performance of selected tasks under close supervision. The program will last between 18 to 24 months, and apprentices will receive a certificate of completion at the end of the program.

DISCUSSION

Currently, the District has a Maintenance Trades Training Program (MTTP) that covers several classifications including Maintenance Machinist, Plant Maintenance Mechanic, Electrical Technician and Instrument Technician. Each classification has three levels before reaching the journey level – Worker I, II, and III. The District currently hires staff into the MTTP at the Worker II level. Employees in the MTTP typically reach journey level in 36 months.

The new TTAP will augment the MTTP by leveraging partnerships with AMTAC, an apprenticeship organization certified by the State, and community colleges with relevant trades certification programs. These partnerships will allow the District to tap into a larger and more diverse pool of candidates (including veterans and disconnected youth) and provide candidates for the Worker II level with hands-on experience and preparation for the District's civil service exam procedure. This preparation includes a combination of outside coursework, independent study, on-the-job training, direct observation of work performed, and performance of selected tasks under close supervision.

The District and AFSCME Local 444 have been working closely with AMTAC and Laney College representatives since January 2018 to develop the program framework and standards. This group has served as the governing organization of the TTAP, called the Joint Apprenticeship Committee (JAC). The JAC consists of District management and AFSCME Local 444 members who share equal voting rights and is chaired by a Laney College representative. The JAC has developed a Letter of Understanding between the District and AFSCME Local 444, an apprenticeship classification and salary schedule, policies and procedures, standards, and apprentice contracts. Program documents will be approved by the State prior to the commencement of official TTAP recruitment.

If approved, the initial TTAP pilot will begin January 2019 and will focus on the Maintenance Machinist and Plant Maintenance Mechanic classifications since these classifications have been the most difficult to fill. This pilot program will utilize three existing Limited Term (LT) Special Employment Program (SEP) positions to create a new LT Technical Trades Apprentice classification. If the pilot is successful, staff anticipates expanding the program to include the Electrical Technician and Instrument Technician classifications.

FISCAL IMPACT

No new permanent positions will be requested. There is a \$327,506 annual salary/benefit cost associated with the three proposed positions at the top step and a \$1,500 annual fee per apprentice for AMTAC's coordination/administration of the program. Sufficient funding is present in the Fiscal Year 2019 operating budget to absorb the cost.

NEXT STEPS

The Board will be asked to consider adopting a resolution approving the TTAP at the September 11, 2018 Board of Directors meeting. If the Board approves the program and conversion of three LT SEP positions (by separate resolution), TTAP recruitment will begin in October 2018, and the program will begin in January 2019 to coincide with the spring semester at Laney College.

ARC:LAA:rdw