

Department of Water and Power



the City of Los Angeles

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SENIOR COMMERCIAL FIELD REPRESENTATIVE BID PLAN CUSTOMER SERVICES BUSINESS UNIT

I. APPLICABILITY

This procedure shall be applicable to the filling of all positions in the Senior Commercial Field Representative class except entry-level positions, special project assignments and those to be filled because of the temporary absence of the incumbent. (Please see Section IV., below, for definition of temporary positions.) Probationary employees are not eligible for assignment to special project assignments or temporary positions.

II. ANNOUNCEMENT OF POSITION

When a position having a salary higher than the lowest paid position in the class is to be filled, an announcement to fill the vacant position shall be posted for seven (7) working days on Form 03214 in each work location where employees in the class are assigned. Such announcement shall be descriptive of the duties, location, hours and salary of the position.

III. EMPLOYEES ELIGIBLE TO BID

Any employee who is in the class, or has assignment rights to the position, shall be eligible to bid. Any employee interested in the position shall submit an Interview Data Sheet (Form 3381) to the office or person designated on the bid announcement.

IV. TEMPORARY POSITIONS

Temporary positions shall be for six months or less.

If for some reason beyond management's control, a temporary position will need to exist beyond the six months, management will notify the union of the extension and the cause.

Management will give consideration to seniority in class, attendance record (last 12 months), and performance.

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Performance criteria shall include demonstrated ability and skills by the candidate to perform the duties of the temporary position.

V. PROCEDURE - STEP ONE
Filling Positions by Bid

When a non-entry level position becomes vacant, the position(s) will be filled in the following manner:

- ◆ The vacant position will be offered to the employee(s) working in the function and on the DDR. If more than one employee in the function signifies an interest for the position, the vacancy will be awarded to the employee with the most seniority in the function.

The following is a listing of the positions that apply to the above-noted policy.

<u>Pay Level/DDR</u>	<u>Job Title - Function</u>
A	Not Applicable
B	1. Assistant Supervisor - Field Service 2. Assistant Supervisor - Field Collections 3. Assistant Supervisor - Field Investigations 4. Assistant Supervisor - Meter Reading 5. Assistant Supervisor - Route Design 6. Customer Relations Office Investigator
C	1. Safety Coordinator 2. Revenue Security Investigator
D	1. Quality Assurance - Field Service 2. Trainer/Quality Assurance-Field Collections 3. Trainer/Quality Assurance/Coordinator - Field Investigations 4. Special Investigations
E	Not Applicable
F	1. Field Investigations

Management will notify the Union when positions on the list are announced.

After the reassignment has occurred within the function, the ultimate vacancy will be advertised for bid.

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All employees who submit an Interview Data Sheet will be interviewed for the vacancy except Step Two bidders.

An employee shall be given at least twenty-four (24) hours notice prior to an interview.

The criteria for selecting the employee to fill the vacant position will be:

- 25 points for seniority. Employees shall receive 2.0 points for each year of seniority in the class of Senior Commercial Field Representative to a maximum of 12-1/2 years. Seniority shall be rounded off to the nearest month, each month of seniority will be worth 1/6 of a point. For rounding off purposes: if an employee has 15 or more days, the month will be rounded up; if he has 14 or less days, the month will be rounded down.
- 10 points maximum for attendance for the most recent 12 months based on the following scale:

Instances	Points	Hours	Points
6 or more	= 0	Over 96	= 0
5	= 1	65 to 96	= 1
4	= 2	49 to 64	= 2
3	= 3	33 to 48	= 3
2	= 4	17 to 32	= 4
0 to 1	= 5	0 to 16	= 5

- 65 points maximum for interview.

VI. PROCEDURE - STEP TWO

Employees on probation may submit a bid; however, they will not be interviewed for the vacancy unless there are no Step One bidders. All probationary employees who bid will be interviewed for the vacancy if there are not sufficient Step One bidders to fill the number of vacancies advertised on the bid.

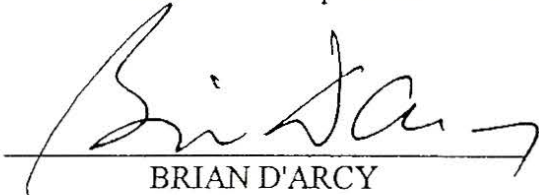
VII. VACANT TERRITORIES

Territory assignments will be made according to District. Districts are hereby defined as Metropolitan, Valley, and West Los Angeles.

1. When a territory within a District becomes vacant, only the employees in the District will be eligible to bid for the vacant territory.
2. The vacant territory will be awarded to the employee with the most seniority.

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3. If there are no bidders from the District where the vacant territory exists, the vacancy will be awarded to the most senior bidder outside of the District.
4. For the purposes of this section, seniority is defined as total time in the class of Senior Commercial Field Representative since receiving a regular appointment. Ties in seniority will be broken in the following manner:
 - a. Most seniority in District where vacancy exists.
 - b. Most seniority in current class.
 - c. Most DWP seniority.
 - d. Most City service seniority.
 - e. Highest score achieved in the Civil Service examination for current Civil Service class.
5. No more than two territory assignments will be awarded to the same Senior Commercial Field Representative in a 12-month period.




BRIAN D'ARCY
Business Manager
International Brotherhood
of Electrical Workers-Local 18

Date: 2-19-97



MAURITA T. PLOESCH
Acting Employee Relations Manager
Department of Water and Power

Date: 2-10-97



F. RENNIE POWELL
Director of Customer Services
Department of Water and Power

Date: 2-12-97