

APRIL 17, 1991

BID SYSTEM FOR EMPLOYEES IN THE  
FLEET SERVICES SECTIONS  
OF THE GENERAL SERVICES DIVISION  
OF THE DEPARTMENT OF WATER AND POWER

POSITIONS OF: Automotive Electrician, Automotive Supervisor, Construction Equipment Service Supervisor, Construction Equipment Service Worker, Equipment Mechanic, Equipment Operator, Equipment Repair Supervisor, Garage Attendant, Heavy Duty Equipment Mechanic, Heavy Duty Truck Operator, Maintenance and Construction Helper, Maintenance Laborer, Mechanical Helper, Mechanical Repairer, Passenger Vehicle Dispatcher, Power Shovel Operator, Senior Automotive Supervisor, Senior Equipment Mechanic, Senior Heavy Duty Equipment Mechanic, Senior Tire Repairer, Tire Repairer, Truck and Equipment Dispatcher, Upholsterer.

OBJECTIVES

1. To establish an annual bidding procedure for staffing various vacant positions in the Fleet Services Section through recognition of seniority in service during the Open Bid Period only.
2. To establish a procedure for staffing and monitoring bid positions in the Fleet Services Sections that are to be filled during the interim period on a temporary basis only.
3. To establish a procedure to staff dedicated positions which are to be filled throughout the year in accordance with the Department's Selection Interview process only.

## DISTRICTS

All areas and districts of the General Services Division shall be considered as one district for bid purposes.

## VACANT POSITION

1. A vacant position shall be defined as any position in the above-mentioned classes, in the Fleet Services Sections of the General Services Division, which is vacated and which Division Management intends to fill.
2. A position will be considered vacant whenever any of the following conditions occur:
  - (a) termination of employment; (b) reassignment by bidding to another position in the same class;
  - (c) acceptance of a permanent position in another Civil Service class; (d) acceptance of a limited position in another Civil Service class for a period in excess of six (6) consecutive months; (e) personal leave of absence in excess of six (6) consecutive months; (f) acceptance of a position as a trainee; or (g) long-term illness or disability (more than one year).

NOTE: When an apprentice candidate does not complete an apprenticeship and returns to his/her previously bid position within six months, he/she will be considered to have been reinstated to that bid position. If an unsuccessful apprentice candidate returns in excess of six months, he/she will be considered as reassigned to an interim position.

## EXCEPTION

1. When any position is reassigned from one location to another location or from one shift to another shift, the incumbent on that position will also be reassigned to the new location or shift. The position will then be defined as an interim position and will be subject to bidding as a vacant position during the next Open Bid Period. Reassignments will be based on operational need.

2. Bid positions held by employees who are reservists called to active duty will be declared to be interim positions and will not be filled on a permanent basis for the duration of their leave of absence. An incumbent will be reinstated to that bid position upon return from active duty.

#### SENIORITY

Seniority for bid purposes shall be the accumulated total of the following:

1. Time served in the Civil Service class of the position open for bid shall be the accumulated total of time served under emergency, limited, or regular Civil Service appointment in the General Services Division and all other Divisions of the Department of Water and Power. All service time accrued prior to a break in service caused by resignation or discharge will be deducted.
2. Time served in higher classes when approved by Civil Service.
3. Time served in lower classes when status class was protected by leave of absence.
4. Time served in the Armed Forces of the United States while on leave of absence from status class.
5. Time served with an acquired utility, not to exceed three (3) years. (Employee must have served allowed time in status class or higher class immediately prior to acquisition date.)
6. All time for suspensions for cause will be deducted.
7. Leaves of absence for personal reasons in excess of thirty (30) calendar days or more in each fiscal year will be deducted.

POSITION BID PROCEDURE

1. OPEN BID PERIOD

DEFINITION:

The Open Bid Period is defined as the successive annual period of time when all vacant and interim positions are open for bidding by Fleet Services personnel.

- a. An Open Bid Period shall occur each successive calendar year commencing February 1 through and including February 28.
- b. All vacant seniority only positions will be open for bid during the Open Bid Period.
- c. All interim positions will be open for bid during the Open Bid Period.
- d. Position bid notices will be posted at all Fleet Services work locations on or about the first day of the Open Bid Period and will remain posted throughout the Open Bid Period.

NOTE: Employees listed on Appendix B (attached) are eligible to bid for vacant positions which are being staffed during an Open Bid Period.

- e. Employees desiring to bid for vacant positions must submit their bid request forms not later than 4:00 p.m. on February 28 to the Personnel Clerk at either 14401 Saticoy, Bldg 6 or 1630 N. Main, Bldg 15. Bids will be processed in accordance with procedures established in Administrative Manual - Personnel Procedure 111-7.
- f. Positions to be awarded on a seniority only basis will be identified in each bid notice.

- g. Notice of bid positions to successful bidders will be made within fourteen (14) calendar days of the close of the Open Bid Period. Assignment of bid position shall be made within twenty-eight (28) calendar days of close of Open Bid Period. Bids may not be withdrawn after the close of the Open Period.
- h. Employees with a regular Civil Service appointment in the class, having assignment rights to such positions, or named in Appendix A (attached), are eligible to bid for vacant positions provided they have completed a probationary period in the indicated class prior to the end of an Open Bid Period.
- Any ~~probationer~~ <sup>Employee</sup> who has completed probation, prior to the end of the Open Period, is subject to reassignment to any interim position in the event he/she is not a successful bidder for a vacant position during the Open Period.
- i. Notice of vacant positions shall be posted in accordance with Department Bulletin No. 76-43 dated October 8, 1976. (Appendix A)
- j. Award of a position will be made to the bidder who has the most seniority except for those identified positions which are filled through the selection interview process only.
- k. A notice of seventy-two (72) clock hours must be allowed the bidder who successfully bids a change of shift or location before assignment to the position, unless said bidder agrees to such change without notice.
- l. Notices listing the successful bidder or bidders will be posted within thirty (30) calendar days following the close of the Open Bid Period at all appropriate locations.

- m. In the event no bids are received for a vacant position during the Open Bid Period provided herein, such vacancy will be filled with an unassigned person from the District where the vacancy is located.

An unassigned person is a person who does not occupy a recognized bid position.

- n. A bidder may bid for any number of vacant positions he/she desires. However, the bidder must indicate his/her order of preference on the bid notice response. When a bidder submits a bid for more than one vacant position, he/she will be awarded the primary bid of preference where possible; but, if the successful bid is a secondary preference he/she will be required to accept the secondary bid. Once a bid has been awarded, the bidder must accept that bid. Following a successful bid, all other bids on record that he/she made for other positions will be cancelled.

NOTE: Once a person has been awarded a bid in a pool, seniority will not be a factor in determining work assignments.

## 2. INTERIM PERIOD

- a. The Interim Period shall occur each successive calendar year commencing March 1 through and including January 31 of the following year.
- b. The Interim Period shall be defined as the successive annual period of time in which all vacant seniority-only bid positions are staffed on a temporary basis.
- c. Interim positions will be identified and monitored by management during each calendar year and will be included in the next annual Open Bid Period.

- d. Involuntary assignments to interim positions will be made by management in accordance with operational needs and qualifications. Inverse seniority shall be used to make such assignments among those qualified to perform the duties of the interim position. Interim positions in Metro Fleet will be filled by personnel from Metro Fleet. Interim positions in Valley Fleet will be filled by personnel from Valley Fleet.
- e. All new Fleet Services personnel will be assigned to interim positions according to operational need. They may bid to vacant positions during the Open Bid Period provided they have completed their probationary period.

### 3. SELECTION INTERVIEW PROCEDURE

- a. Management retains the discretion to staff certain dedicated positions in the Fleet Services Sections through the exclusive use of the selection interview process. (See paragraph 3g.)
- b. Dedicated positions to be staffed through the selection interview process will be identified on each bid notice at the time the bid is posted.
- c. Position bid notices will be posted at all permanent Fleet Services work locations for fourteen (14) calendar days prior to the interviews
- d. The selection interview process will be used to staff dedicated positions throughout the calendar year.
- e. Dedicated positions staffed through the selection interview process are not subject to the requirements of the Open Bid Period or the Interim Period.
- f. Award of a dedicated position to a successful bidder will be made in accordance with the guidelines in the Department's Selection Interview Procedure.

- g. The selection interview process will be applied to dedicated positions in the following categories:
- Positions assigned to CAS (i.e., driver skills, repair skills, hazardous materials, MHE training)
  - Fleet information system positions
  - Permanent Out-of-town positions (i.e., Boulder, Cedarville, Victorville)
  - Unsupervised automotive positions (i.e., San Pedro, Westwood, Palmetto, Sun Valley, Canoga Park, Granada Hills, Castaic)
  - Positions requiring special skills, knowledge or abilities (i.e., reel truck, night washer Mechanic "B")

NOTE:

1) Employees listed on Appendix B (attached) are eligible to bid for vacant positions which are being staffed through the selection interview procedure.

2) Entry into the Metro and/or Valley Operations Pools will be by seniority bid and a pass/fail qualifying performance test. If the senior bidder does not pass the performance test, the next senior bidder who passes the performance test will be awarded the position.

SERVICE AND SENIORITY RECORDS

All necessary data for preparation of seniority lists shall be obtained from the Personnel Records Section of the General Services Division.

Tabulation of service and seniority will be published and copies sent to all Fleet Services locations once each year, where they will be readily available for examination. Seniority records will be computed as of December 31.

THESE LISTS ARE FOR USE IN POSITION BIDDING ONLY. In the event of a layoff, official layoff lists will be furnished by the Civil Service Commission under their established rules.



LOS  
ANGELES  
DEPARTMENT  
OF  
WATER  
AND  
POWER

## Administrative

# bulletin

Number 76-43

October 8, 1976

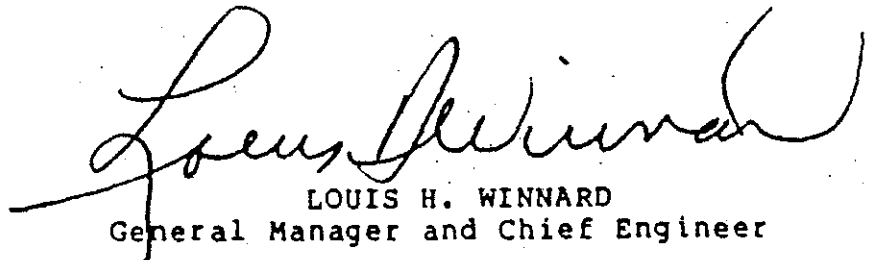
### APPENDIX A

#### BID NOTICE

Effective immediately, Bid Notice, Form 03214, shall be used for all Department bids. The Bid Notice will be available through the Stationery Store. Each division filling a position by bid, other than of a temporary nature, must post the Bid Notice on bulletin boards at each work location where employees of the appropriate Civil Service class are assigned. Length of posting time is specified in the applicable MOU.

In order to comply with Affirmative Action provisions all Bid Notices shall be posted on the A Level Bulletin Board of the G.O.B. The procedure for filling positions by bid can be found in the Administrative Manual - Personnel Procedure 111-7. The Bid Notices will be color coded according to the unit involved.

Employees are urged to inspect bulletin boards regularly to assure that bidding opportunities are not missed.



LOUIS H. WINNARD  
General Manager and Chief Engineer

SOURCE	DISTRIBUTION	MANUALS REFERENCE	SERIES	DISPOSITION
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APPENDIX B

The following lists identify the employees reassigned from the General Services Division to the Water Operating Division and the Power Distribution Division. The employees who appear on these lists are entitled to bid for vacant positions in the General Services Division under the provisions of the Fleet Services Bid Plan.

The employees listed below were reassigned to the Water Operating Division on April 11, 1988:

<u>NAME</u>	<u>CLASSIFICATION</u>
R. DeWit	Equipment Operator
R. Torres	Equipment Operator
B. Logan	Equipment Operator
J. Perdue	Equipment Operator
V. Salas	Equipment Operator
F. Campbell	Equipment Operator
E. Guerra	Equipment Operator
M. Jones	Equipment Operator
D. J. Nelson	Equipment Operator
W. Robinson	Equipment Operator
R. Beasley	H.D.T.O.
P. Castillo	H.D.T.O.
A. Mata	H.D.T.O.
W. Richey	H.D.T.O.

<u>NAME</u>	<u>CLASSIFICATION</u>
K. Flippin	H.D.T.O.
A. Ramirez	H.D.T.O.
M. Green	H.D.T.O.
J. Thompson	H.D.T.O.
K. Gallentine	H.D.T.O.
R. Capozza	H.D.T.O.
L. Cintron	H.D.T.O.
O. Willis	H.D.T.O.
T. Nakayama	H.D.T.O.
D. Goines	H.D.T.O.
R. Besant	H.D.T.O.

The following employees were reassigned to the Power Distribution Division on August 22, 1989:

<u>NAME</u>	<u>CLASSIFICATION</u>
Robert F. Saunders	Equipment Operator
Victor M. Salazar	Equipment Operator
Joseph Martin, Jr.	Equipment Operator
James S. Swanson	H.D.T.O.
Bernard Ervin	H.D.T.O.
Gerald W. Butler	H.D.T.O.
Alfonso Lopez	H.D.T.O.
Samuel D. Cadaret	H.D.T.O.
Robert M. Curtis	H.D.T.O.
Francis X. Dziedziak	H.D.T.O.
Gene R. Trunzo	H.D.T.O.

<u>NAME</u>	<u>CLASSIFICATION</u>
Issac Soto	H.D.T.O.
William W. Jilek	H.D.T.O.
Troy M. Cary	H.D.T.O.

In addition, personnel identified on the following list will be reassigned to the Ducommun Shop when that facility has been completed except as otherwise noted in Note 2.

General Services Division  
October 22, 1987  
Seniority List by Job Title - Duco Personnel

Heavy Equipment Mechanic-Day Shift

1. Amimoto, T. S.
2. Franklin, M.
3. Garcia, I. S.
4. Paraza, H. M.
5. Evans, O.
6. Lomelin, C. P.
7. Goto, K.
8. Gonzalez, L.
9. Fregoso, R.
10. Gabel, D.
11. Keading, A. E.
12. Angus, J.

Heavy Equipment Mechanic-Night Shift

1. Yamashita, H.
2. Flower, L.
3. Graham, M. J.
4. Richard D. L.
5. Nelson, J.

Equipment Mechanic-Night Shift

1. Chavez, J.
2. Braga, M.

Toolroom Keeper

1. Randolph, D. - Day Shift

Mechanical Helper

1. Feigerle, J. C. - Day Shift
2. Eagleson, C. - Night Shift

Auto Electrician

1. Hammersmith, L. - Day Shift

Sr. Heavy Equipment Mechanic

1. Melendez, F. - Night Shift
2. Day, D. - Day Shift

Equipment Repair Supervisor

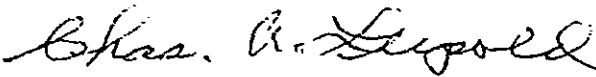
1. Breetwor, D. A.

Note 1: Two welders are from General Services Shop; their seniority is not applicable to this.

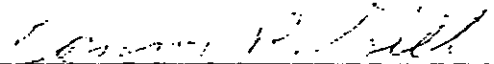
Note 2: Should a person accept a bid or other appointment out of the yard and/or shift to which he/she is assigned under this letter prior to the opening of the new Ducommun Shop, he/she will waive his/her rights to be automatically returned to Ducommun, except where such a return is mandated by the Civil Service Rules or the MOU. Individuals who lose their right of automatic return will still have the right to bid on Ducommun vacancies.

FOR THE UNION:

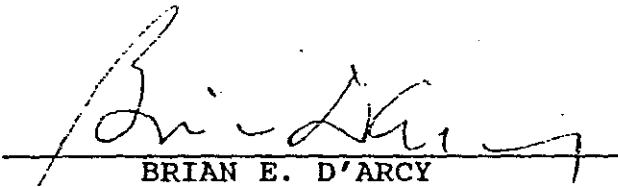
FOR THE DEPARTMENT:




CHARLES A. LEIPOLD  
Business Manager  
IBEW - Local 18



DANNY R. GILL  
Employee Relations Manager  
Department of Water and Power



BRIAN E. D'ARCY  
Assistant Business Manager  
IBEW - Local 18



JAMES D. VIGUE  
Assistant General Services Manager  
Department of Water and Power

6/4/91

DATE

