

MEMORANDUM  
OF  
.....  
UNDERSTANDING

Between

THE CITY OF LOS ANGELES  
DEPARTMENT OF WATER AND POWER

and

LOCAL 18 OF  
THE INTERNATIONAL BROTHERHOOD OF  
ELECTRICAL WORKERS

Administrative Representation Unit - BID SYSTEM

July 28, 2003

through

September 30, 2005

## APPENDIX E

### BID SYSTEM

This system is designed to be used in filling positions which have been declared by Management to be vacant and which have a salary range higher than that of the entry-level position in the class.

It is the policy of this Department, to the extent consistent with its most efficient operation, that when a vacancy exists in a non-entry-level position assigned to this Unit, Management will, before certifying the Civil Service eligible list, give consideration to those employees already working in the class in which the vacant position is allocated. The procedure described in this section shall be used to select the best qualified employee when a vacant position is to be filled by means other than certification of the Civil Service list.

In administering this section, due consideration shall be given to System seniority, Department Affirmative Action goals, previous experience, training, attendance record and general suitability of the employee. For purposes of this section, systems shall include: the Water System, Power System and a third system comprised of all other Major Divisions and Administrative Offices and Divisions not included in the Water System or the Power System.

#### Applicability

This procedure shall be applicable to the filling of all positions included in this Unit except those of a temporary nature and those to be filled because of the temporary absence of the incumbent.

#### The Plan

Step One - Filling Positions - When a position is to be filled, an announcement of intention to fill such position shall be made seven (7) calendar days in advance of the commencement of interviews and appointments will be made within twenty (20) working days of the close of interviews. Such announcement shall be made on all Association bulletin boards, shall be descriptive of the duties, location and salary of the position and shall be in a form which may reasonably be expected to come to the attention of those employees who are eligible to hold the position by reason of their being in the same Civil Service class as the vacant position and having passed probation in that class. Employees who have not passed probation in that class may submit bids but shall not be considered unless no employees who have passed probation submit bids. Any employee who is

eligible as set forth above and who is interested in occupying such position may signify his/her interest by submitting a bid to the person designated in the bid announcement. Those employees who have submitted bids shall be given first consideration when an individual is selected for the position. Any employee who is selected through this bid procedure to fill a vacant higher-level position shall not be precluded by his/her supervisor from accepting said position.

Step Two - Filling Positions by Certification from Eligible List

In the event that the operation of Step One above does not result in filling a position, and no other employee is otherwise selected, then a request for certification from the Civil Service eligible list may be made to the Personnel Department.

Bidding a Shift - Notwithstanding other provisions of this Section, when a shift position becomes available, it will be opened for bidding in the regular manner and the bid awarded to the bidder with the most seniority in class. Provided, however, that if Management determines that this method of selection will result in the assignment of a bidder who is deficient in training and/or experience, Management may appoint an employee other than the most senior bidder. Should this occur, the Manager making such appointment will provide the affected employee with a written statement of the reason for such action. In the event that there are no bidders for a shift position, Management may assign the employee with the least seniority in class to such position.