

MEMORANDUM
OF
UNDERSTANDING

Between

CITY OF LOS ANGELES

THE LOS ANGELES DEPARTMENT OF
WATER AND POWER

and

LOCAL 18 OF
THE INTERNATIONAL BROTHERHOOD OF
ELECTRICAL WORKERS

Clerical Unit - BID SYSTEM

October 1, 2005

through

September 30, 2010

APPENDIX E
CLERICAL BID PROCEDURE

POLICY

To the extent that it is consistent with efficient operation, when filling vacant permanent positions in the Clerical Unit, and before requesting certification from Civil Service eligible lists, consideration shall be given to those employees desiring a change of position, who are working in the class or have assignment rights to the class. In administering the following procedure for selection of the best qualified employees, due consideration shall be given to seniority, previous experience, affirmative action goals, training, attendance records and general suitability.

DEFINITION

Position in the Clerical Unit - are those positions allocated to the Clerical Unit and listed in Appendices A-1, A-2, A-3, and A-4.

Most senior - means the employee with the most time in the class since original regular appointment to a position in the class at the Department of Water and Power, less any continuous physical absence (excluding a break in service) from a position in the class of more than one year except for military leave of absence. In the event of an employee's break in service of less than one year, their seniority shall be the amount of seniority accrued at the date of the break in service. In the event of an employee's break in service of more than one year, their seniority shall be the time in the class since their last regular appointment to a position in the class at the Department of Water and Power, less any continuous physical absence from a position in the class of more than one year.

Notwithstanding the provisions of the above paragraph, an employee who has a break in service of less than five (5) years as a result of a layoff under Charter Section 125, shall have seniority equal to the seniority the employee had accrued in the class at the date of the layoff. In the event of a break in service of more than five (5) years as a result of a layoff under Charter Section 125, their seniority shall be the time in class since their return from layoff, less any

continuous physical absence from a position in the class of more than one year except for military leave of absence.

APPLICABILITY

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

ANNOUNCEMENT OF POSITION

When a position having a salary higher than the lowest paid occupied position in the same Civil Service class in a Major Division the Department is to be filled, an announcement of intention to fill such positions shall be made in writing and posted for a minimum of seven (7) working days. Such announcement shall be descriptive of the duties, location, hours, and salary of the position and shall include special skills, knowledge, and abilities, which initially are necessary for appointment to the position. Such announcement shall be in a standard form (Form 03214) and shall be posted in each work location where employees of the affected Civil Service class are assigned.

EMPLOYEE'S BID FOR THE POSITION

Employees who are eligible by reason of their status in the Civil Service class and who are interested in occupying such position shall signify their interest by submitting an Interview Data Sheet (Form 3381) to the office or person designated on the bid announcement.

PROCEDURE - STEP ONE

Filling Positions By Bid

INTERVIEWS OF BIDDERS

Interview from the pool of candidates from within the Department established by the following procedure:

1. If the position(s) to be filled is (are) underrepresented in minorities and/or women (as determined by Division goals), establish the candidate pool as follows:
 - a) If there are ten (10) or fewer eligible bidders for each position, all bidders will be interviewed.

- b) If there are more than ten (10) eligible bidders for each position, establish a list of the most senior bidders to a maximum of nine (9) applicants in excess of the number of positions to be filled.
 - c) Identify the groups that are underrepresented.
 - d) If at least two applicants from the underrepresented groups (minorities and/or women) are on the list as established in (b) above, no further action shall be taken and said list will be the candidate pool for the position to be filled.
 - e) If the list as established in (b) above does not contain at least two candidates from each underrepresented group, add underrepresented bidders by seniority to said list to ensure that there are two applicants in the candidate pool from each underrepresented group.
2. If the position(s) to be filled is (are) not underrepresented in minorities and/or women (as determined by Division goals), establish the candidate pool as follows:

- a) If there are ten (10) or fewer eligible bidders for each position, all bidders will be interviewed.
- b) If there are more than ten (10) eligible bidders for each position, establish a list of the most senior bidders to a maximum of nine (9) applicants in excess of the number of positions to be filled. This list shall be the candidate pool for the position(s) to be filled.

Select from among the three best qualified. If any of the most senior of the three best qualified candidates is not selected, they will be entitled, upon written request within twenty-one (21) calendar days, to a written explanation of the reason or reasons for non-selection.

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

**LIMITS TO
FREQUENCY OF BID
REASSIGNMENTS**

When reassigned or transferred from one position to another under this bid procedure, an employee will not normally be considered for another reassignment or transfer until the employee has served six (6) months in the new position; however, the employee may submit a bid as a Step One bidder.

This six-month tenure requirement may be waived by the Assistant General Manager and/or General Manager.

PROCEDURE - STEP TWO

**SELECTION
FROM AN
ELIGIBLE LIST**

In the event that the operation of Step One above does not result in the filling of a position, then request for certification from the Civil Service eligible list may be made provided that employees on probation in the class may be considered prior to certification from the eligible list, and further provided that no other employee who meets the eligibility requirements set forth herein is otherwise selected. For the purpose of this bid plan, if probationary employees are interviewed, they shall be considered as Step Two bidders.

Upon transfer or reversion from another City Department, an employee shall not transfer or be reassigned under this procedure for six months except that during this time period the General Manager or a designated representative may approve a waiver of this six-month requirement and allow such an employee to be interviewed as a Step Two bidder. After the six-month time period has been completed, such an employee will be considered as Step One bidder.

ADDITIONAL FACTORS

Clerk and Clerk Typist Assignment

The Letter of Agreement signed by the Department of Water and Power and Local 18 of the International Brotherhood of Electrical Works dated September 20, 1999 shall govern the bid rights of incumbent Clerks and Clerk Typists as of that date as well as

appointment and assignment procedures for employees in those classes thereafter.

Senior Clerical Assignment

The Letter of Agreement signed by the Department of Water and Power and Local 18 of the International Brotherhood of Electrical Workers dated November 27, 2000 shall govern the bid rights of incumbent Senior Clerks, Senior Clerk Typists, and Senior Clerk Stenographers as of that date as well as appointment and assignment procedures for employees in those classes thereafter.

For the Customer Service Representative Class Only

Prior to requesting certification of the eligible list, but subsequent to the applicable bid provisions, a communication shall be made to employees occupying positions in clerical classes which are at a level comparable to Customer Service Representative (CSR), which advises them of the opportunity to request a transfer under Charter Section 1014.

Candidates expressing an interest in a Charter Section 1014 transfer shall be considered prior to any candidates from the eligible list. Charter Section 1014 reassignment candidates shall be considered utilizing the same interview process as candidates from the eligible list.

If selected, the Charter Section 1014 transfer will be a tentative transfer, allowing for a period of evaluation similar to a probationary period.