

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

Supervisory Clerical and Administrative Unit

Bid Procedure

October 1, 2005

through

September 30, 2010

APPENDIX E

BID PROCEDURE

POLICY

To the extent that it is consistent with efficient operation, when filling vacant permanent positions in the Supervisory Clerical and Administrative 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, criteria for selecting the most qualified employees, shall encompass the skills, knowledge, and abilities needed to objectively measure candidates in the areas of previous work experience, training, requirements of the position, and general suitability of the employee. Consideration shall also be given to affirmative action goals and attendance.

DEFINITIONS

Position in this Unit - are those positions allocated to the Clerical Unit and listed in Appendices A-1, A-2, A-3, A-4, and A-5.

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, 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, 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.

Temporary - means a period of eight (8) months or less.

Lateral - means movement from one position to another at the same salary range which does not involve a change of shift or a change of permanent reporting location.

APPLICABILITY

This procedure shall be applicable to the filling of all positions in the Unit except those of a temporary nature, those to be filled because of the temporary absence of the incumbent, and those which are single positions in a class.

ANNOUNCEMENT OF POSITION

When a position having a salary range higher than the lowest paid occupied position in the same Civil Service class within the Department is to be filled, an announcement of the 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 of the position, hours, and salary range, and shall list, in order of importance, special skills, knowledge, and abilities, which are initially necessary for reassignment to the position. Such appointment to the position. Such announcement shall be in a standard form and shall be posted in each work location where employees of the affected Civil Service class are assigned.

EMPLOYEE SEEKING REASSIGNMENT

Any employee who occupies a position in the affected Civil Service class, including those on probation and those seeking lateral reassignment, may signify interest by submitting an Interview Data Sheet to the office or person designated on the bid announcement. The non-selection of an

employee seeking a lateral reassignment shall not be subject to the grievance procedure.

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.

The most qualified candidate will be selected to fill the vacancy. Seniority in class shall be given consideration only when more than one candidate meets all the requirements of the position. The candidates selected shall be given their new assignment, within thirty (30) days of their selection. Unless the Department and the Union mutually agree that circumstances exist which make such assignment impractical within the specified period. All candidates of the selection process as soon as possible.

**LIMITS TO
FREQUENCY OF BID
REASSIGNMENT**

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. This six-month tenure requirement will be considered waived unless the employee is notified in writing by the Assistant General Manager prior to the conduct of the bid interview, that it is in the best interest of the Department that this requirement not be waived.

PROCEDURE - STEP TWO

**SELECTION
FROM AN**

In the event that the operation of Step One above does not result in the

ELIGIBLE LIST

filling of a position, then request for certification from the Civil Service eligible list may be made by the Personnel Services Office.