

LOS ANGELES DEPARTMENT OF WATER AND POWER

Human Resources

bulletin

Number 87-15

August 10, 1987

RECEIVED

AUG 11 1987

LABOR RELATIONS

DEPARTMENT OF WATER AND POWER INTERIM BID SYSTEM FOR STOREKEEPER

An interim Department-wide bidding system for Storekeeper will be implemented ten (10) working days following the publication of this Bulletin. This interim bid system will allow employees in the class to bid for any vacancy higher than entry level position within the Department of Water and Power.

This interim bid system will remain in effect until rescinded or until superseded by a permanent bidding system.

The specific bidding provisions are as follows:

I. Procedure for Filling Vacant Positions Higher than Entry Level

For filling vacant positions higher than entry level, the specific bidding provisions are as follows:

A. Notice of Vacancy

A Bid Notice, Form 03214, giving notice of a vacancy in a permanent position occurring or about to occur within the Department, having a salary range higher than the lowest paid occupied position in the class of Storekeeper, will be posted for not less than seven (7) working days in all headquarters and reporting locations used by employees in the class.

The Bid Notice will include factors important to the position.

B. Eligibility to Bid

Any employee within the Department whose current Civil Service status permits the employee to be assigned to the vacant position will be eligible to bid.

SOURCE	DISTRIBUTION	MANUALS REFERENCE	SERIES	DISPOSITION
HR/bjk	KI, KE, DM, BS	para. 111-7	HR-34	Post until 9/11/87

C. Definitions for Purposes of this Bid Plan

1. **Seniority** - The total Department of Water and Power seniority in the class of Storekeeper after deducting continuous absences of over one (1) year with the exception of military service.
2. **Underrepresentation** - Underrepresentation of minorities and/or females in the pay level being filled, and in all higher pay levels of the class of Storekeeper in a particular Division, as determined by the EEO Coordinator of that Division.
3. **Entry-Level Position(s)** - The lowest paid occupied position(s) in the class of Storekeeper.

D. Selection of Candidates

Evaluation and selection of candidates will be in accordance with the Department's Selection Interview Handbook as modified from time to time by Department policy and will be from the pool of candidates from within the Department as established by the following procedure:

An initial pool of candidates will be established and will consist of no more than nine (9) of the most senior qualified bidders in excess of the number of positions to be filled. If the initial pool includes all bidders, it shall become the final pool of candidates which will be considered for the position(s).

If there are bidders remaining after the initial pool has been established, the Division EEO Coordinator will determine if underrepresentation (as defined in C above) exists in the Division at the pay level of the position to be filled and all higher levels in the class. If no underrepresentation exists, or if there are at least two bidders in the initial pool from each underrepresented group, the initial pool shall become the final pool of candidates which will be considered for the position(s).

If underrepresentation exists, and there are less than two bidders from each underrepresented group in the initial pool, then that pool shall be augmented by adding any qualified available bidders from those underrepresented groups, in order of seniority, until each underrepresented group has two candidates or until there are no more bidders left to achieve this objective. The resulting pool will then become the final pool of candidates which will be considered for the position(s).

Management, at its option, may further supplement the candidate pool by interviewing all remaining nonprobationary bidders.

- E. If there are no eligible bidders, the Division may consider transfers from other City Departments or request certification from the Civil Service eligible list.

II. Procedure for Filling Vacant Entry-Level Positions

- A. In filling entry-level positions, Divisions will use the procedure described in Human Resources Bulletin 85-16 (dated April 11, 1985) and General Manager's Bulletin 81-25 (dated November 18, 1981). That procedure is summarized below:

On entry-level positions, persons in the class of Storekeeper, who have completed probation in that class and are interested in transfer or reassignment, may submit their request to the Personnel Records Office of the Human Resources Division. Such requests may specify the Division and geographic location to which they desire to be transferred or reassigned. The Personnel Records Section will maintain a file of these requests. When vacancies occur in any of the Department Divisions, the persons whose names are on file as desiring transfer or reassignment to a specific Division would be considered first to fill any vacant position. It will be the responsibility of the employee to renew the transfer/reassignment request on a calendar year basis.

- B. If no selection is made from among candidates requesting transfer or reassignment, the Division may then consider transfers from other City Departments or request certification from Civil Service Eligible List.

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