

Department of Water and Power  
Bid System for Warehouse Toolroom Worker

A Department-wide bidding system will be implemented June 11, 1984, for Warehouse Toolroom Workers. This bid system will allow employees in the class to bid for or ask for transfer to any vacant position within the Department of Water and Power.

The specific bidding provisions are as follows:

A. For filling vacant positions other than entry level.

1. 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 position grade higher than the lowest paid occupied position in the same Civil Service Class, 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.

2. Eligibility to Bid

Any employee within the Department whose current Civil Service status permits his/her assignment to the vacant position will be eligible to bid provided he/she has completed the probationary period.

3. Selection of Candidates

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

| SOURCE | DISTRIBUTION | MANUALS REFERENCE        | SERIES | DISPOSITION       |
|--------|--------------|--------------------------|--------|-------------------|
| LR/drg | KI,KE,DM,BB  | Personnel<br>111-3 111-7 | LR-76  | Post until 7/8/84 |

The pool will consist of no more than nine (9) of the most senior qualified bidders in excess of the number of positions to be filled unless there is underrepresentation. If the pool does not include the two most senior qualified bidders from each underrepresented group (as determined by the Personnel Section of the Department) at or above the rate range of the vacancy in the Civil Service class, they must be added. A test may be given to determine the most qualified bidders.

4. Seniority List

For the purpose of this Bid Plan the Personnel Section of the Department will maintain a list of all employees in the class, indicating each employee's seniority with the Department in his/her current Civil Service class.

5. Seniority Defined

Seniority means the total Department of Water and Power seniority in the class after deducting continuous absences of over one (1) year with the exception of military service.

6. Alternative Selection Method

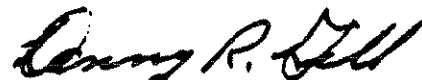
In the event Item No. 3 above does not result in the filling of the vacancy(s), the division would then consider transfers from other City Departments or request certification from the Civil Service eligible list through Industrial Relations Administration.

B. For the Filling of Vacant Entry Level Positions in the Department of Water and Power

1. On entry-level positions, persons in the class that are interested in transferring to another division in the Department of Water and Power will submit their name to the Department Personnel Section specifying the division and geographic location to which they desire to transfer. The Department Personnel Section would then establish division rosters. When vacancies occur in any of the Department divisions, the persons whose names are on file as desiring to transfer to a specific division would be considered first to fill any vacant position.

2. If no selection is made from the Desire to Transfer List to a division, the division would then consider transfers from other City Departments or request certification from the Civil Service Eligible List.

3. It will be the responsibility of the employee to renew desire to transfer on a calendar year basis.



DANNY R. GILL  
Labor Relations Manager