DGS CALIFORNIA DEPARTMENT OF GENERAL SERVICES

| HUMAN RESOURCES MEMORANDUM 14-013 | DATE ISSUED: October 1, 2014 |
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| SUBJECT: ANNUAL OPEN OUTSIDE LOCAL WORK LOCATION BID PERIOD – BARGAINING UNIT R12 | REFERENCE: MOU UNIT 12 |
| TO: **PERSONNEL LIAISONS, ATTENDANCE CLERKS** | SUPERCEDES: 13-022 |

## PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

**OVERVIEW**

The annual open outside local work location bidding period for Bargaining Unit R12 will be held from October 1 through October 30, 2014. Bids become effective January 1 through December 31, 2015.

A vacancy shall be deemed to exist when a permanent full-time position is unoccupied as a result of retirement, transfer, termination, resignation, reassignment, new position, promotion, change in tenure to permanent, or new funding and the employer decides to fill it.

Please refer to the Department of General Services (DGS) Post & Bid (P&B) Reassignment/Transfer Request Form and the back of the form for more detailed information about this process.

**LOCAL WORK LOCATIONS**

The local work locations identified for this process are: Fresno, Los Angeles, Marysville, Oakland, Redding, Riverside/San Bernardino, Sacramento, San Diego, San Francisco, San Jose, Santa Ana, Santa Rosa, Stockton, and Van Nuys.

**LOCAL POST AND BID**

**General Process** - No list will be established for local P&B.

When the employer decides to fill a vacancy, the following shall apply:

A notice of intent to fill the vacancy shall be posted at the work site(s) for Unit 12 employees within the local work location for a minimum of seven (7) calendar days. This notice shall include the classification, a duty statement containing the description of the duties, requisite skills and abilities required of the position, reporting location, the shift and days off for the position to be filled, the final filing date, and contact person's name and telephone number.

Eligible employees interested in a posted position must indicate interest by submitting the Department of General Services (DGS) Post & Bid (P&B) Reassignment/Transfer form to the specified contact person, by the final filing date.

**LOCAL POST AND BID (Continued)**

**Eligibility** - Eligible employees are defined as:

Employees holding permanent full-time status **at the work location** in the classification of the posted position. Permanent status means having successfully completed his/her probationary period in the class, and, if required, successfully completed all requirements of an apprenticeship program on or before the final filing date of the position being advertised.

Employees must possess the requisite skills and abilities required of the vacant position. Any employee who has a sustained disciplinary action, excluding written reprimands, or received a documented substandard review (that identifies performance expectations) in a majority of the requisite skills of his/her classification within the last 12 months, may, at the discretion of the employer, not be considered for transfer under the provision of this section.

**Selection** - The employee submitting the bid request, or in the case of multiple requests for the same vacant position, the employee with the greatest amount of continuous "local work location" seniority in the class shall be selected over other employees and notified of start date.

The Office of Human Resources (OHR) will calculate the seniority of all local bidders who apply based on "continuous local work location" seniority in the class.

**Bid Form** - The Post and Bid Reassignment/Transfer Form can be found as an attachment with the Job Opportunity Bulletin (JOB) posting. Each employee is responsible for submitting the bid form to the contact person listed on the JOB by the final file by date.

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**OUTSIDE LOCAL POST AND BID**

**Eligibility**

A list is established for each class by designated work location for this process.

Eligible employees desiring a transfer to a different "work location" submit a Post and Bid Reassignment/Transfer Request form during the annual open bidding period held from October 1 through October 30 each year, with an effective date of January 1. Transfer requests shall be to permanent full-time positions in the same department within their classification.

Employees should only bid for work locations for which they want to transfer.

**Bid Forms**

The P&B material will be **sent to the mailing address** of eligible employees.

The Office of Human Resources (OHR) can provide a copy of the P&B material to employees who did not receive a package at their mailing address. The Office must contact Nancy Wong at (916) 376-5374 to verify if the employee is eligible for the Annual P&B before they give the material to the employee.

Bid forms should be returned in the postage paid envelope included with the P&B material sent to the employee's home mailing address. The envelope needs to be sent to:

Office of Human Resources
R12 Annual Outside Local P&B
P. O. Box 989052 (MS 402)
West Sacramento, CA 95798-9052

Or hand delivered to:

Office of Human Resources
R12 Annual Outside Local P&B
707 Third Street, 7th Floor

**OUTSIDE LOCAL POST AND BID (Continued)**

In either case, the form must be delivered or received (postmarked) on or before October 30, 2014.

**Seniority**

A seniority list shall be developed within 60 working days following the closing of the filing period.

This list will reflect all bidders who have requested to be placed on the P&B lists for locations other than their local work location.

These lists will be sent to the hiring offices to contact bidders who are interested in positions after local P&B has been cleared.

OHR will calculate seniority based on “continuous departmental” seniority in the class.

**Selection**

If no employees in the local work location submit a bid for the advertised vacancy, employees from outside the local work location will be contacted in seniority order.

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**QUESTIONS**

If you have any questions regarding the Post and Bid process, please contact your assigned Classification & Pay Analyst.

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**ANGIE BOLDRINI**, Personnel Officer
Office of Human Resources

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Attachments

cc: Labor Relations Specialists

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**Advertising Positions and Submission of Post & Bid Form**

Upon approval of the Request for Personnel Action (RPA), the Classification & Pay Analyst will:

- prepared the Local Bid form to be posted with Job Opportunity Bulletin (JOB)
- have the JOB posted to the State Personnel Board's Job VPOS Website,
- have the JOB posted to the DGS Internet and Intranet Websites,
- e-mail a copy of the JOB and Local Bid form to all DGS Personnel Liaisons for distribution to their work sites.
- have a hard copy of the JOB posted on the bulletin board at 707 Third Street, 7th floor, West Sacramento reception area.

The SPB posting can be found at http://www.jobs.ca.gov/
The DGS Internet website can be found at http://www.dgs.ca.gov/Jobs/default.htm
The DGS Intranet website can be found at http://www.dgs.ca.gov/Jobs/default.htm

The Local Post and Bid form must be used by the employee to bid for the advertised position.
The P&B File by Date applies only to current local employees in the classification.

**State Restriction of Appointment (SROA) or Surplus Status**

Employees who work at departments that have been identified as surplus or placed on the SROA list and have responded interested on a contact letter, must be interviewed for the position. Candidates on SROA or surplus will be considered after the Local and Outside Local P&B process has been cleared.

**Seniority Ties**

To resolve any seniority ties, the tiebreakers will be:

1. If tied, seniority in the R12 class within the Department.
2. If tied, seniority in any R12 class within the Department.
3. If tied, seniority in R12 anywhere within the State Service.
4. If tied, a drawing: Each person writes name on paper and places in a container. A neutral person, non-manager, non-supervisor, and non-interested party in selection process draws name from the container.

**Mandatory Placement**

The parties recognize that the post and bid process shall not contravene employee rights to mandatory reinstatement or placement as required by Government Code.

**Requisite Skills and Abilities**

Employees placed under the post and bid provisions must possess the requisite skills and abilities of the vacant position.

**Discipline/ Substandard Review**

Any employee who has a sustained disciplinary action, excluding written reprimands, or received a documented substandard review (that identifies performance expectations) in a majority of the requisite skills of their classification within the last 12 months, may, at the discretion of the employer, not be considered for transfer under the provisions of post and bid.

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**Employee and Management Procedures**

Please refer to the back of the Post and Bid Reassignment/Transfer Request Form for additional information on Employee and Management Procedures.

**Annual Bidding Period Notification**

The OHR will prepare the Human Resources Memorandum announcing the annual outside local work location bidding period which will be held from October 1 through October 30 each year.

OHR will prepare bid packages for each eligible employee. These packages will be mailed to the home address of each employee. OHR will provide blank packages for eligible employees not issued a bidding package.

OHR will maintain a log of employees who were sent the bidding material to verify where the bidding material was sent.

**Bid Form Process**

The OHR will calculate the seniority scores for all interested bidders and established Post and Bid information list of all bidders. This listing will include the locations, shifts and the seniority scores for each bidder.

After the information list is established, the OHR will establish lists for the 14 work locations. These lists will be provided to the hiring offices after the Local Work Location Post and Bid process has been cleared. All bid forms received will be kept on file for 12 months.

Employees should contact their supervisor to resolve discrepancies in seniority scores.

**List To Be Used To Contact Bidders**

After the Request for Personnel Action (RPA) is approved by the OHR and the Local Work Location Post and Bid is cleared, the C&P Analyst will e-mail to the hiring office a customized Outside Local Work Location list to be used for the specific RPA. The existing list for the location will be modified to reflect bidders for the specific work schedule and shift of the RPA and appear at the top of the list in seniority order.

The hiring office will be provided instructions on how to use the list.

# DGS - BARGAINING UNIT 12
# OUTSIDE LOCAL WORK LOCATION
# POST AND BID REASSIGNMENT/TRANSFER REQUEST FORM
# THIS FORM IS VALID FROM OCTOBER 1 THRU OCTOBER 30, 2014

| | | |
|---|---|---|
| CURRENT CLASSIFICATION: | | |
| EMPLOYEE NAME: (Please print) | | POSITION NUMBER: |
| CURRENT FACILITY: | | WORK TELEPHONE NUMBER: |
| CURRENT WORK SCHEDULE: | | MY PRESENT SHIFT IS: |
| MY CURRENT SUPERVISOR IS: | | |
| SUPERVISOR'S TELEPHONE NUMBER | | |

| I am interested in changing my (check appropriate box):: | |
|---|---|
| WORK SCHEDULE to: | (Any/All) ☐ or Specify |
| SHIFT to: | (Any/All) ☐ or Specify |
| ASSIGNMENT to: | (Any/All) ☐ or Specify |
| | (Attach additional sheets of paper if needed) |

I am interested in transferring to the following locations(s)

1. _____ 3. _____

2. _____ 4. _____

5. _____ 6. _____

(Attach additional sheets of paper if needed)

As of the date of this bid, I certify that I am a full-time permanent employee (having successfully completed my probationary period).

EMPLOYEE SIGNATURE _____ DATE _____

FOR EMPLOYER COMPLETION

The State hereby acknowledges receipt of this request. (Date request received:_____)

| Name | Title | Phone Number | Date copy returned to employee |
|---|---|---|---|
| | | | |

# DGS – BARGAINING UNIT 12
# POST AND BID-REASSIGNMENT/TRANSFER

**EMPLOYEE PROCEDURES**

**Local Work Locations**

- Permanent full-time employees who wish to be considered for a position or shift assignment vacancy in their current local work location and current classification must submit a completed Local Work Location Post and Bid Reassignment/ Transfer form to the contact person on the JOB by the post and bid final file date. The OHR, Personnel Operations will calculate the seniority of all local bidders. **The most senior bidder will be selected and notified of the start date. The winning bidder must decide at the time the job offer is made to accept or decline the position.**

**Outside Local Work Locations**

- Permanent full-time employees, who wish to be considered for a different location in their classification, must submit an annual Outside Local Work Location Post and Bid Reassignment/Transfer form during the open enrollment period. The annual open enrollment period is October 1 through October 30. Bids will be effective January 1 through December 31. Completed forms that are sent via U.S. Mail, should be sent to: R12 Post and Bid, Office of Human Resources, Personnel Operations, P O Box 989052, 7th Floor (MS 402), West Sacramento, CA 95798-9052. Hand delivered forms must be brought to: 707 3rd Street, Suite 7-130, West Sacramento, CA 95605. Bid forms will be kept on file in OHR for 12 months.

- Bidders will only be contacted for the locations, shifts and workweeks they have requested.

- Employees who choose to transfer waive any rights to claims for moving and relocation expenses.

- Employees selected for transfer to a different local work location have a maximum of five (5) workdays to accept or reject a job offer. A non-response is considered a refusal of the job offer.

- If the employee accepts the job offer, the employee will have a maximum of 30 calendar days to report to the new work location, unless mutually agreed otherwise by the hiring supervisor. If the employee accepts the transfer and does not report to the new location, on the agreed date, the employee shall not be eligible for transfer for the remainder of the bid period.

**MANAGEMENT PROCEDURES**

**Vacancy-** A vacancy shall be deemed to exist when a permanent, full-time position is unoccupied as a result of retirement, transfer, termination, resignation, reassignment, new position, promotion, change in tenure to permanent, or new funding and the employer decides to fill it.

- Branch/Office submits a Request for Personnel Action (RPA) along with the Employment Opportunity Bulletin (or JOB) to the OHR, Personnel Operations.

  The priority of recruitment will be as follows:
  1. Local Post and Bid, if no interested bidders, then
  2. Outside Local Post and Bid, if no interested bidders, then
  3. State Restriction of Appointment (SROA) or Surplus Employees, if no interested SROA or Surplus employees, then
  4. Management may fill the vacancy using any appropriate hiring process (certification process, transfers or reinstatements, etc.), providing there is an approved freeze exemption to fill the position

- Once the post and bid final file date has passed, send the Local Work Location Post and Bid Reassignment/Transfer forms to your assigned Classification & Pay (C&P) Analyst. The C&P Analyst will provide the seniority scores for qualified bidders. Notify the most senior bidder of their start date. **The winning bidder must decide at the time the job offer is made to accept or decline the position.** If there are no bids received, notify the C&P Analyst by e-mail that no bids were received for the specific RPA.

- The C&P Analyst will then send the hiring office the Outside Local Post and Bid list. Contact bidders on list by seniority. Employees have a maximum of five (5) workdays to accept or reject the job offer; IF NO INTERESTED BIDDERS,

- SROA/Surplus candidates will have priority over other recruitment methods after the Local and Outside Local Post and Bid is cleared. IF NO INTERESTED SROA/SURPLUS, THEN.

- Management may fill the vacancy using any appropriate hiring process (certification process, transfers or reinstatements, etc.)

**ADVERTISING POSITIONS** – Upon the decision to fill a permanent full-time position, the vacancy must be posted in each work site within the local work location for a minimum of seven (7) calendar days. The posted vacancy must include the classification, a duty statement or description of duties, requisite skills and abilities, reporting location, the shift and days off, the final filing date, and the contact person's name and telephone number.