

Subject: POST AND BID (P&B)

REFERENCES	SECTIONS
Human Resources Policy Memo http://www.dgs.ca.gov/ohr/Home/HRPolicyMemos.aspx	HR 04-014, 04-015, 04-016
Memorandum of Understanding (MOU) http://www.calhr.ca.gov/state-hr-professionals/Pages/bargaining-contracts.aspx	Bargaining Units 12, 13, and 15
SPB/DPA Policy Memorandum http://www.calhr.ca.gov/state-hr-professionals/Pages/policy-memos.aspx	PML: 2005-030

Post and Bid (P&B)

Policy

It is the policy of the DGS that all classifications identified in Bargaining Units 12, 13, and 15, that are vacant, for specified reasons, **shall be** filled subject to the post and bid process outlined and follows established procedures as developed by the Classification and Pay (C&P) unit within the Office of Human Resources (OHR).

Definition/ explanation

Post and Bid (P&B) is a provision covered under the Memorandum of Understanding (MOU), which gives **permanent full-time employees**, who have completed their probationary period, the mandatory right to transfer to another position within their classification in the department based on seniority.

The DGS has three bargaining units that are subject to P&B (R12, R13 and R15). For R12 employees in the Telecommunication Series, there is a special process for these classifications. Refer to the MOU for more information on this process. The MOUs can be found at <http://www.calhr.ca.gov/state-hr-professionals/Pages/bargaining-contracts.aspx>.

When P&B is required

P&B is required when:

- **R12:** the employer decides to fill a 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. This includes promotion-in-place, shift changes, or workweek schedule changes that would be subject to Local P&B.
 - **R13:** the position is unoccupied as a result of retirement, transfer, termination, resignation, death, reassignment, new position, promotion, change in tenure to permanent, or new funding and the employer decides to fill it. This includes promotion-in-place, shift changes, or workweek schedule changes that would be subject to Local P&B.
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Post and Bid (P&B), Continued

When P&B is required
(continued)

- **R15:** a permanent full-time position is unoccupied as a result of retirement, transfer, termination, reassignment, or new funding. P&B shall be implemented in local management units that have full-time employees in the same classification and where a variety of work schedules (days off, shifts, etc.) exist. For R15, shift changes or workweek schedules are not subject to P&B.
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Local P&B – R12 & R13

No list is established for the Local Work Location. As positions are advertised, eligible local employees may bid for the position. The MOU requires that the position be advertised for seven calendar days, however, DGS advertises the positions for nine calendar days. This allows for staff to disseminate the Employment Opportunity Bulletin (aka JOB) to ensure that the posting meets the seven-calendar day posting. Eligible employees will submit their bid using the bid form provided with the posting of the JOB.

The local work location is determined by specific cities designated in the MOU. If the city where the position is located has not been designated in the MOU, the local work location will be the designated city closest to where the position is located, i.e. works in Ripon, closest city is Stockton; works El Cajon, closest city is San Diego. Only Permanent, full-time employees in the Local Work location that have completed their probationary period by the Local Final Filing are eligible to bid for the position.

Outside local P&B – R12 & R13

Eligible employees submit their bids for outside local work location during the annual Outside Local Post & Bid period, which is held from October 1st through October 30th each year. Employees must have completed their probationary period on or before October 30th of the bidding year. The seniority is calculated based on service as of October 30th and the list is effective January 1st through December 31 of the following year. A list will be established for each class of the employees who are interested in positions outside of their local work location. This list will be used after the local P&B process is cleared.

Continued on next page

Post and Bid (P&B), Continued

**Local/outside
 P&B – R15**

Eligible employees submit their bids for specific work locations (cities) during the annual Post & Bid period, which is held from October 1st through October 31st each year. Employees must have completed their probationary period on or before October 31st of the bidding year. The seniority is calculated based on services as of October 31st and the list is effective January 1st through December 31 of the following year.

**Classification
 and pay (C&P)
 analyst
 responsibilities**

The responsibilities of the C&P Analyst in the P&B process are depicted in the following table.

Bargaining Unit (BU)	Responsibility
R12 and R13	When an RPA is received for a bargaining unit R12 or R13, the position may be subject to P&B in accordance with the specific MOU. The Selection Criteria for R12 and R13 are as follows: <ol style="list-style-type: none"> 1. Local P&B, based on the most senior bidder (bids received during the advertisement of the position), if none, then 2. (R12 Only) Management has the option to promote within using a valid civil service employment list (candidate must be in a reachable rank), if option not used, then 3. Outside local work location P&B, based on the most senior bidder (list established during the annual P&B bidding period), if none, then 4. SROA/Surplus employees or mandatory reinstatements are considered, then 5. Management may consider transfers, permissive reinstatements, or hire other than DGS employees from an employment list.

Continued on next page

Post and Bid (P&B), Continued

Classification and pay (C&P) analyst responsibilities (continued)

Bargaining Unit (BU)	Responsibility
R15	<p>When an RPA is received for a bargaining unit R15, the position may be subject to P&B in accordance with the specific MOU. The Selection Criteria for R15 are as follows:</p> <ol style="list-style-type: none"> 1. SROA/Surplus employees or mandatory reinstatements are considered first, then 2. Local work location P&B, based on the most senior statewide bidder (list established during the annual P&B bidding period), if none, then 3. Management has the option to promote within using a valid civil service employment list (candidate must be in a reachable rank), if option not used, then 4. Management may consider transfers, permissive reinstatements, or hire other than DGS employees from an employment list.

R12 and R13 process steps

The following table depicts the steps in the R12 and R13 process

Step	Action
1 – Local P&B	A copy of the JOB, the local bid form and the P&B instructions will be sent to the contact person on the JOB.
2 – Hiring Office	On the first working day after the final file date of the local bid, the hiring office advises the C&P Analyst of the responses for the Local P&B process. If the office has received the bid forms for the position being advertised, the bid forms need to be forwarded to the appropriate C&P Analyst.

Continued on next page
98.4

Post and Bid (P&B), Continued

**R12 and R13
process
steps
(continued)**

Step	Action
3 – Processing Bid Forms	The C&P Analyst calculates the seniority of the employees for the bid forms received. The C&P Analyst will send an e-mail message to the hiring office of the seniority for the Local P&B. If more than one bid form is received, the hiring office will be advised of the names of the bidders and their seniority scores. They should also be advised of any rejected bidders.
4 – Awarding Local Bid	The hiring office will make a firm job offer to the most senior bidder. If the hire is made from the Local P&B process, the hiring office will send an e-mail to the C&P Analyst to advise them of the name of the bidder who accepted the job offer and the effective date of the appointment. Since P&B is a lateral transfer, the losing office may hold the employee for 30 calendar days. If the most senior bidder declines the job offer, the next senior bidder will be offered the position. This process will be followed until a bidder accepts or declines a job offer. If all bidders decline the job, the hiring office will then need to clear the Outside Local Work Location P&B list.
5 – Outside Local Bid Process	After the Local P&B is cleared, the C&P Analyst will create the Outside Local P&B List. The C&P Analyst provides information to the hiring office, by e-mail, which bidders need to be contacted, i.e., contact bidders 1 through 10 of the post and bid documents.

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Post and Bid (P&B), Continued

R12 and R13 process steps (continued)

Step	Action
6 – Clearing Outside Local List	The hiring office is responsible to contact the bidders on the Outside Local List who have requested the work location, shift, and work days being recruited. The initial contact should be to find out if the bidder is interested in the position. After it is determined who is interested in the position, the C&P Analyst shall be contacted prior to making a firm job offer. The C&P Analyst will verify that the winning bidder is still eligible for the P&B Outside Local List and will advise the hiring office that a firm job offer can be made. The hiring office shall return the Outside Local List with the results of their contact to the C&P Analyst.
7 – P&B Does Not Result In Hire	If the Local and Outside Local process is not successful in filling the position, the hiring office may then proceed with other recruitment efforts.

R15 process steps

The following table depicts the steps in the R15 process.

Step	Action
1 – Local Work Location P&B	At the time the RPA is received and the JOB is being posted, the C&P Analyst will modify the Local Work Location P&B list for employees who submitted their bid form during the annual bidding period held from October 1 through October 31 of the prior calendar year. The C&P Analyst will create the bid form and the P&B instructions that go with the P&B list sent to the hiring office. A copy of the JOB, the local bid list, and the P&B instructions are sent to the contact person on the JOB.

Continued on next page
98.6

Post and Bid (P&B), Continued

**R15 process
steps**
(continued)

Step	Action
2 – Hiring Office	The hiring office will contact the bidders in order of their seniority. The hiring shall advise the C&P Analyst of the first three interested bidders for the position. The C&P Analyst shall check the employee's Official Personnel Folder (OPF) and the State Controller's Office (SCO) employment history for any negative action or material within the last twelve-month period. If there is nothing negative in these files, the position must be offered to the most senior interested bidder.
3 – Awarding Local Bid	The hiring office shall make a firm job offer to the most senior bidder. The hiring office shall send an e-mail to the C&P Analyst to advise him/her of the name of the bidder who accepted the job offer and the effective date of the appointment. Since P&B is a lateral transfer, the losing office may hold the employee for 30 calendar days. If the most senior bidder declines the job offer, the next senior bidder shall be offered the position. This process shall be followed until a bidder accepts or declines a job offer.
4 – P&B Does Not Result In Hire	If the P&B process is not successful in filling the position, the hiring office may then proceed with other recruitment efforts.