



ADMINISTRATIVE MANUAL

Section

PREPARATION OF FORMS

Subject

Request for Certification, Form PDAS
15/PC

A Request for Certification (Request) (sample, page 11) is prepared by the business unit personnel office whenever a position is to be filled through certification of an eligible list.

Note: Questions relative to the status of requests for certification or eligible lists are to be handled through the Personnel Records Business Team.

If not previously submitted, a Form PDES-3, Position Description, shall be prepared in conjunction with the Request for any:

- new position
- substitute position
- increase in a budgeted position (additional and identical)
- position which has been vacant for six months or longer

The Position Description shall be submitted to Employee relations for review and subsequent transmittal to the Personnel Department for review and allocation. The Personnel Department will act on the Request only after the position has been allocated.

References:

Administrative Manual, Sections:
20-01, Certification from List of Eligibles
20-03, Emergency or Exempt

MULTIPLE POSITIONS

Responsibility

Action

INITIATING BUSINESS UNIT

Prepare only one Request if the positions are:

- in the same class
- in the same payroll number
- the conditions of employment, i.e., position status, shift and location, are the same

Prepare separate Requests if either the payroll number or work conditions are different.



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Exception: In some classes, such as Steam Plant Assistant, incumbents work various shifts at various locations. In these classes, prepare only one Request if the position status is the same, but shifts and locations vary.

DISTRIBUTION

INITIATING BUSINESS UNIT

Prepare the following copies:

Original and one copy — Personnel Records Business Team
Copies — as required by the business unit

Deliver to Personnel Records Business Team by 2:00 p.m. for same day delivery to the Personnel Department.

PERSONNEL RECORDS BUSINESS TEAM

Time stamp the back of both the original and copy.

Place the copy in the Personnel Records Business Team “IN” box.

Take the original to the Personnel Department.

- Time stamp the back of the original in Room G30, City Hall South.
- Deliver the original to the Classification Section, Room 400, City Hall South.

DENNISON LISTS

INITIATING BUSINESS UNIT

Deliver the original and copy to the Employee Relations Office.

Employee Relations will review the original Request and forward it to the Personnel Records Business Team.

PERSONNEL RECORDS BUSINESS TEAM



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Time stamp the back of the original and copy.

EMERGENCY APPOINTMENT

INITIATING BUSINESS UNIT

Deliver the original and copy to the Personnel Records Business Team.

Attach the following documents:

- Form Gen. 76, Nomination for Emergency Appointment (signed by nominee).
- Form MS453, Emergency Appointment Request Supplemental Information
- Form PDR-1, Application for Employment (if not already filed with the Personnel Department)

Note: the original Request prepared for nomination of emergency appointees will be used by the Personnel Department to certify names when the eligible list is established; therefore, preparation of a second Request is not required unless the emergency appointment has terminated.

PERSONNEL RECORDS BUSINESS TEAM

Review and forward the original and attachments to the Personnel Department

SPECIAL EMERGENCY APPOINTMENTS (1-5 DAYS)

INITIATING BUSINESS UNIT

Deliver the original and one copy to the Personnel Records Business Team.

Attach Form Gen. 76, Nomination for Emergency Appointment (signed by nominee).

PERSONNEL RECORDS BUSINESS TEAM

Review and forward the original and attachments to the Personnel Department.



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EXEMPT POSITION

INITIATING BUSINESS UNIT

Deliver the original *only* to the Personnel Records Business Team.

PERSONNEL RECORDS BUSINESS TEAM

Process requests for *Exempt* and *Construction Exempt* positions which are not forwarded to the Personnel Department.

ADDING TO CERTIFICATIONS AND COMBINING REQUESTS (from Personnel Section 110-6)

REQUESTING BUSINESS UNIT

Complete the Request. In the Special Instructions box (Item 1 5), enter "Add to Certification (number)". Forward to the Personnel Records Business Team.

PERSONNEL RECORDS BUSINESS UNIT

Notify the requesting business unit when the addition has been approved.

PERSONNEL DEPARTMENT

Determines whether two or more "Requests for Certification" may be combined. The Personnel Records Business Team will notify the requesting business unit when this occurs.

If requests are added to certifications, or are combined by the Personnel Department, each available candidate on the certification *must be* considered for each vacancy.



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INSTRUCTIONS FOR COMPLETING FORM PDAS 15/PC

Note: All shaded areas are to be completed only by the City Personnel Department. Insert other data as indicated below:

1. **Date** The month, day, and year the form is prepared.
2. **Class Title** The civil service class title to which the position is allocated.
 - Dennison** If the request is for a class subject to the Dennison Consent Decree, insert "DENNISON" after the class title.
 - Referral** The "referral" program permits expedited hiring for several civil service classes in which it is difficult to recruit sufficient qualified candidates. Candidates are examined and may be hired the same day or within a few days. Check with the DWP Personnel Records Business Team for the classes involved in this program.
3. **Department Name** Department of Water and Power
4. **Division, Bureau** **Insert:**
 - the major division code
 - the name of the payroll in which the position is to be filled, e.g., "PXXX (PO&M) Transmission, Trouble and Street Light".
5. **Class Code** The civil service class code to which the position is allocated.
6. **Department Number** The payroll number, including the section number, of the office in which the position is to be filled.
7. **Position Status** Mark the box which best describes the position. Tenure is determined by the length of time the appointee will be on the job.



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Position Status (continued)

- Permanent** The position is expected to last longer than the length of the probationary period. (Includes emergency nominees and trainee positions.)
- Temporary** The position is expected to last less than the length of the probationary period.
- Part-Time** The position is 20 or more hours per week, but less than 40 hours per week.
- Intermittent** The duties of the position are performed on a recurrent basis. (Includes positions of less than 20 hours per week and positions where no formal work schedule exists persons are employed as needed or on on-call basis.)

Insert one of the following notations, if applicable, directly under the "X" (start typing in the same box).

- Limited Tenure** If tenure is limited, state length of time, e.g., "approximately three weeks".
- Important:** For a temporary appointment, indicate a period less than the length of the probationary period.
- Special Emergency** If the position is to be filled under "Special Emergency" authority, insert "Limited—Special Emergency 1 to 5 days".
- Construction** If the position is construction work of indefinite duration and subject to layoff, insert "Constrn—indef duration— subject to layoff".
- Trainee Position** If the position is a trainee position, insert "Trainee".

8. **Shift** Mark the box which best describes the shift:

Days Start of shift is at or after 4:00 a.m., but before 2:00 p.m.



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Swing	Start of shift is at or after 2:00 p.m., but before 9:00 p.m.
Grave	Start of shift is at or after 9:00 p.m., but before 4:00 a.m.
Rotate	The position requires the incumbent to work various shifts.
Working Hours	When working hours are unusual for a particular shift or if other than full time, insert specific working hours, e.g., "6:00 a.m. — 2:30 p.m.", "7:30 a.m. — 11:30 a.m.", directly under the "X" (start typing in the same box).
Reassignment	If the appointee is subject to reassignment to other than the shift marked, insert "Subject to reassignment", "Subject to nights", etc., directly under the "X" (start typing in the same box).

9. Location

Mark the appropriate box. If the location is in an area not listed –e.g., "Castaic", "Sylmar" –type the location *above* the last three boxes.

Insert one of the following notations, if applicable, directly under the "X" (start typing in the same box).

Specific Location If the working location is in the Civic Center, insert the
Civic Center specific working location, e.g., "General Office Building", "1630 North Main Street", "410 Ducommon Street".

Various Locations If the position requires the incumbent to work in various locations, mark all appropriate boxes. *Above* the last three boxes, type "Various".

Reassignment If the appointee is subject to reassignment to other than the location marked, insert "Subject to reassignment".

10. Number of Vacancies

The number of positions to be filled as a result of this request.

11. Request Number

The payroll and section numbers and a consecutive number



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assigned by each Business Unit Personnel Office, e.g., "4210-1".

This number will appear on the certification list and should be used as a reference number when making inquiries to the DWP Personnel Records Business Team regarding a certification request. The consecutive number is limited to a maximum of four digits, i.e., #9999.

The consecutive number series should restart at #1 each year on July 1.

12. Salary Dollars and Cents

Leave blank.

13. Salary Type

Leave blank.

14. Report for Interview to Location

Insert the name and telephone number of the Business Unit Personnel Office (BUPO) or field office where candidate is to report for interview, e.g., Employment and Communication Services Business Unit Personnel Office, 367-9999.

Information inserted in this box will be printed on the Notice to Report for Job Interview form exactly as typed. *Only 66 characters and spaces may be used in this area.*

Information may be abbreviated.

When a certification is determined to be multiple by the DWP/City Hall Uaison, the reporting location will be changed to the DWP Personnel Records Office. The Personnel Records Office will prepare Form 403, "Interview and Appointment Notice", and direct candidates to appropriate business unit offices. Form 403 may be discarded by business unit offices after the candidate reports for interview.



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15. Special Instructions

Lines 1, 2, 3, 4 (four Boxes)

Insert one item per box; if more than four statements are necessary, statements may be combined into one box.

Questions regarding special instructions not noted below may be addressed to the Supervisor of the DWP Personnel Records Business Team.

Insert the following information as applicable:

Name of Emergency

Nominee "Nominate: Mary E. Smith".

Certification

Instructions "Certify from new Ust", "Certify one name", "Add to Cert 1234", etc.

Driver's License

"Driver's license required", "Class 2 driver's license required", etc.

Registration/ License*

"Registration required", "License required", etc.

15. Operation of Equipment

License* Must operate manual and automatic transmission", etc.

Transportation

"Must furnish own transportation to and from job site".

16. Special Remarks

In the top portion of this box include the following information:

DDR Number

Always insert the DDR number of the position to be filled.

Clerk Typist "Referral" Hiring

If a Clerk Typist is to be hired through the "referral" program, list the duties of the position. This data will aid the Personnel Department when referring candidates for interview.



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17. Replacement New Position

Always mark the appropriate box.

Note; "New position" includes substitute positions and new budgeted positions.

18. Are Duties, Location and Unit the Same as for Prior Incumbent

Always mark "Yes" or "No", if the position being filled is to replace a prior incumbent

19. Authority to Fill Position Granted by Section 4.132 L.A.A.C.

Leave blank.

20. Names of Persons to be Replaced and Date of Vacancy

Insert the following information, as applicable:

Replacement

- If this request is to replace another individual, insert the name of person replaced. If necessary to submit a Request to replace someone on an emergency appointment, use name of last *permanent* employee.

The number of names should match "Number of Vacancies", No. 10; above, If additional space is needed, type "See attached list" and include information on a separate sheet

- Reason for vacancy; e.g., "Resigned", "transferred to Police Department", "promoted to Administrative Assistant", "on jury duty".

* Remark(s) as shown will also be placed at the end of the certification list



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New Position

If this request is to fill a new, substitute, or newly budgeted position, so state.

21. Program or Activity

Insert the name and telephone number of the person in the Involved business unit who will answer questions regarding the position or duties. If hiring under the "referral" program, candidates will be directed by the Personnel Records Business Team to this individual for interview.

22. Appointing Authority

Forward to the appropriate office for signature in the name of the General Manager.



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SAMPLE

Request for Certification, Form PDAS 13/PC

DATE: ①		CITY OF LOS ANGELES REQUEST FOR CERTIFICATION	
CLASS TITLE ②		DEPARTMENT/CLASS ③	INVENTORY NUMBER ④
REQ ⑤	CLASS CODE ⑤	TYPE ⑥	DEPT NO. ⑥
TYPE: O = OPEN, R = RESERVE, P = PROM, A = ALL, B = BOTH		③ Location - Mark One With "X"	
REQ 1	CERT. DATE MM/DD/YY ⑦	REQ. YEAR ⑧	REQ. TIME ⑧
REQ 1 (Cont.)	NUMBER OF VACANCIES ⑩	EXTRA RANGES	PREV. CERT. DATE MM/DD/YY ⑪
REQ 2	REPORT FOR INTERVIEW TO LOCATION ⑭	LAST REPORT DATE MM/DD/YY	1 = BI-WEEKLY, 2 = MONTHLY, 3 = ANNUALLY, 4 = DAILY, 5 = HOURLY
REQ 3	SPECIAL INSTRUCTIONS LINE 1 ⑮	SPECIAL INSTRUCTIONS LINE 2	SPECIAL REWARDS ⑯
REQ 4	SPECIAL INSTRUCTIONS LINE 3	SPECIAL INSTRUCTIONS LINE 4	
⑰ Replacement? New Position? ⑱ Are Duties, Location and Limits Same as in Previous Job? Yes <input type="checkbox"/> No <input type="checkbox"/> ⑲ Authority to Fill Position Granted by Section 4.132 L.A.A.C? Yes <input type="checkbox"/> No <input type="checkbox"/>		⑳ NAMES OF PERSONS TO BE REPLACED AND DATE OF VACANCY	
⑳		㉑	㉒
FOR CITY ADMINISTRATIVE OFFICER'S USE			
DEPARTMENT SOURCE	SUBSTITUTE AUTHORITY <input type="checkbox"/>		DATE AUTHORITY EXPIRES
	IN LIEU AUTHORITY <input type="checkbox"/>		
BASIS FOR RECOMMENDATION			
RECOMMENDATION	APPROVE <input type="checkbox"/>	ANALYST	COORDINATING ANALYST
	RETURN <input type="checkbox"/>		
FOR PERSONNEL DEPARTMENT USE			
EMERGENCY APPOINTMENTS			
NAME	EMERGENCY NUMBER	DATE	
EMPLOYED BY		DATE	