



ADMINISTRATIVE MANUAL

Section

SELECTION PROCESS

Subject

Substantially Equally Qualified

When candidates for a bid position have been found to be “substantially equally qualified” (SEQ) as defined below, the principal consideration in making the appointment(s) shall be to support the Department’s goal to have women and minorities equitably represented throughout its work force.

The SEQ policy affects only permanent appointments to bid positions that involve an increase in pay level for any of the competing candidates. Temporary assignments of less than six months and civil service appointments from a certification list are not covered by this policy. Any conflict between the SEQ policy and specific provisions of an MOU are resolved through the Employee Relations Business Group.

SEQ applies when underrepresentation (as defined by the Department’s Affirmative Action Plan) occurs at the pay level and all higher levels in the class and in the business unit where the vacancy is to be filled and is determined by your Business Unit Equal Employment Opportunity (EEO) Coordinator. Questions regarding SEQ should be directed to your Business Unit EEO Coordinator or the Department Affirmative Action/EEO.

References:

Selection Interview Handbook

General Manager’s Bulletin No. 79~20, Substantially Equally Qualified, June 6, 1979

Applicable MOUs

DEFINITION

Substantially Equally Qualified - A candidate whose bid evaluation score is within five percentage points of the top-scoring candidate.

-Underrepresentation - Having fewer protected class employees in a job classification than would be reasonably expected by their availability in the City Civilian Labor Force.

METHOD

All bid evaluation scores shall be on a scale of one hundred percent (100%).



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METHOD (Continued...)

The following three-step method is used to determine which candidates are within five percentage points of the top-scoring candidate:

1. Use the score of the top-scoring candidate,
2. *Subtract* five percentage points,
3. All candidates with the resulting score and higher scores are within five percentage points of the top-scoring candidate:

Example

Step 1	96% Top scoring candidate
Step 2	<u>-5</u>
Step 3	91%

In this example, all candidates with scores of 91 % and higher are within five percentage points of the top-scoring candidate.

LABOR FORCE DISTRIBUTION

The following 1990 census information for the Los Angeles City Civilian Labor Force will be used in determining underrepresentation.

	<u>L A. City Civilian Labor Force (Wa)</u>
Caucasian	49.7
Black	9.7
Spanish-Surname (Hispanic)	31.2
Asian American	9.0
American Indian	0.4
Women	42.8
Men	57.2