



ADMINISTRATIVE MANUAL

Section

**FILLING A POSITION – OTHER
THAN LIST OF ELIGIBLES**

Subject

Bid Notice (Form 03214)

The Bid Notice, Form 03214, shall be used for all formal Department Bids except where another form is specified in a negotiated MOU procedure. Each business unit having a bid must distribute it to assure that it will be posted for the length of time specified in the applicable MOU or bid procedure. The bid notices will be posted on selected bulletin boards so all eligible employees have the opportunity to inspect them regularly.

SUPERVISOR

Prepare a statement of position responsibilities and requirements and work related qualifications on which candidates will be evaluated.

Transmit to the Business Unit Personnel Office.

BUSINESS UNIT PERSONNEL OFFICE

Prepare Form 03214, Bid Notice, referencing applicable MOU.

Determine the length of time needed to prepare, sign and distribute the notice to all appropriate bulletin board locations. Add this time to the MOU posting requirement to determine the "POST UNTIL" date.

Obtain the approval and initials of the Business Unit Director or a designated representative.

Obtain Employee Relations approval for conformance to bidding procedures, if necessary.

Forward the notice to the Business Unit AA/EEO Coordinator.

BUSINESS UNIT AA/EEO COORDINATOR

Check the notice for conformity to Department Affirmative Action/Equal Employment Opportunity guidelines.

Sign the notice and return it to the Business Unit Personnel Office.



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BUSINESS UNIT PERSONNEL OFFICE

Determine the number of copies to be distributed and color of paper. Submit a printing request (and labels, if required). Distribute according to the table shown below.

EMPLOYEES RESPONSIBLE FOR POSTING

Post Bid Notice as soon as received.
Remove Bid Notice from bulletin boards the day following the "POST UNTIL" date.

POSTING REQUIREMENTS

Requirements for posting bids are outlined in the appropriate MOUs.

Where no minimum or maximum number of days for posting is stated in an MOU, Bid Notices will be posted for a minimum of seven (7) working days.

Summary of Posting Requirements

Group	Minimum Days	Color
Administrative	7 calendar days	White
Clerical	7 working days	Buff
Load Dispatchers	7 working days	White
Operating, Maintenance & Service	7 working days	Blue
Professional	7 calendar days	Yellow
Security	7 working days	White
Steam Plant & Water Supply	7 working days	Pink
Supervisory Blue Collar	7 working days	Salmon
Supervisory Clerical & Administrative	7 working days	White
Supervisory Professional	7 working days	Goldenrod
Technical	7 calendar days	Green



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DISTRIBUTION

ALL BID NOTICES

Hand carry to:

- Employee Relations Office (four copies),
- Personnel Records Office (two copies)
- Employment Services (two copies)

CLERICAL NOTICES

Obtain labels from Administrative Publications. Submit labels with print request for print shop to affix. The label set shows the number of copies required.

Pick up and deliver bundles for distribution as follows:

Bundle +A to Room 1249, PO&M

Bundle +B to Room 1366, General Services

Bundle +C to Room 1466, Aqueduct

Remainder to Mail Room B-5A

PROFESSIONAL AND TECHNICAL NOTICES

Obtain labels from Administrative Publications. Label set indicates copies required for print request. The business unit affixes the labels and delivers to Mail Room, B-5A.

ALL OTHER GROUPS WITH BID PLANS

Use existing procedures in the applicable bid plan so that all eligible employees have the opportunity to inspect the bid notice.



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Form Code 03214
Bid Notice

Code 03214, Rev. 3/78

LOS ANGELES
DEPARTMENT OF WATER AND POWER
BID NOTICE

C.S. CLASS _____ SALARY RANGE _____

WORKING TITLE _____

DDR NUMBER _____ SUPERVISOR _____

DIVISION _____ WORK UNIT _____

WORK LOCATION _____ WORK SHIFT _____

REFER TO ADMINISTRATIVE PERSONNEL PROCEDURES 111-2 AND 111-7

RESPONSIBILITIES AND REQUIREMENTS OF THE POSITION INCLUDE:

CANDIDATES WILL BE EVALUATED FOR THE FOLLOWING WORK RELATED SKILLS, KNOWLEDGE, ABILITIES AND OTHER QUALIFICATIONS BY INTERVIEW OR OTHER MEANS, AS SPECIFIED:

DEPARTMENT INTERVIEW DATA SHEET MUST BE SUBMITTED TO: _____

ADDRESS/LOCATION _____ PHONE _____

NO LATER THAN 4:00 PM _____, YOU WILL BE NOTIFIED OF YOUR INTERVIEW TIME.

DATE _____ BID NOTICE NUMBER _____ POST UNTIL _____

(PLEASE RECORD BID NOTICE NUMBER ON INTERVIEW DATA SHEET.)

REPRESENTATION UNIT _____ **P W J** _____ SYSTEM REPRESENTATIVE

SYSTEM _____

C.S. CLASS _____ WORKING TITLE _____