

DEPARTMENT OF PUBLIC WORKS MANAGEMENT MANUAL

**Personnel
Directive**

Subject: SERVICES PROVIDED BY THE
OFFICE OF MANAGEMENT-
EMPLOYEE SERVICES

ADOPTED BY THE BOARD OF PUBLIC WORKS, CITY OF LOS ANGELES

June 20, 2007

PERSONNEL DIRECTIVE NO. 3

BACKGROUND

The Office of Management-Employee Services (OMES) provides a range of professional personnel services to the Department of Public Works.

In general, OMES offers professional staff assistance to the Board of Public Works and all the Bureaus and Offices of this Department. In personnel matters, this Bureau represents the Department of Public Works and also acts as liaison between this Department and the Personnel Department, the City Administrative Office, the City Attorney's Office, the City Controller, Employee Relations Board, and other City Departments, the Mayor's Office, and the City Council.

Professional members of OMES have been assigned to perform as liaison representatives to one or more of the Bureaus or Offices of this Department, including the Board Office. This enables these individual staff members to become familiar with particular Bureau problems.

A more detailed summary of services offered by OMES is attached.

Attachment

SERVICES PROVIDED BY THE OFFICE OF MANAGEMENT-EMPLOYEE SERVICES

| | |
|---|---|
| Assignment of Employees | Oral Board Arrangements |
| Attendance Improvement Program | Ordinance Information (Salary, class and Employment for Public Works) |
| Audit Reports | |
| Awards, Citations and Commendations | |
| | Permanent Bonus Processing |
| Civil Service Commission Appeal Hearings | Permanent Placement Program |
| Class Specification Reviews | Placement (Special) |
| Classification Files/Analyses | Position Audits and Reallocations |
| | Pre-examination Conference and Examination Booklet Review Arrangements |
| Department Representation in Arbitrations/UERPs | Probationary Evaluation Report Reviews |
| Development of Personnel Policies, Personnel Directives, Personnel Bulletins, etc. | |
| Disability Retirements | Request for Employee Folders |
| Disciplinary Investigations | Resignations |
| Distribution of Management Manual Materials | Restoration to Eligible List Investigations |
| DOT Testing Coordinator | Restoration to Eligible List Processing |
| | Retirement Processing |
| Eligible List Status | Return-to-Work Program |
| Emergency Appointments Processing | Reversion Investigations |
| Employee Counseling | Reversion Processing |
| Employee Files and Records Information | |
| Employee Relations, including Grievance Administration and Departmental Representation in the meet-and-confer process | Safe Driver Award Processing |
| Equal Employment Opportunity, including Discrimination Complaint Investigations | Salary Anniversary Control |
| Examination Bulletin Reviews | Salary Inequity Studies for Non-represented Employees |
| Examination Requests | Seniority Information |
| | Service Awards |
| Governmental Requests for Information | Service Pins |
| | Service Ratings: Regular, Probationary and Follow-up |
| Identification Card Distribution | Sexual Harassment/Sexual Orientation Complaints |
| | Step Placement Determination Processing |
| Layoff Coordination | Subpoenas (of records) |
| Leaves of Absence Processing | Substance (Drug or Alcohol) Abuse Policies and Procedures |
| Liaison Representative to Personnel Department | Suggestion Program |
| | Survivor Counseling |
| Medical Appointments | |
| Medical Re-examination and Special Medicals | Temporary Modified Light Duty Program/Department- wide Disability Accommodation Program |
| Medical Reports from Personnel Department | Training Services to Bureaus |
| Military Leaves and Military Leave Orders Certification | <ul style="list-style-type: none"> • New Employee Orientation • Discipline • Grievance • EEO • Workplace Violence • Supervisor Training |
| | Transfers, including Charter Section 1014 Investigations |
| | Transfers: Inter-Bureau, Divisional, Departmental |
| | Workplace Violence Prevention Coordinator |