

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