

LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

SECRETARY'S POLICY AND PROCEDURE MEMORANDUM (PPM) NO. 27

SUBJECT: Temporary Appointments

EFFECTIVE DATE: May 1, 2000

INSTRUCTIONS: This memorandum supersedes all other memoranda and manuals.

1. PURPOSE

The purpose of this policy is to establish procedures for hiring employees on a temporary basis and for assigning employees to another position on a temporary basis. All vacancies will be filled on the basis of merit and ability, and regardless of race, color, religion, sex, national origin, political affiliation, disability, age, or pregnancy. Even beyond the preceding classes codified in federal and state law, DOTD will offer equal opportunity without regard to any non-merit based factors.

2. DEFINITIONS

- A. Detail to Special Duty means the temporary assignment of an employee to perform the duties and responsibilities of a position other than the one to which she/he is regularly assigned, without prejudice to his/her rights in and to his/her regular position. The length of the assignment may not exceed one year unless prior approval is granted by the State Civil Service Director.
- B. Job Appointment means the temporary appointment of an employee for work of a temporary nature, to substitute for another employee, or for projects not expected to last over four years. A job appointment may not exceed a maximum of four years, unless an extension is granted by the Civil Service Commission. Positions filled by job appointment are counted as fully occupied positions within the Agency's Table of Organization (T.O.).
- C. Classified "When Actually Employed" (WAE) Appointment means the temporary assignment of an employee for work of a temporary nature to address filling the position in a regular manner, to address an emergency, or to address a work overload situation. The length of the assignment may not exceed 1245 work hours in a one-year period. Approval to extend this appointment type is granted by the Civil Service Commission. Classified WAE Appointments do not count against the Agency's authorized T.O.
- D. Temporary Staffing Services Employee means a short-term, temporary worker whose employer is a private sector temporary services firm on contract with the State.

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3. RESPONSIBILITIES

- A. Each Appointing Authority is responsible for ensuring that his/her organizational unit complies with the provisions and intent of this policy.
- B. The HR Section is responsible for ensuring, through coordination and monitoring efforts, that all policy provisions are followed. Additionally, the HR Section will:
 - (1) Provide guidance and counsel to district and section administrators;
 - (2) Maintain records and letters of justification subject to Civil Service audit; and
 - (3) Review temporary appointments for compliance with this policy.

4. TEMPORARY APPOINTMENTS

- A. Details to Special Duty
 - (1) Section/District must have an established, vacant position or a position in which the regular incumbent is on leave or detailed to another position.
 - (2) Length of appointment - maximum of one year; extensions require prior State Civil Service Director approval.
 - (3) Examples of temporary need that will justify a detail to special duty are as follows:
 - (a) The regular incumbent is on extended leave or is detailed to another position, or is on leave of absence from his/her classified position to serve in an unclassified position;
 - (b) Pending the filling of a position in a regular manner. This would include the time necessary to post a position and process a list of eligible applicants; duration of the detail to special duty should reflect the typical time period needed to fill a position;
 - (c) To fill a position for training purposes due to the pending separation of the regular incumbent;
 - (d) For a trial period prior to promotion;
 - (e) Pending the reclassification of a position;

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- (f) When filling a job classification established by Civil Service that can be filled only by detail to special duty; and
 - (g) When an employee grievance is filed which halted the promotion of the selected employee, and the position's duties must be performed. No additional posting is required in this case.
- (4) DOTD Approval Procedures:
 - (a) Appointing Authority must submit to the HR Section for audit purposes the Authorization for Action form, application, and letter of justification which clearly explains why the assignment is temporary in nature, rather than permanent.
 - (b) Extensions beyond one year, the appointment of an employee that does not meet the minimum qualifications and/or testing requirements, and/or the appointment of a probational employee or employee whose last official PES evaluation is "Needs Improvement/Unsuccessful" must first be approved internally through the appropriate chain of command (up to and including the appropriate Office Head) prior to submission to the HR Section for review. These requests will require submission of the Request for SCS Director Approval of Detail to Special Duty form to the HR Section. The HR Section will coordinate with Civil Service to request prior approval.
 - (c) Appointing Authorities, however, are authorized to assign an employee to a vacant position on an "acting" basis for a period of 30 calendar days or less without any further approval. Such action is generally used to fill a position important to agency operations until a regular replacement can be found, or to fill an urgent need created by an emergency situation. No employee, however, will be allowed to work "out of class" for a period greater than 30 days. Experience gained during this time frame will not be used as justification for selecting an employee with more experience.
 - (d) Appointing Authorities may only detail an employee who does not meet the Civil Service minimum qualifications and/or testing requirements, is on probation or whose last official PES evaluation is "Needs Improvement/Unsuccessful" with the prior approval of the respective Office Head and the State Civil Service Director, and must explain the reasoning behind this detail, especially if other current employees are qualified and/or there is an adequate list of

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eligible applicants. It must be clearly explained why the selected employee is the most logical choice for the detail and the Request for SCS Director Approval of Detail to Special Duty form must be submitted.

- (e) Details to special duty to Dual Career Ladder (DCL) positions may be made, but the selected employee must meet the minimum qualifications, supplemental qualifications, and possess a "Successful" overall PES evaluation. The DCL position must be posted and filled competitively.

B. Job Appointments

- (1) Section/District must have an established, vacant position.
- (2) Position must be posted and the selected applicant must qualify for the position. If the position is for the reemployment of a retiree, position need not be posted but the retiree must have reemployment eligibility for the job.
- (3) Length of appointment – maximum of four years except for Engineer Intern Applicants. (See item (5) below.)
- (4) DOTD Approval Procedures:
 - (a) For audit purposes, the Appointing Authority must submit a Non-Competitive Action Authorization form, application, and letter of justification to the HR Section which clearly justifies reasons for temporary rather than permanent employment.
 - (b) Requests for extensions beyond four years must first be approved internally through the appropriate chain of command (up to and including the appropriate Office Head) prior to submission to the HR Section for review. These requests will also require approval by the DOTD Secretary prior to being submitted to Civil Service for consideration by the Civil Service Commission prior to the expiration of the initial four-year job appointment.
- (5) Employment of Engineer Intern Applicants
 - (a) Although Appointing Authorities should give preference to engineering graduates who have been granted certification as Engineer Intern by the Louisiana Professional Engineering and Land Surveying Board, many engineering graduates who are excellent

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prospects for employment may either not have taken Fundamentals of Engineering Examination or not have received the results at the time they are considered for employment. Therefore, in order to recruit a sufficient number of engineering personnel, it may be necessary to consider graduates who only qualify for the Engineer Intern Applicant job classification.

- (b) In the event that an Engineer Intern Applicant does not receive certification as an Engineer Intern within two years of employment, he/she will be immediately terminated since these job appointments are restricted to a two-year period. Any exceptions to this policy must be approved by the DOTD Secretary prior to the expiration of the initial two-year job appointment.

C. Classified WAE Appointments

- (1) Section/District must request to establish a new position utilizing the Classified WAE Position Description.
- (2) Position does not need to be posted, but selected applicant must qualify for position.
- (3) The length of appointment cannot exceed a maximum of 1245 hours in a 12-month period or 12 months for any given person. Once the appointment has expired the employee must be terminated immediately.
- (4) The rate of pay for a Classified WAE appointment must be set within the pay range for the job being filled.
- (5) An employee serving on a Classified WAE appointment does not earn leave, is ineligible for paid holidays and market adjustment payments.
- (6) Prior to a new or subsequent appointment, the selected candidate must complete the Statement of Understanding – Employment in a Non-Permanent WAE Position.
- (7) DOTD Approval Procedures:
 - (a) Appointing Authority must submit a letter of justification including reasons for temporary appointment and proposed salary (through the chain of command to the HR Section) to be approved by the DOTD Secretary prior to making employment offer.

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- 1 Provided the Secretary approves, the recommended applicant's application, approved letter of justification, and the Non-Competitive Action Authorization form must be submitted to the HR Section.
- (b) When the WAE appointment exists for 1245 hours or less and the agency has a need to establish a subsequent 1245 hour, 12-month appointment, the agency may, by its own authority, establish a subsequent 1245 hour, 12-month Classified WAE appointment. This may be filled by a new employee or the reappointment of a current Classified WAE employee.
 - 1 The Appointing Authority must submit a new letter of justification including the need for the new appointment and proposed salary through the chain of command (up to and including the DOTD Secretary).
 - 2 The Appointing Authority must complete a new Non-Competitive Action Authorization form, to be submitted with the letter of justification.
- (c) An extension beyond 1245 hours in a 12-month period requires prior approval of the Civil Service Commission and must first be approved internally through the appropriate chain of command (up to and including the DOTD Secretary). Provided the Secretary approves, the HR Section will coordinate with Civil Service to have the item placed on the Civil Service Commission's meeting agenda.
 - 1 The Appointing Authority must submit a new letter of justification including the need for the extension of hours, through the chain of command (up to and including the DOTD Secretary).
 - 2 Upon approval from the Secretary, DOTD must submit the Classified WAE Request to Exceed 1245 Hours Form to Civil Service in advance of the expiration of the 1245 hours for consideration at the next available Civil Service Commission meeting.
 - 3 Upon approval from the Civil Service Commission, the Agency shall maintain approval information in the employee's personnel file for audit purposes.

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(d) A reappointment to be filled by the same employee in the same job title with the same job duties, once an extension of 1245 hours has been granted, requires prior approval of the Civil Service Commission. The request must first be approved internally through the appropriate chain of command (up to and including the DOTD Secretary). Provided the Secretary approves, the HR Section will coordinate with Civil Service to have the item placed on the Civil Service Commission's meeting agenda.

1 The Appointing Authority must submit a new letter of justification including the need for the reappointment to be filled by the same employee in the same job title with the same job duties once an extension of 1245 hours has been granted, through the chain of command (up to and including the DOTD Secretary).

2 Upon approval from the Secretary, DOTD must submit the Classified WAE Request to Reappoint Incumbent When 1245 Hours Was Exceeded Form to Civil Service prior to the expiration of the original 12-month appointment, for consideration at the next available Civil Service Commission meeting.

3 Upon approval from the Civil Service Commission, the Agency shall maintain approval information in the employee's employment record for audit purposes. In the absence of Civil Service Commission approval, a break of service of at least 60 days is required prior to reappointing the same employee in the same job title with the same job duties.

5. REEMPLOYMENT OF RETIREES

- A. Section/District must have an established, vacant position.
- B. Position does not need to be posted, but retiree must qualify for position and have reemployment eligibility to the job.
- C. Districts/Sections are allowed to consider reemploying retirees when conditions such as the following exist:
 - (1) Excessive work load or backlog that can be quickly handled by a retiree;

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- (2) Unusual assignments calling for expertise not readily available;
- (3) Critical need to maintain productivity while filling the position on a permanent basis;
- (4) Short-term project for which the retiree is already trained to perform; and/or
- (5) Expert training needed for new employee(s).

D. Type of Appointment

For short-term employment (less than one year), the retiree shall be appointed on a Classified WAE Appointment not to exceed 1245 hours in a 12-month period or 12 months.

- (1) If a longer assignment (1-4 years) is needed, and the section has a vacant, established position for which the retiree qualifies and has reemployment eligibility, the employee may be appointed to a Job Appointment not to exceed 4 years. (The retiree earns leave, and is eligible for paid holidays and former rate earned.)

E. DOTD Approval Procedures

- (1) Appointing Authority must submit a letter of justification including reasons for appointment, job title, number of working hours per week, estimated duration of employment, and proposed salary through chain of command (up to and including the DOTD Secretary) prior to making an employment offer.
- (2) Upon approval from the Secretary, the retiree's application and the letter of justification must be submitted to the HR Section. Requests to extend a Job Appointment beyond what was initially approved (e.g., requested 1 year, but now need another year) must be resubmitted through the chain of command.

F. Impact on Retirement Benefits

In accordance with La R.S. 11:416.1, reemployed retirees must select one of the available, irrevocable options when reemployed with DOTD. There is a 30-day window of opportunity to select one of these options. For details regarding available options, either contact the District/HQ HR Office or refer to the on-line Member's Guide to Retirement at LASERS' Website:

([/https://lasersonline.org](https://lasersonline.org)).

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- G. Employment paperwork will be processed in the usual manner, including pre-employment physical exam and drug testing. The employee will not, however, be required to attend New Employee Orientation.

6. TEMPORARY STAFFING SERVICES

- A. Temporary employees are available for office clerical, food preparation, trades/maintenance, and custodial work. Clerical and trades groups are further broken down into subcategories, determined by duties to be performed. These categories determine the rate billed. (Refer to Attachments A and B.)
- B. Currently the state contracts with Westaff for temporary employment services. These contracted employees are not DOTD employees. They do not count against a Section's/District's T.O., but funds (Group 30-Operating Services) must be available to pay for the services provided. Unless a specific request is made and approved, no temporary employee is authorized to work overtime, which is anything over 40 hours per week and payable at time and one-half.
- C. DOTD Approval Procedures
 - (1) Appointing Authority determines need for temporary services, category or subcategory of worker needed, estimated cost, availability of funds, and submits/faxes to the HR Section (225-379-1856) the completed temporary help requisition form. (Temporary requisition form located on the intranet Human Resources Job Aids and Forms . This form must be approved by the appropriate District Administrator or Section Head before forwarding to the HR Section.
 - (2) Justification must specifically include why the services are immediately needed, the estimated period of time services are needed, and why normal means of filling the vacancy through State employment cannot be utilized. A position number and CS job title should be provided if the duties to be performed are assigned to an existing, vacant position. When completing the Duties portion, desired experience/training in equipment/programs to be operated, such as Microsoft Word, should be included along with required licenses, such as a CDL Class A license. Section/District funding codes must also be provided.
 - (3) The HR Section then faxes request to appropriate Westaff regional office. Westaff confirms order with the HR Section, and will normally have a temporary employee report to work within 48 hours from receipt of order.

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- (4) Westaff confirms with the HR Section that the employee reported to work as ordered and adds any previously-accumulated hours to the employee's timecard so that the employee's total hours can be easily tracked. (The maximum allowed is 680 hours per employee in a 12-month period.) Westaff will then e-mail the employee's timecard to his/her supervisor. It is the supervisor's responsibility to complete, sign and forward the employee's timecard via e-mail to Westaff's Payroll Department on a weekly basis. This can be done on any day, Monday through Friday. When the supervisor e-mails the timecard to Westaff, he/she should copy his/her respective Appointing Authority and forward a signed copy to the HR Section for official recordkeeping purposes and to facilitate payment processing. The HR Section will in turn charge the Section/District that used the services. The supervisor is held responsible for the accuracy of the Westaff employee's work hours, which will determine the employee's pay and the agency's billing for his/her service. Supervisors should deduct time taken for lunch periods and forward the timecard document to Westaff only after all hours for the week are worked.

D. Miscellaneous

- (1) Supervisors are to report any problems with a Westaff employee to the HR Section, who will notify Westaff. Westaff handles all problems with employees, including requests for time off.
- (2) As soon as the Appointing Authority knows when the temporary employee's services will no longer be needed, he/she should contact the HR Section, who will advise Westaff. Westaff would like a few days' notice in order to make arrangements for that employee's next assignment.
- (3) The employment of a Westaff employee will not extend beyond 680 work hours in a 12-month period. No extensions are allowed. (Refer to Civil Service Rule 23.7 (c).)
- (4) If an Appointing Authority desires to hire a Westaff employee on a regular basis, he/she must take and pass the appropriate Civil Service exam (if applicable) and be eligible for appointment.

7. POLICY EXCEPTIONS

Requests for exceptions to this policy must be submitted in writing and receive prior approval from the DOTD Secretary. In certain cases, requests must also be approved by the Civil Service Director and/or the Civil Service Commission. All requests should therefore be promptly submitted to the HR Section for review and recommendation to the Secretary.

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8. FURTHER INFORMATION

For assistance regarding this policy, please contact the HR Section.

A handwritten signature in blue ink, appearing to read 'Shawn D. Wilson', with a large, stylized initial 'S'.

Shawn D. Wilson, Ph. D.
Secretary

Attachments

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ATTACHMENT A
SPECIFICATIONS FOR TEMPORARY SERVICES
Revised November 2021

Office Clerical

General Office Clerk

Clerk sorts and files records. Addresses envelopes or packages by hand or with appropriate computer. Stuffs envelopes by hand or with envelope stuffing machine. Answers telephone, conveys messages, and runs errands. Stamps, sorts, and distributes mail. Stamps or numbers forms by hand or machine. Copies documents, using copying machine. Requires a minimum of 12 months clerical experience.

Clerk Typist

Types at least 40 words per minute. Types reports, business correspondence, application forms, shipping tickets, and other material. Files records and reports, posts information to records, sorts and distributes mail, answers telephone, and performs similar duties. May type on or from specialized forms. May compile reports and type prescription data on labels in a pharmacy. Requires a minimum of 12 months office experience.

Secretary

Types at least 40 words per minute. Performs secretarial and clerical duties for one or more people. Answers and places telephone calls, distributes mail, receives visitors, maintains files, prepare reports and correspondence, makes appointments and travel arrangements. Screens telephone calls, visitors, and incoming correspondence. Familiarity with medical terminology may be required. Requires a minimum of 12 months office experience.

Senior Secretary

Types at least 60 words per minute. Must be proficient in the use of transcription equipment. Performs secretarial and clerical duties for one or more people. Answers and places telephone calls, distributes mail, receives visitors, maintains files, prepares reports and correspondence, makes appointments and travel arrangements. Screens telephone calls, visitors, and incoming correspondence. Familiarity with medical terminology may be required. Must be able to work under tight deadlines and with minimal supervision. Requires a minimum of 24 months office experience.

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Executive Secretary

Types at least 60 words per minute. Must be proficient in transcription equipment. Performs secretarial and clerical duties for a department head or senior executive. Read and routes incoming mail. Locates and attaches appropriate file to correspondence to be answered by employer. Transcribes notes or dictation. Composes and types routine correspondence. Files correspondence and other records. Answers telephone and gives information to callers or routes call to appropriate official and places outgoing calls. Schedules appointments for employer. Greets visitors, ascertains nature of business, and escorts visitors to employer or appropriate person. May not take dictation. May arrange travel schedule and reservations. May compile and type statistical reports. May oversee clerical workers. May keep personnel records. May record minutes of staff meetings. May make copies of correspondence or other printed matter, using copying or duplicating machine. May prepare outgoing mail, using postage-metering machine. May prepare notes, correspondence, and reports, using word processor computer terminal. Requires a minimum of three years office experience.

Secretary Specialist

Prepares papers and correspondence of a special nature using appropriate computer equipment. Must type 60 words per minute and have at least 12 months experience as a secretary specialist.

Word Processor

Compiles material to be typed, following written or oral instructions. Read instructions accompanying material, or follows verbal instructions from supervisor or person requesting document, to determine format and content required. Enters commands to establish spacing, margins, type size, style, color, and other parameters, using computer and word processing software or other word processing equipment. Types, revises and combines material such as correspondence, reports, records, forms, minutes of meetings, scientific or technical material, numerical data, and tabular information from rough draft, corrected copy, recorded voice dictation or previous version displayed on screen. Checks completed document on screen for spelling errors, using software. Proofreads and edits document for grammar, spelling, punctuation, and format. Corrects errors. Stores completed document in machine memory or on data storage medium, such as a disk. Enters commands to print document. May load paper in printer and change printer ribbon, print wheel, or cartridges. May keep record of work performed. May input data for revision or editing, using data entry device other than a keyboard, such as optical scanner. Variations in means by which tasks are accomplished result from brand of computer, printer, other word processing equipment, and software used. Requires a typing speed of 60 words per minute.

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Receptionist

Receives callers, determines nature of business, and directs callers to destination. May operate telephone console to receive incoming messages. May type memoranda, correspondence, reports, and other documents. May work in health care facility. May issue visitor's pass when required. May make future appointments and answer inquiries. May perform a variety of clerical duties pertinent to the type of facility.

Accounting Clerk

Performs any of the following: calculating, posting, and verifying duties to obtain financial data for use in maintaining accounting records. Compile and sort documents, such as invoices and checks, substantiating business transactions. Verifies and posts details of business transactions, such as funds received and disbursed, and totals accounts, using calculator or computer. Computes and records charges, refunds, cost of lost or damaged goods, freight charges, rentals, and similar items. May type vouchers, invoices, checks, account statements, reports, and other records. May reconcile bank statements. May be designated according to type of accounting performed, such as accounts receivable clerk or accounts payable clerk.

Custodial

Custodian

Cleans rooms, hallways, lobbies, lounges, rest rooms, corridors, elevators, stairways, locker rooms, and other work areas. Sweeps, scrubs, waxes and polishes floors, using brooms and mops and powered scrubbing and waxing machines. Cleans rugs, carpets, upholstered furniture, and draperies, using a vacuum cleaner. Dusts furniture and equipment. Polishes metalwork, such as fixtures and fittings. Washes walls, ceilings, and woodwork. Washes windows, door panels, and sills. Empties wastebaskets, and empties and cleans ashtrays. Transports trash and waste to disposal area. Replenishes bathroom supplies. Replaces light bulbs. Requires a minimum of 12 months experience in cleaning offices or performing janitorial duties.

Food Preparation

Cook Helper

Washes, peels, cuts, and seeds vegetables and fruits. Cleans, cuts, and grinds meats, poultry, and seafood. Dips food items in crumbs, flour, and batter to bread them. Stirrs and strains soups and sauces. Weighs and measures designated ingredients. Carries pans, kettles, and trays of food to and from work stations, stove, and refrigerator. Stores food in designated areas, utilizing knowledge of temperature requirements and food spoilage. Cleans work areas, equipment, and utensils. Segregates and removes garbage. Steam cleans or hoses garbage containers. Requires a minimum of 12 months of experience in food preparation in an institutional setting. Fast food restaurant experience is not qualifying experience.

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Trades/ Maintenance

Groundskeeper

Cuts lawn using hand mower or power mower. Trim and edge around walks, flowerbeds, and walls, using clippers, weed cutters, and edging tools. Prunes shrubs and trees to shape and improve growth or remove damaged leaves, branches, or twigs, using shears, pruners, or a chain saw. Sprays lawn, shrubs, and trees with fertilizer, herbicides, and insecticides, using hand or automatic sprayer. Rakes and bags or burns leaves. Cleans grounds and removes litter, using spiked stick or broom. Shovels snow from walks and driveways. Spreads salt or sand on public passage ways to prevent ice buildup. Plants grass, flowers, trees and shrubs, using gardening tools. Waters lawn and shrubs, using hose or by activating fixed or portable sprinkler system. May repair fences, gates, walls, and walks, using carpentry and masonry tools. May paint fences and small buildings and sheds. May clean out drainage ditches and culverts, using shovel and rake. May perform ground maintenance duties, using tractor equipped with attachments, such as mowers, lime or fertilizer spreaders, lawn roller, and snow removal equipment. May sharpen tools, such as weed cutters, edging tools, and shears, using file or knife sharpener. May make minor repairs on equipment, such as lawn mower, spreader, and snow removal equipment, using hand tools and power tools. May perform laboring duties common to the type of facility.

Carpenter

Studies blueprints, sketches, or building plans for information pertaining to type of material required, such as lumber or fiberboard, and dimensions of structure or fixture to be fabricated. Selects specified type of lumber or other materials. Prepares lay-out, using rule, framing square, and calipers. Marks cutting and assembly lines on materials, using pencil, chalk, and marking gauge. Shapes materials to prescribed measurements, using saws, chisels, and planes. Assembles cut and shaped materials and fastens them together with nails, dowel pins, or glue. Verifies trueness of structure with plumb bob and carpenter's level. Erects framework for structures and lays subflooring. Builds stairs and lays out and installs partitions and cabinet work. Covers subfloor with building paper to keep out moisture and lays hardwood, parquet, and wood strip block floors by nailing floors to subfloor or cementing them to mastic or asphalt base. Applies shock-absorbing, sound-deadening, and decorative paneling to ceilings and walls. Fits and installs prefabricated window frames, doors, doorframes, weather stripping, interior and exterior trim, and finish hardware, such as locks, letter-drops, and kick-plates. Constructs forms and chutes for pouring concrete. Erects scaffolding and ladders for assembling structures above ground level. May weld metal parts to steel structural members. Requires a minimum of four years in the carpenter trade, two years of which must have been at the journeyman level.

Painter

Receives work orders or instructions regarding painting. Smoothes surfaces, using scraper, brushes, or steel wool, and removes old paint from surfaces, using paint remover, scraper, wire brush, or blowtorch to prepare surfaces for painting. Fills nail holes, cracks, and joints with caulk, putty, plaster, or other filler, using caulking gun and putty knife. Selects premixed paints, or mixes

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required portions of pigment, oil, and thinning and drying substances to prepare paint that matches specified colors. Removes fixtures, such as pictures, and electric switch covers from walls prior to painting using a screwdriver. Spreads drop clothes over floors and room furnishings, and covers surfaces, such as baseboards, doorframes, and windows with masking tape and paper to protect surfaces during painting. Paints surfaces, using brushes, spray gun, or paint rollers. Simulate wood grain, marble, brick, or tile effects. Applies paint with cloth, brush, sponge, or fingers to create special effects. Erects scaffolding or sets up ladders to perform tasks above ground level. Requires a minimum of four years in the painting trade, two of which must have been at the journeyman level.

Electrician

Plans layout, installs, and repairs wiring, electrical fixtures, apparatus, and control equipment. Plans new or modified installations to minimize waste of materials, provide access for future maintenance, and avoid unsightly, hazardous, and unreliable wiring, consistent with specifications and local electrical codes. Prepares sketches showing location of wiring and equipment, or follows diagrams or blueprints, ensuring that concealed wiring is installed before completion of future walls, ceilings, and flooring. Measures, cuts, bends, threads, assembles, and installs electrical conduit, using tools, such as hacksaw, pipe threader, and conduit bender. Pulls wire through conduit. Splices wires by stripping insulation from terminal leads, using knife or pliers, twisting or soldering wires together, and applying tape or terminal caps. Connects wiring to lighting fixtures or power equipment, using hand tools. Installs control or distribution apparatus, such as switches, relays, and circuit-breaker panels, fastening in place with screws or bolts, using hand tools and power tools. Connects power cables to equipment, such as electric range or motor, and installs grounding leads. Tests continuity of circuit to ensure electrical compatibility and safety of components, using testing instruments, such as ohmmeter, battery and buzzer, and oscilloscope. Observes functioning of installed equipment or system to detect hazards and need for adjustments, relocation, or replacement. May repair faulty electrical systems. May be required to hold license. May cut and weld steel structural members, using flame-cutting and welding equipment. Requires a minimum of four years in the electrician trade, two years of which must have been at the journeyman level.

Plumber

Assembles, installs, and repairs pipes, fittings, and fixtures of heating, water, and drainage systems, according to specifications and plumbing codes. Studies building plan and working drawings to determine work aids required and sequence of installations. Inspects structure to ascertain obstructions to be avoided to prevent weakening of structure resulting from installation of pipe. Locates and marks position of pipe and pipe connections and passage holes for pipes in walls and floors, using ruler, spirit level, and plumb bob. Cuts openings in walls and floors to accommodate pipe and pipe fittings, using hand tools and power tools. Cuts and threads pipe, using pipe cutters, cutting torch, and pipe-threading machine. Bends pipe to required angle by use of a pipe-bending machine or by placing pipe over block and bending by hand. Assembles and installs valves, pipe fittings, and pipes composed of metals, such as iron, steel, brass, lead, and nonmetals, such as glass, vitrified clay, and plastic, using hand tools and power tools. Joins pipes by use of

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screws, bolts, fittings, solder, plastic solvent, and caulks joints. Fills pipe system with water or air and reads pressure gauges to determine whether system is leaking. Installs and repairs plumbing fixtures, such as sinks, commodes, bathtubs, water heaters, hot water tanks, garbage disposal units, dishwashers, and water softeners. Repairs and maintains plumbing by replacing washers in leaking faucets, mending burst pipes, and opening clogged drains. May weld holding fixtures to steel structural members. Requires a minimum of four years in the plumbing trade, two years of which must have been at the journeyman level.

Welder

Lays out, fits, and welds fabricated, cast, and forged components to assemble structural forms, such as machinery frames, tanks, pressure vessels, furnace shells, and building and bridge parts, according to blueprints and knowledge of welding and metallurgy. Selects equipment and plans layout, assembly, and welding, applying knowledge of geometry, physical properties of metal machining weld shrinkage, and welding techniques. Lays out, positions, aligns, and fits components together. Bolts, clamps, and tack welds parts to secure in position for welding (tack welder). Sets up equipment and welds parts, using arc, gas-shielded arc, submerged arc, or gas welding equipment (combination welder). May assemble parts by bolting and riveting. May repair products by dismantling, straightening, reshaping, and reassembling parts, using cutting torch, straightening press, and hand tools (structural repair welder). May specialize in using one welding process and be designated as welder-fitter, arc welder, gas welder-fitter, etc. May specialize in fitting welding components of metal tools, dies, and fixtures and be designated as tool and die welder. Requires a minimum of four years welding experience, two years of which must have been at the journeyman level.

Plasterer

Applies coats of plaster to walls, ceilings, and partitions of buildings, to produce a finished surface, according to blueprints, architect's drawings, or oral instructions, using hand tools and portable power tools. Directs workers to mix plaster to desired consistency and to erect scaffolds. Spreads plaster over lath or masonry base, using a trowel, and smooths plaster with darby and float to attain uniform thickness. Applies scratch, brown, and finish coats of plaster to wood, metal, or board lath successively. Roughens undercoat with scratcher (wire or metal scraper) to provide bond for succeeding coats of plaster. Creates decorative textures in finish coat by marking surface of coat with brush and trowel or spattering surface with pebbles (stucco mason). May install lathing. May mix mortar. May install guide wires on exterior surface of buildings to indicate thickness of plaster to be applied. May install pre-cast ornamental plaster pieces by applying mortar to back of pieces and pressing pieces into place on wall or ceiling (ornamental plasterer). May specialize in applying finish or rough coats of plaster (finish plasterer or rough plasterer). May apply plaster with spray gun (spray gun plasterer). May perform maintenance work only (maintenance plasterer). Requires four years of plasterer experience, two years of which must have been at the journeyman level.

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Bricklayer

Lays building materials, such as brick, structural tile, and concrete cinder, glass, gypsum, and terra cotta block to construct or repair walls, partitions, arches, sewers, and other structures. Measures distance from reference points and marks guidelines on working surface to lay out work. Spreads soft bed (layer) of mortar that serves as a base and binder for block, using a trowel. Applies mortar to end of block and positions block in mortar bed. Taps block with trowel to level, align, and embed in mortar, allowing specified thickness of joint. Removes excess mortar from face of block, using trowel. Finishes mortar between brick with pointing tool or trowel. Break bricks to fit spaces too small for whole brick, using edge of trowel or brick hammer. Determines vertical and horizontal alignment of courses, using plumb bob, gauge line (tightly stretched cord), and level. Fastens brick or terra cotta veneer to face of structures, with tie wires embedded in mortar between bricks, or in anchor holes in veneer brick. May weld metal parts to steel structural members. May apply plaster to walls and ceilings, using trowel, to complete repair work. May be designated according to materials used, for example, cinder block mason, concrete block mason, and terra cotta mason. Requires four years of experience as a bricklayer, two years of which must have been at the journeyman level.

HVAC Installer - Service

Installs, services, and repairs environmental control systems utilizing knowledge of refrigeration theory, pipefitting, and structural layout. Mounts compressor and condenser units on platform or floor, using hand tools, following blueprints or engineering specifications. Fabricates, assembles, and installs ductwork and chassis parts, using portable metal working tools and welding equipment. Installs evaporator unit in chassis or in air duct system, using hand tools. Cuts and bends tubing to correct length and shape, using cutting and bending equipment and tools. Cuts and threads pipe, using machine-threading or hand-threading equipment. Joins tubing or pipe to various refrigerating units by means of sleeves, couplings, or unions, and solders joints, using torch, forming complete circuit for refrigerant. Installs expansion and discharge valves in circuit. Connects motors, compressors, temperature controls, humidity controls, and circulating-ventilation fans to control panels and connects control panels to power source. Installs air and water filters in completed installation. Injects small amount of refrigerant into compressor to test system, and adds refrigerant to build up prescribed operating pressure. Observes pressure and vacuum gauges or soap and water solution. Wraps pipes in insulation batting and secures them in place with cement or wire bands. Replaces defective breaker controls, thermostats, switches, fuses, and electrical wiring to repair installed units, using electrician's hand tools and test equipment. May install, repair, and service air conditioners, ranging from 15 to 20 tons cooling capacity in warehouses and buildings. Requires a minimum of four years HVAC installation and service experience, two years of which must have been at the journeyman level.

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Operating Engineer

Operates and maintains stationary engines and mechanical equipment, such as steam engines, air compressors, generators, motors, turbines, and steam boilers to provide utilities, such as light, heat, or power to buildings. Reads meters and gauges or automatic recording devices at specified intervals to verify operating conditions. Records data, such as temperature of equipment, hours of operation, fuel consumed, temperature or pressure, water levels, analysis of flue gases, voltage load, and generator balance. Adjusts manual controls or overrides automatic controls to bring equipment into recommended or prescribed operating ranges, switch to backup equipment or systems, or to shut down equipment. Visually inspects equipment at periodic intervals to detect malfunctions or need for repair, adjustment, or lubrication. Maintains equipment by tightening fittings, re-packing bearings, replacing packing glands, gaskets, valves, recorders, and gauges and cleaning or replacing burners or other components, using hand tools and power tools. May be required to hold license issued by state restricting equipment operated to special types and sizes. May oil and lubricate equipment. May perform water titration tests and pour chemical additives, such as water softener, into treatment tank to prevent scale buildup and to clean boiler lines. May record operation and maintenance actions taken during shift in operator's logbook. Requires a minimum of four years of experience as an operating engineer, two years of which must have been at the journeyman level.

Maintenance Repairer

Repairs and maintains physical structures, using hand tools and power tools. Replaces defective electrical switches and other fixtures. Paints structures and repairs woodwork with carpenter's tools. Repairs plumbing fixtures, plaster, and lays brick. Builds sheds and other outbuildings. Requires a minimum of two years of experience in maintenance repair work.

Helper

Assists another worker, usually of a higher level of competence or expertness, by performing a variety of duties, such as furnishing another worker with materials, tools, and supplies; cleaning work area, machines, and equipment; feeding or off bearing machines; holding materials or tools; and performing other routine duties. May learn a trade but does so without an agreement with employer that such is the purpose of the working relationship. A helper is not an apprentice. A helper is also distinguished from material handlers and such because the latter's duties are limited to moving materials from one location to another, feeding machines, removing products from conveyors or machines, or cleaning machines or work areas. A worker who performs a variety of duties to assist another worker is a helper and is usually classified according to worker assisted, such as bricklayer helper. A minimum of 12 months experience as a helper for a worker in the desired field of work.

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ATTACHMENT B
WESTAFF BILLING SCHEDULE

Revised October 2021

JOB CATEGORY	CODE	RATE		
Office Clerical				
Gen. Office Clerk	1407	\$11.29		
Clerk Typist	1800	\$11.93		
Secretary	1729	\$12.90		
Senior Secretary	2722	\$14.19		
Executive Secretary	1730	\$15.48		
Secretary Specialist	1731	\$17.03		
Word Processor	1780	\$13.87		
Receptionist	1726	\$11.61		
Accounting Clerk	1803	\$13.22		
Custodial				
Custodian	5009	\$12.83		
Food Preparation				
Cook Helper	4540	\$11.39		
Trades/ Maintenance				
Groundskeeper	5446	\$13.53		
Carpenter	6507	\$19.58		
Painter	5079	\$18.22		
Electrician	5076	\$19.58		
Plumber	5078	\$21.42		
Welder	6530	\$19.58		
Plasterer	5447	\$18.22		
Bricklayer	5450	\$18.22		
HVAC Installer - Service	5451	\$19.58		
Operating Engineer	5452	\$21.76		
Maintenance Repairer	5028	\$16.18		
Helper	4014	\$13.60		