

## Foremen/Boss Application and Selection Process

The Joint Foreman's Labor Relations Committee (JFLRC) will be accepting applications for the Foreman/Boss position. Applications will be available at the PMA office in Long Beach for a 30-day period, commencing on July 6, 2010 until August 6, 2010. Only Longshore Workers and/or Clerks who have steady and reliable Class A registration in Local 13 and/or Local 63 for five (5) years as of July 6, 2010 are eligible to apply. (Registered mechanics are eligible only after 12 years of steady mechanic employment or after 15 years of service, pursuant to the November 23, 2002 Letter of Understanding Mechanic Employment Requirement). There are six (6) documents attached that are relevant to this Application Process:

- (1) This document, which generally describes the overall steps in the Application and Selection Process.
- (2) A document titled "Foreman/Boss Promotional Process Information Guide" which describes the promotional process in greater detail, including information relating to the work history evaluation, written test, and interview steps of the application process.
- (3) A list of "Essential Functions" (job duties) of the Foreman/Boss position.
- (4) A Written Test Preparation Guide that provides the job knowledge areas that will be tested on the Written Test. The Written Test Preparation Guide is provided as a study guide for those persons who are eligible to take the Written Test. After your Application is received and reviewed along with the Work History Evaluation (see Step 2 below), you will be notified whether you are eligible to take the Written Test.
- (5) A document explaining the Appeals Process for applicants who desire to file an appeal regarding their removal from the Application and Selection Process.
- (6) A blank Application Form.

If you wish to apply, your original Application form, plus a copy of your completed Application, must be submitted by 4:00 p.m. on August 6, 2010. Do not submit any additional information, such as resumes or photographs, with the completed Applications (original and photocopy). Those wishing to obtain an Application must show valid identification and may not obtain or return applications for others. Complete and sign the original Application Form and make two copies, one for submission and one for your records. An Application Form not filled out completely or not signed, or not submitted with a photocopy, shall not be considered.

Note: Pursuant to Section 8.54 of the Foremen's Port Supplement, no applications will be accepted from applicants who have been offered, and have declined registration to foremen during the 12-month period preceding the application submission deadline of August 6, 2010.

The original and a copy of your completed and signed Application Form must be submitted in person to the PMA office located at:

**Attn: Foreman Application and Selection Process**

Joint Foreman Labor Relations Committee

300 Oceangate, Suite 1200

Long Beach, California 90802

Phone: (562) 495-7600

The following describes the overall steps in the Foreman Application and Selection Process:

- Step 1: **Application Form.** Only Longshore and Clerk Workers who have steady and reliable Class A registration in Local 13 and/or Local 63 for five (5) years are eligible to apply. (Registered mechanics are eligible only after 12 years of steady mechanic employment or after 15 years of service, pursuant to the November 23, 2002 Letter of Understanding Mechanic Employment Requirement). All Application Forms will be reviewed and those that successfully pass the review will move on to Step 2.
- Step 2: **Work History Evaluation.** Some types of work experience prepare an applicant better to become a Foreman/Boss than others. Each applicant's PMA work records will be evaluated using a scoring system so that applicants who have the most reliable, timely and relevant experience for the Foreman/Boss position will score highest (see attached Promotional Process Information Guide) and move on to Step 3.
- Step 3: **Written Test.** The Written Test will measure an applicant's knowledge of the Pacific Coast Longshore Contract Document and Pacific Coast Marine Safety Code, and job-related basic math (e.g., counting containers, measuring distances, determining weights, etc.). A Written Test Preparation Guide to prepare for this Written Test is attached. Applicants who pass the Written Test will be invited to Step 4.
- Step 4: **Interview.** The Interview includes both situational questions that allow an applicant to indicate how they would act in hypothetical situations and experience questions that allow the applicant to indicate when and how they have performed in the past. Applicants who pass the Interview will be placed on an Eligibility List.

Step 5: **Final Eligibility List.** Those with the combined highest scores on the Work History Evaluation, Written Test and Interview will be placed into an initial group of persons eligible for registration as Foreman/Boss. Applicants in the initial group will be placed on a list ranked by seniority and will then be selected, one at a time, from the list as ranked and as determined necessary by the Joint Foreman Labor Relations Committee on an individual applicant basis. If the entire first group is selected, a second group will be similarly formed, ranked and selected individually, as needed. The JFLRC need not accept all individuals included in any ranked group, but may end the selection process at any time.

Step 6: **Probationary Status; Mandatory Training and Screening.** Those applicants accepted for probationary foreman status will be required to attend training classes, to submit to a physical examination, and to participate in a drug and alcohol screening. Appointments for these mandatory training and screening sessions will be made by the JFLRC at set times and specifically-selected facilities. No other facilities may be utilized. Failure to submit to training, examination and testing as scheduled will result in an applicant's failure to attain probationary status and immediate removal from applicant eligibility status.