

Human Resources Branch Memorandum

SUBJECT: Promotions in Place (PIP)	NUMBER: HRB 18-024
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DISTRIBUTION: CDFW Supervisors and Managers	EXPIRES: Until Superseded

Action Required Informational Only Control Agency Directive

Purpose

The purpose of this memorandum is to inform all California Department of Fish and Wildlife (CDFW) supervisors and managers of the recently updated California Department of Human Resources (CalHR) policy and process on promotions-in-place (PIP). Please note the significant changes to the PIP Procedure detailed below.

Authority

[California Department of Human Resources \(CalHR\) Manual Section 1208](#)

California Code of Regulations, title 2, sections 26, 76.3, 83.1, 83.2, 83.3, and 242
Government Code sections 18502, 18951, 19050, and 18500-18502

Policy

A promotion-in-place provides an opportunity for all eligible employees ready to assume a role of greater responsibility and more complex duties to be considered for an upgrade to their current position.

CDFW may process a PIP when all of the following applies:

- The CDFW has identified a need for the position to perform higher level duties;
- The employee has permanent civil service status in their current position regardless of time-base;
- The employee has demonstrated satisfactorily or higher job performance in their current position, and shown the ability and willingness to succeed;
- The employee has eligibility and is reachable on the certification list of the higher classification;
- The employee's current position is reclassified to the higher level without a change in unit or location; and
- The employee will not move from Rank and File to Supervisory as a result of the PIP.

Note: a unit is where the employee routinely and regularly works. Promotions-in-place are not allowed across multiple units. In this case, CDFW would be required to recruit.

For example, an Information Technology Division (ITD) containing three (3) units has an operational need for a higher-level position and wants to do a promotion-in-place within

their Customer Service Unit. Eligible employees in the other units within ITD shall not be considered for this promotion-in-place, only those employees within that unit would be considered.

Procedure

1. Eligibility - Supervisors must contact the Human Resources Branch, Examinations and Certification Unit (ECU), to determine who is eligible within their unit for the promotional opportunity. Supervisors must also ensure that the employee selected for the PIP is in one of the top three ranks of certification.
2. Request for Personnel Action (RPA) - Supervisors must complete and submit an RPA to the HRB, Classification & Pay (C&P) Unit requesting a PIP for the selected candidate. The RPA must include a justification documenting the reasons for the selection.
3. Notification - Supervisors must notify the employees who were eligible and reachable, but not selected for the PIP. This notification must be given to the employee(s) in person with a written explanation of why they were not selected. This written explanation shall outline the necessary competencies and training opportunities for future success. In cases where the employee has had an Individual Development Plan (IDP) within the last 12 months, there is no need to provide the employee with further documentation regarding employee development or competencies. However, a meeting must still occur and a written explanation of why the employee was not selected is required. This must be completed prior to the announcement of the selected candidate for the PIP or within 30 days of the effective date of the PIP.

The CDFW will hold a modified internal/informal competitive process for promotions-in-place to high level specialist classifications. Please contact your C&P Analyst for more information.

Contacts

If you have any questions or would like additional information, please contact your C&P Unit analyst.