

Human Resources Branch Memorandum

SUBJECT: New: DFW 1072 Job Control/Advertisement Template	NUMBER: HRB 19-011
	DATE ISSUED: 4/26/2019
DISTRIBUTION: CDFW Managers & Supervisors; Administrative Officers; and HR Liaisons	EXPIRES: N/A

Action Required **Informational Only** **Control Agency Directive**

Purpose

The purpose of this memorandum is to inform California Department of Fish and Wildlife (CDFW) hiring managers and supervisors, Administrative Officers, and Human Resources (HR) Liaisons of the new Job Control/Advertisement Template. This change is effective immediately.

Authority

- CDFW Human Resources Branch

New Job Advertisement Template

The Exams and Certifications Unit (ECU) has developed a new standardized form, the Job Control/Advertisement Template (DFW 1072), to ensure programs provide all required information on CDFW Job Advertisements. The template includes standard verbiage that must be included in all job advertisements, so please do not alter the form or change it in any way. This will create consistency for all job advertisements posted by the CDFW.

Programs are immediately required to submit this form with the Request for Personnel Action (RPA) package in place of previously used job advertisement templates.

The new Job control/Advertisement Template can be found in multiple locations on the intranet, including on the [HRB Forms page](#), the [Supervisory Toolkit New Hire Customer Service Center under "The Job Ad"](#), and the [Supervisory Toolkit Resources Page under "Request for Personnel Action"](#).

Forms

- [DFW 1072 Job Advertisement Template](#)

Contact

If you have any questions about the job advertisement template, please contact your assigned ECU analyst.