

Human Resources Branch Memorandum

SUBJECT: Request for Personnel Action (RPA) Process: Exceptional Allocations	NUMBER: HRB 21-001
	DATE ISSUED: January 27, 2021
DISTRIBUTION: CDFW Managers and Supervisors	EXPIRES: Until Superseded

Action Required

Informational Only

Control Agency Directive

Purpose

The purpose of this memorandum is to inform California Department of Fish and Wildlife (CDFW) Managers and Supervisors of the Exceptional Allocation process when requesting the “exceptional” use of a classification. This includes utilizing a supervisory position with limited or no direct reports.

Authority

- California Department of Human Resources (CalHR)

Exceptional Allocation Definition

An Exceptional Allocation is a request to utilize a classification in a way that does not meet allocation standards (e.g. insufficient subordinate staff for a supervisor) and/or varies from traditional use described in the class specifications. There are three main types of Exceptional Allocations:

1. A supervisory class used in a position that has limited (defined as less than three subordinates unless otherwise specified in an allocation guideline) or no supervisory responsibility, but other equivalent responsibility.
2. A position where use of the class varies from the traditional use described in the class specification but retains the same level of duties and responsibilities.
3. A position that uses a department-specific class that does not belong to the using department.

Please note: All Exceptional Allocations are reported quarterly to CalHR. CalHR has the authority to request all documentation for CDFW approved Exceptional Allocations for audit purposes.

Requesting an Exceptional Allocation

In order to request an Exceptional Allocation, hiring supervisors must submit the following documents to their [Classification & Pay \(C&P\) Analyst](#) via HRMS using the appropriate Automated Module to initiate process:

1. [RPA Cover Sheet \(DFW 242\)*](#)
2. [Duty Statement](#)
3. [Hiring Justification Request](#)
4. Hiring Justification Memo
5. Organizational Chart

*Please see the [Submit RPA/Fill Vacancy Job Aid](#) for more information regarding how to electronically submit the RPA.

All Exceptional Allocations require Assistant Branch Chief approval prior to routing forward to

Executive Review Committee (ERC).

Exceptional Allocation Justification Memo

The justification memo must include the following:

- Background information on the mission of the division, branch, and/or section
- Impact of this exceptional allocation on other positions
- How will the position be filled (limited term, incumbent only, permanent, etc)?
- Can the duties be allocated to a lower level? If no, why not?
- What other classifications has the program considered? Why will those not work?
- Can another position or supervisor perform the duties? Can the work be redistributed or reconfigured to avoid the need for the exceptional allocation?

The following cannot be used to justify an Exceptional Allocation:

- Workload
- Funding/Budget
- Comparisons to others
- Unsubstantiated opinions
- Lack of a list for other more appropriate classifications
- Retention
- Incumbent performance/seniority

All Exceptional Allocations are reviewed on a case-by-case basis. Because all requests are unique, the Classification & Pay Analyst may request additional information to support the need for an Exceptional Allocation.

Requests misallocating a position under the guise of an “exceptional allocation” when a more appropriate classification is available will be denied.

Resources

- [CalHR Exceptional Allocation Guide](#)

Contact

If you have any questions, please contact your [C&P Analyst](#).