

Human Resources Branch Memorandum

SUBJECT: Request for Personnel Action (RPA) Process: Post and Bid	NUMBER: HRB 21-005
	DATE ISSUED: March 03, 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DISTRIBUTION: CDFW Managers and Supervisors	EXPIRES: Until Superseded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 Post & Bid Process for the following classifications:

- Bargaining Unit 11, Fish and Wildlife Technicians (FWT)
- Bargaining Unit 12, Tractor Operator-Laborer (TOL)
- Bargaining Unit 12, Mate, Fish and Game Vessel

Authority

California Department of Human Resources
Bargaining Unit Contracts for [Unit 11](#) and [Unit 12](#)

Post & Bid Definition

The Post and Bid process allows permanent employees to voluntarily transfer between positions at different locations and/or units based on their seniority.

Eligibility

In order to be eligible for a position via Post and Bid, employees must:

1. Satisfactorily completed probation and have obtained permanent status in their current position
2. Submitted their Post and Bid Application Form postmarked by the final filing date
3. Has not been awarded a Post and Bid in the last 12 months
4. Satisfactory work performance
5. No Counseling or Corrective Memos currently on file
6. No Disciplinary Action in the last twelve (12) months

Reasons for Disqualification from Post and Bid

Employees may be disqualified from the Post and Bid process for the following reasons:

1. Adverse Action within last twelve (12) months
2. Counseling or Corrective Action Memo in last twelve (12) months
3. Prior successful bid within last twelve (12) months
4. Bid application does not meet requirements outlined in JOB Advertisement, i.e. probationary status, training and development assignment, doesn't meet criteria for time base change, etc.
5. Bid application not received or postmarked by the final file date.

Submitting a Bid

Employees eligible for Post and Bid may submit a bid for a position by one of the following:

1. **For Bargaining Unit 11**, FWT, the employee must complete the [Post and Bid Application Form HRB 546](#) after identifying the vacancy to which they wish to bid and submit to:
Department of Fish and Wildlife
Attn: Human Resources Branch
P.O. Box 944209
Sacramento, CA 94244
2. **For Bargaining Unit 12**, employees must complete and submit the [Post and Bid Application Form HRB 548](#) between **October 1 – October 30** annually to:
Department of Fish and Wildlife
Attn: Human Resources Branch
P.O. Box 944209
Sacramento, CA 94244

As long as the HRB 548 was submitted timely and is on file with the HRB, Unit 12 employees may submit Post and Bid Application Form HRB 546 after identifying the vacancy to which they wish to bid and submit to:

Department of Fish and Wildlife
Attn: Human Resources Branch
P.O. Box 944209
Sacramento, CA 94244

Request for Personnel Action – Initiating the Post and Bid Process

Hiring supervisors must submit the following documents to their [Classification & Pay \(C&P\) Analyst](#) to initiate the hiring process for a recruitment involving a Post and Bid Classification:

1. [RPA Cover Sheet \(DFW 242\)*](#)
2. [Duty Statement](#)
3. [Hiring Justification Request](#)
4. Hiring Justification Memo
5. Organizational Chart
6. [Post and Bid Job Announcement – HRB 545](#)
7. [Job Control/Advertisement Template \(DFW 1072\)](#)

*This process is not yet automated via HRMS and must be completed via Email with the C&P Analyst.

The JOB Advertisement will be posted for a **minimum of 10 working days**. If no bids are received for the position, the hiring supervisor will carry out the regular competitive hiring process.

Hiring Supervisor Responsibilities

Hiring supervisors **shall not** proceed with the regular competitive hiring process until they receive confirmation from the C&P Analyst that no bids were received for the position. This means Hiring Supervisors may not proceed with the interview process until this confirmation is received.

If bids are received, the Hiring Supervisor must disengage from the hiring process until notified of the successful bidder by the C&P Analyst.

Verifying Bidders

If there is more than one (1) eligible bidder for the position, the position will be awarded to the most senior bidder. The C&P Analyst will confirm the following regarding all bidders:

1. Confirm employee is currently in the position (via PIMS)
2. Confirm permanent status of the employee (via LAS)

Once this information is obtained, the C&P Analyst will determine the potential winning bidder based off of seniority points. To confirm eligibility of the winning bidder, the C&P Analyst will contact the winning bidder's current Human Resources (HR) Liaison/Administrative Officer (AO) and request the following:

- a. Supervisor Name
- b. Supervisor Phone Number
- c. Dates and Years of State Services
- d. Dates and Years of classification service
- e. Any bid appointment in last 12 months
- f. Any annual performance report and overall performance rating in the last 12 months
- g. Any counseling/corrective action memos in the last 12 months
- h. Any formal disciplinary action in the last 12 months

Awarding the Bid

Once eligibility is confirmed, the C&P Analyst will contact the Hiring Supervisor and HR Liaison/AO informing them that an award letter will be sent to the senior bidder. At this time, the Hiring Supervisor and HR Liaison may include any considerations the employee would need to know before accepting the award for this position. The identity of the senior bidder will not be revealed until the Award Letter is accepted.

If the bidder accepts the offer, the [C&P Analyst](#) will forward the acceptance email to the current supervisor, hiring supervisor, and HR Liaison/AO. The Hiring Supervisor will then work with the bidder to determine a start date and send that information over to the [C&P Analyst](#) and Examinations and Certifications Unit Analyst for processing.

The C&P Analyst will send out letters to bidders who were disqualified or not selected.

Forms

- [Post and Bid Application for BU 11](#)
- [Post and Bid Application for BU 12](#)
- [Post and Bid Job Announcement – HRB 545](#)

Contact

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