

RPA Document Cheat Sheet

11/07/2022

Straight Backfill (Electronic Submittal) – [Eligible for ERC Expedited Approval](#)

- [Duty Statement \(DFW 242A\)](#)
- [Job Advertisement](#)
- [Screening Criteria](#)
- [Tentative Offer Letter](#) (See [Sample](#))
- [Confirmation of Employment Letter](#) (See [Sample](#))
- Complete Exit Clearance Form (when required)

Permanent Intermittent (paper RPA – submit to C&P Analyst via EMAIL)

- [Duty Statement \(DFW 242A\)](#)
- [RPA Cover Sheet \(DFW 242\)](#)
- [Hiring Justification Request](#)
- Org Chart (Proposed)
- Org Chart (Current)
- [Job Advertisement](#)
- [Screening Criteria](#)
- [Tentative Offer Letter](#) (See [Sample](#))
- [Confirmation of Employment Letter](#) (See [Sample](#))
- Complete Exit Clearance Form (when required)

Transfer/Reclass (Electronic Submittal)

- [Duty Statement \(DFW 242A\)](#) (Proposed and Current)
- [Hiring Justification Request](#)
- Org Chart (Proposed)
- [Job Advertisement](#)
- [Screening Criteria](#)
- If Recruiting - [Tentative Offer Letter](#) (See [Sample](#))
- If Recruiting - [Confirmation of Employment Letter](#) (See [Sample](#))
- Complete Exit Clearance Form (when required)

Limited Term (Electronic Submittal)

- [Duty Statement \(DFW 242A\)](#) (Proposed and Current)
- [Hiring Justification Request](#)
- Org Chart (Proposed)
- [Job Advertisement](#)
- [Screening Criteria](#)
- [Tentative Offer Letter](#) (See [Sample](#))
- [Confirmation of Employment Letter](#) (See [Sample](#))

- Complete Exit Clearance Form (when required)

Seasonal/Student/Temp (Electronic Submittal) – [ERC Approval Not Required](#)

- [Duty Statement \(DFW 242A\)](#) (Proposed and Current)
- [Hiring Justification Request](#)
- Org Chart (Proposed)
- [Job Advertisement](#)
- [Screening Criteria](#)

Retired Annuitant (Electronic Submittal)

- [Duty Statement \(DFW 242A\)](#) (Proposed)
- [Hiring Justification Request](#)
- Org Chart (Proposed)
- Selected Candidate's STD 678
- [CalHR Form 715](#) (if applicable)
- [EDD Form 1181](#) (if applicable)

Out of Class/Acting Assignment (Electronic Submittal) - [Eligible for ERC Expedited Approval](#)

- [Duty Statement \(DFW 242A\)](#) (Proposed and Current)
- [Hiring Justification Request](#)
- Org Chart (Proposed)
- Candidate interest letters/memos (all qualified candidates interest letters/memos)
- Announcement (Memo/Letter/Email of how the opportunity was announced)

Promotion in Place (Electronic Submittal) – [Eligible for ERC Expedited Approval if Interchangeable](#)

- [Duty Statement \(DFW 242A\)](#) (Proposed and Current)
- [Hiring Justification Request](#)
- Org Chart (Proposed)
- Selection of Candidate – Documentation of the reasons who was selected and who was not.
- Eligibility Checks – documentation showing that HR was contacted and checked all eligible candidates that are

*Please see [HRB Memo 22-002](#) regarding pre-approval process.

Move Limited Term Employee into Permanent Position (paper RPA – submit to C&P Analyst via EMAIL) – [Eligible for ERC Expedited Approval](#)

- [Duty Statement \(DFW 242A\)](#) (Current and Proposed)
- [RPA Cover Sheet \(DFW 242\)](#)
- Justification Memo
- Org Chart (Proposed)
- Org Chart (Current)

Move Employee to Blanket (Paper – submit to C&P Analyst via EMAIL) – [Eligible for ERC Expedited Approval](#)

- [Duty Statement \(DFW 242A\)](#) (Proposed and Current)
- Justification Memo
- Org Chart (Proposed)
- Complete Exit Clearance Form (when required)

Supervisor Change (Electronic Submittal) – [ERC Approval Not Required](#)

- [Duty Statement \(DFW 242A\)](#) (Proposed and Current)
- Org Chart (Proposed)
- Justification memo

Duty Statement Change – Change of Duties ONLY

- RPA is not Required. Please email Proposed and Current Duty Statement to C&P Analyst with brief reason for change.