Request for Personnel Action (RPA) Process – Positions Not Requiring Advertising (Out of Class; Acting; Promo in Place; Retired Annuitant)

Program submits RPA in HRMS

RPA is routed to 2-3 Program Approvers for electronic signatures

Timeframe varies by Program

If denied, return to Program

RPA is reviewed by Position Control

Timeframe: 48 hours

If approved, routes to C&P

RPA is reviewed by Classification and Pay Analyst

Timeframe: 48 hours for Standard RPA. For RPAs requiring additional approvals or considerations, such as those with Exceptional Allocations or CalHR review, timeframe will vary depending on request.

If denied, return to Program

If approved, routes to Budgets.

If denied, return to Program

RPA is reviewed by Budgets Analyst

Timeframe: 48 hours for Standard RPA. For RPAs that require additional approvals or considerations, timeframe will vary. RPA will be placed on BudgetHeld in those circumstances.

If approved, routes to HRB

ERC Approval Required

Timeframe: Up to 5 business days. ERC meets every Monday to review RPAs that obtained Budget approval by COB the Friday prior.

ERC Expedited Approval* Criteria Met

RPA is reviewed by Executive Review Committee (ERC)

If denied, return to Program.

HRB Conducts Final Eligibility Determination

Timeframe: up to 2 weeks, depending on eligiblity type (transfer, list, etc).

If not eligible, return to program

If approved, candidate is cleared to start.