

Human Resources Branch Memorandum

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Action Required

Informational Only

Control Agency Directive

Purpose

The purpose of this memorandum is to inform California Department of Fish and Wildlife (CDFW) employees of the various Recruitment Unit (RU) Services offered by the Human Resources Branch (HRB), Personnel Services Unit (PSU).

The Recruitment Unit works in alignment with the CDFW Justice, Equity, Diversity, and Inclusion (JEDI) Action Plan and are active members of the JEDI Workgroup. More information can be found on the [JEDI Intranet Webpage](#).

Authorities

California Department of Human Resources
California Department of Fish and Wildlife

Recruitment Unit

The RU is here to assist CDFW programs with attracting a more qualified and diverse candidate pool by developing comprehensive recruitment plans specific to the needs of the position. From workforce planning to job ad verbiage to Statement of Qualification (SOQ) and interview questions to specific outreach outlets, RU is here to expand the outreach and demystify the application process.

The RU consists of [Monique Jones](#), Staff Services Manager I Specialist, and [Penny Nerona](#), Staff Services Manager I Specialist.

Requesting Recruitment Assistance

Programs may request assistance from the RU by submitting the CDFW Recruitment Services Request Form to AskARecruiter@wildlife.ca.gov.

Services that may be requested through the form include:

- Workforce Planning
- Assistance with developing creative job advertisements.
- Assistance with developing SOQ or interview questions.
- Targeted job postings, including LinkedIn, Capitol Morning Report, and professional organizations.
- Outreach services for job postings.

AskARecruiter@wildlife.ca.gov may also be used to send general recruitment questions and to schedule consultative services with one of our Recruiters. Consultative services include but are not

limited to:

- Classification Alternatives - Work collaboratively with your C&P Analyst, Exams Analyst, and Recruitment Specialist to identify alternative classifications that might be a better fit for program needs and may yield a greater candidate pool.
- Exam scheduling and outreach prior to advertising.
- Recruitment strategies for specialized skillsets or remote locations.

Interview Panel Composition Assistance

Programs are encouraged to select a qualified interview panel that reflects diversity regarding background, experience and perspective. Diversity of panels may be somewhat limited by the need to include the relevant supervisors for a position; however, programs have the option to consider using staff members from other units, offices, or departments to expand the panel's diversity.

Programs interested in selecting qualified CDFW employees outside of their unit to participate in their interview panel are encouraged to reach out to RU at AskARecruiter@wildlife.ca.gov. The RU is available to not only sit on panels during the hiring process, but link programs to other qualified staff members throughout the department interested in participating.

Outreach Hiring Events and Job Fairs

The RU is actively involved in Hiring Events and Job Fairs, both in-person and virtual. CDFW Recruiters play a big role in attracting candidates during these events by guiding interested applicants through the State Hiring Process, including applying for exams, filling out state applications, and applying electronically through CalCareers.

If you are interested in participating in an upcoming Hiring Event or Job Fair that may benefit your program, please submit all information to AskARecruiter@wildlife.ca.gov.

Career Services

The RU is pleased to offer career planning services in addition to recruitment services. Employees are encouraged to reach out to Careers@wildlife.ca.gov to schedule individual meetings with a CDFW Recruiter to ensure clarity regarding current path and/or to explore options for future growth. This is in conjunction with Organization Development Branch's (ODB) Upward Mobility Program, Employee Mentorship and Employee training playlists.

Resources

- [CDFW Recruitment Services Request Form](#)
- [HRB Recruitment Intranet Page](#)

Contact

If you have any questions about recruitment, please contact AskARecruiter@wildlife.ca.gov.

For questions regarding career counseling, please contact Careers@wildlife.ca.gov.