

Human Resources Branch Memorandum

SUBJECT: Best Hiring Practice: Creating and Posting the Job Advertisement	NUMBER: HRB 21-020
	DATE ISSUED: September 28, 2021
DISTRIBUTION: CDFW Supervisors and Managers; Administrative Officers	EXPIRES: N/A

Action Required **Informational Only** **Control Agency Directive**

Purpose

The purpose of this memorandum is to inform California Department of Fish and Wildlife (CDFW) supervisors, managers, and Administrative Officers of the CDFW Best Hiring Practices for the Job Advertisement. The CDFW Human Resources Branch (HRB) Best Hiring Practices were developed in collaboration with the Equal Employment Office and the Justice, Equity, Diversity, and Inclusion (JEDI) Group.

Action Required The [duty statement template](#) has been updated with this policy. Effective October 4, 2021, all duty statements submitted with RPAs must include this update. See section “Best Practices: The Duty Statement” for more information.

Authority

- California Department of Human Resources
- California Department of Fish and Wildlife

Action Required Best Practices: The Duty Statement

Prior to advertising a position, hiring supervisors must ensure that the accompanying duty statement is thorough and well written. Duty statements are required for all positions and set clear expectations for both the employee and the supervisor.

Duty statements also help prohibit discrimination against qualified individuals with disabilities through the Americans with Disabilities Act and discrimination in general.

Additionally, the CDFW encourages updating the top portion of the duty statement to include language reflecting Department’s core values and diversity statement.

For example: California is one of the most biodiverse places on the planet. As such, The Department of Fish and Wildlife values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures and personal experiences are welcome, and can thrive and help advance our critical mission.

A template duty statement showing this change can be found on the [C&P Intranet Page](#) under “More Information – Duty Statements”. Effective October 4, 2021, all duty statements submitted to the HRB for review and approval will be required to include this new language and section.

Best Practice: Creating the Job Ad

The CDFW encourages hiring supervisors to customize job advertisements to be more appealing to candidates.

This can be achieved by editing the job advertisement. Rather than copying and pasting language straight out of the duty statement, exercise some creativity and develop a “hook” (creative job description language), and include required duties and any other responsibilities. HRB is available to assist in crafting language. Please reach out to askarecruiter@wildlife.ca.gov for assistance.

Below is a sample “hook” and creative job description for an Environmental Scientist:

Are you looking to be part of a dynamic team that protects the environment? The Department of Fish and Wildlife’s Office of Spill Prevention and Response (OSPR) is seeking a motivated individual to work as an Environmental Scientist located in OSPR’s Headquarters office located in Sacramento. Under the general supervision of the Drills & Exercises Unit Senior Environmental Scientist Supervisor, the Environmental Scientist will provide subject matter expertise in the design, planning, and coordination of OSPR’s contingency plan holders announced Drills and Exercises, consult and coordinate with plan holders, fellow Drills and Exercise Unit Scientists, and various government entities; provide a high degree of public and interagency contact and provide answers concerning environmental and wildlife aspects of drills; and brief participating staff on all the issues to be tested by drills; assist in conducting individual drills, staff attendance coordination, drill design, spill scenario planning, and final evaluation of drills conducted; review and process requests for drill credits by contingency plan holders; and maintain information within drills and exercise database; serve as a departmental drills and exercises expert at Area Committee Meetings and provide expertise on drill-related issues; and attend Field Response Team meetings to provide updates to staff regarding drills and exercises.

Each Job Advertisement will also automatically include the CDFW’s Diversity Statement under “Department Information”:

California is one of the most biodiverse places on the planet. As such, The Department of Fish and Wildlife values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures and personal experiences are welcome, and can thrive and help advance our critical mission.

Finally, the HRB will attach a voluntary Department Recruitment Survey on all Job Ads to be completed by candidates applying for the job, at their discretion. This information will be collected and analyzed by the HRB Recruitment Manager to assist with recruitment and branding efforts.

Best Practices: Posting the Advertisement

The CDFW encourages hiring supervisors to explore additional locations to post the Job Advertisement outside of California Department of Human Resources (CalHR) CalCareers system to attract a wider and more diverse candidate pool of qualified

applicants. In order to create the dynamic workplace environment the CDFW envisions, it is important to encourage all qualified applicants to apply.

This includes posting job announcements via LinkedIn, Facebook, and Instagram with community/ethnic/stakeholder organizations tagged, post job announcements to expanded college and university lists including, but not limited to, California State Universities, community colleges, and Historically Black Colleges and Universities via Handshake. If you are interested in posting job announcements outside of CalCareers, please contact askarecruiter@wildlife.ca.gov to discuss your options.

Resources

[Updated Template Duty Statement](#)
[Recruitment Services Intranet Page](#)
[Classification and Pay Intranet Page](#)

Contact

If you have any questions, please contact HRB's Recruitment Services Unit at AskARecruiter@wildlife.ca.gov.