

Human Resources Branch Memorandum

SUBJECT: Application Release Guidelines and Eligibility Determinations	NUMBER: HRB 21-021
	DATE ISSUED: September 28, 2021
DISTRIBUTION: Managers and Supervisors; Administrative Officers	EXPIRES: Until Superseded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, supervisors, and Administrative Officers of changes to the application release guidelines of the hiring process in the Examination and Certification Online System (ECOS) along with updates to the Eligibility Determination process.

Authorities

California Department of Human Resources
California Department of Fish and Wildlife

Changes to Application Release

Effective immediately, applications will no longer be released via ECOS on the morning of the fifth (5) business day following the Final Filing Date (FFD) of the respective job advertisement.

Applications will now be released **on the morning of the sixth (6) business day following the FFD**. This change in process is necessary to ensure applications submitted timely by prospective candidates are not overlooked or missed during the hiring process.

Early Release Guidelines

There are several valid reasons why a program may wish to view applications prior to their release on the sixth (6) business day following the FFD.

Applications may be released as early of day one (1) of the advertisement period for the following reasons:

1. Recruitment difficulties
2. Expedite Hiring Process – provide justification

Requests for Early Release must be submitted to Maria Luna, Examinations Manager, at Maria.Luna@wildlife.ca.gov. If approved, program must notify their assigned C&P Analyst in writing via email on the sixth (6) business day following the FFD that they have reviewed **all applications** in ECOS. This **certification via email is required** to receive approval to hire and finalize the hiring process.

Updated Eligibility Determinations

To further streamline the hiring process and assist in our recruitment efforts, the HRB is eliminating the Minimum Qualification (MQ) step of all pre-interview Eligibility Determinations. MQs will only be checked by the HRB during the Final Eligibility Check, prior to programs making a tentative offer.

Type of Eligibility Check	When it is completed	Timeframe
List Eligibility – candidate’s ranking on an Exam List. Candidate is either “Reachable” or “Not Reachable”.	Pre-Interview Program must check the Hiring Manager’s Report for Reachable Status of applicants. If not on the report, contact EligibilityDeterminations@wildlife.ca.gov , with subject “Pre-Check JC-Number”	48 hours
Transfer Eligible – candidate did not take an exam but either previously held a position in this classification or currently holds a position that is comparable in salary, duties, and level of responsibility.	Pre-Interview Program must email EligibilityDeterminations@wildlife.ca.gov with subject “Pre-Check JC-Number”.	Preliminary Determination – 48 hours Final Determination – two (2) weeks
MQ Check – candidate meets the legal requirements to accept a position in the classification	After the interview process. Programs must email up to three (3) of their top candidates for Final Eligibility Determinations to EligibilityDeterminations@wildlife.ca.gov with the subject “FINAL JC-NUMBER”.	48 hours – required for Tentative Offer to be made

All programs will receive the Hiring Managers Report six (6) days following the final filing date of their recruitment unless Early Release has been authorized for this recruitment. If Early Release has been authorized, program will receive the Hiring Managers Report on the Final Filing Date.

Programs must screen all applicants and use the Hiring Managers Report to determine who is reachable and who is not reachable for the recruitment. If applicants cannot be found on this report, please email EligibilityDeterminations@wildlife.ca.gov with subject “Pre-Check JC-Number” and the HRB will search the applicant’s individual records in ECOS to confirm eligibility.

Hiring Manager’s Report – a PDF report of all eligible for hire candidates. This report is updated as of the publish date of the job advertisement and may not include candidates who took and passed the exam after the job advertisement publish date.

Reachable – candidate has passed the necessary exam and is eligible for hire on the exam list. MQ check is still necessary before making an offer to a reachable candidate.

IMPORTANT The Final Eligibility Check **must always** be completed by the HRB **prior** to program making a tentative offer to their top candidate.

Contact

If you have any questions regarding early release of applications, please contact Maria Luna, Examinations Manager, at Maria.Luna@wildlife.ca.gov.

For all other questions, please contact your assigned [C&P Analyst](#).