

## Human Resources Branch Memorandum

<b>SUBJECT:</b> <b>Public Health Reserve Corps Seeking Volunteers</b>	<b>NUMBER:</b> <b>HRB 22-005</b>
	<b>DATE ISSUED:</b> <b>February 10, 2022</b>
<b>DISTRIBUTION:</b> <b>CDFW All Staff</b>	<b>EXPIRES:</b> <b>N/A</b>

Action Required       Informational Only       Control Agency Directive

### Purpose

The purpose of this memorandum is to inform California Department of Fish and Wildlife (CDFW) employees that the California Department of Public Health (CDPH), Public Health Reserve Corps (PHRC) is seeking volunteers to assist with public health emergencies and continued contact tracing and case investigation efforts related to the COVID-19 pandemic.

### Public Health Reserve Corps

The PHRC consists of State employees who volunteer for the program and must receive their manager/supervisor and the CDFW approval to participate. Deployments for the PHRC will not exceed two assignments of (90) calendar days within a 12-month period. Assignments/job duties shall be appropriate for the employee's job classification at the time of deployment. The CDPH will provide all training, instruction, equipment, and direction for the PHRC volunteers.

### How to Apply

Interested employees must apply to volunteer for the PHRC by completing a [PHRC – Employee and Supervisor Agreement](#) and uploading it to the [PHRC Application](#) online. Employees that complete an application will be notified of their selection and approval to participate in the PHRC. Employees selected for deployment will be notified at least seven days prior to the start of an assignment.

CDFW employees must be in good standing, have permanent status, and have executive management approval from their program/region to participate as a volunteer with the PHRC. Requests may be denied due to operational needs of the department.

### Completing the PHRC – Employee and Supervisor Agreement

Employees are responsible for initiating the [PHRC – Employee and Supervisor Agreement](#). All forms must be sent to the employee's direct manager/supervisor for review and approval.

If the manager/supervisor approves the employee's participation in the PHRC, they must forward the request to their Executive Manager and obtain written approval via email of the employee's participation.

This written approval, along with a copy of the completed [PHRC – Employee and Supervisor Agreement](#), must be sent to the Human Resources Branch (HRB) via [PHRCApplication@wildlife.ca.gov](mailto:PHRCApplication@wildlife.ca.gov) for final review and approval.

**Resources**

For more information about the PHRC, refer to the [CDPH website](#), [informational video](#), and/or the [PHRC informational flyer](#).

**Contact**

If you have any questions or need additional information, please contact the PHRC at [PHRCsupport@cdph.ca.gov](mailto:PHRCsupport@cdph.ca.gov).