



June 2, 2022

Shaded areas indicate fields that must be filled in on the template.

Candidate Full Name
1234 Capitol Street
Sacramento, CA 95814

RE: Tentative Offer Letter

Dear Candidate Full Name,

This letter is your tentative offer of employment for the Staff Services Analyst classification with the California Department of Fish and Wildlife (CDFW), West Coast Fisheries Branch, in the Administration Unit in Sacramento, CA.

Add the General Statement from the duty statement here...

The salary range for the Staff Services Analyst classification is \$3,448-\$5,604. Upon final approval of your appointment, you will be provided with your estimated starting base salary.

A start date cannot be negotiated until this letter and the forms listed below are received, reviewed, and approved. Therefore, do not give notice, resign from your present employment, or relocate until you have been provided a written Confirmation of Employment letter. Once the forms are reviewed, you will be contacted.

Duty Statement

A duty statement is required for all employees. The duty statement is a description of the tasks, functions, and responsibilities of the position to which the employee is assigned. The duty statement identifies the essential and marginal functions of a position; serves as a basis for performance evaluations; identifies training needs; and communicates the clear expectations of the job. Please read and sign the attached duty statement.

Statement Concerning Your Employment in a Job Not Covered by Social Security (SSA-1945)

An SSA-1945 is required for employees who are enrolled in the Part-Time, Seasonal, and Temporary (PST) Retirement Program or are appointed to a Safety or Peace

Officer/Firefighter (PO/FF) designated position. The SSA-1945 must be received to ensure you have knowledge that the position you will be appointed to is not covered by Social Security. Please read, complete, sign, and date the SSA-1945.

Official Transcript(s)

Official transcript(s) are required for all employees who meet the minimum qualifications of the position based on education and/or college graduation. Official transcript(s) must be sent directly from the college/university via email to EligibilityDeterminations@Wildlife.ca.gov or by mail in a sealed (unopened) envelope to:

Department of Fish and Wildlife
Human Resources Branch
Attn: Amy Duarte (C&P analyst) – JC#1234567
P.O. Box 944209
Sacramento, CA 94244

If the official transcripts are being sent via email, please request that the college/university reference JC # 1234567 in the subject line of the email.

Employee Benefits

If you are new to state service and eligible for benefits, please be aware that there may be a lapse in your benefit coverage. Upon appointment, you will be given benefit enrollment information. It is your responsibility to complete and submit your enrollment forms promptly. Benefits are prepaid and, in most cases, will become effective the first of the following pay period.

Detailed benefit information including health, dental, vision, retirement, etc. can be found at, <https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx>.

Additional Appointments

The State of California has strict rules and guidelines pertaining to dual appointments. Departments do not have the authority to approve employees to be appointed to more than one position at a time within state service. If you hold another position within state service, including a temporary or part-time position, you must separate from that position before commencing the duties of this position.

If you have any questions, please contact me at (XXX) XXX-XXXX (supervisor or HR Liaison phone number) or by email at supervisor/liaison@wildlife.ca.gov.

Sincerely,

Supervisor or HR Liaison, Supervisor or HR Liaison Job Title
Program Name

By signing below, I certify that I have received and reviewed this letter and its contents.

Printed Name

Signature

Date

cc: Request for Personnel Action File

Enclosures