



June 2, 2024

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

Jane Doe  
1234 Capitol Avenue  
Sacramento, CA 95824

RE: Tentative Offer Letter

Dear Jane Doe,

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

[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](mailto:EligibilityDeterminations@Wildlife.ca.gov) or by mail in a sealed (unopened) envelope to:

Department of Fish and Wildlife  
Human Resources Branch  
Attn: C&R Analyst Name – 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 – IMPORTANT PLEASE READ**

In most cases, benefits will become effective the first of the pay period following submission of the completed enrollment forms to Human Resources. 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 paid one month in advance. For example, March benefit premiums are deducted from employee's February pay warrants.

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>.

**Reasonable Accommodations**

CDFW's Reasonable Accommodation Policy provides equal employment opportunities, expectations, considerations, and privileges to qualified applicants and employees with a disability or those who observe religious beliefs or practices and prohibits discrimination.

If you require a Reasonable Accommodation, please complete [Reasonable Accommodation Request \(DFW 261\)](#) and submit to [EWS@wildlife.ca.gov](mailto:EWS@wildlife.ca.gov).

**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 or by email at [supervisor/liaison@wildlife.ca.gov](mailto:supervisor/liaison@wildlife.ca.gov).

Sincerely,

Supervisor/Liaison Name, Supervisor/Liaison Job Title  
West Coast Fisheries Branch

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