Click or tap to enter a date.

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

RE: Tentative Offer Letter

Dear Click or tap here to enter text.,

This letter is your tentative offer of employment for the Click or tap here to enter text. classification with the California Department of Fish and Wildlife (CDFW), Click or tap here to enter text., in the Click or tap here to enter text. Unit in Click or tap here to enter text..

Click or tap here to enter text.

The salary range for the Click or tap here to enter text. classification is $Click or tap here to enter text.. 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: Click or tap here to enter text. – JC#Click or tap here to enter text.

 P.O. Box 944209

 Sacramento, CA 94244

If the official transcripts are being sent via email, please request that the college/university reference JC # Click or tap here to enter text. 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](https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=202959)

[Accommodation Request (DFW 261)](https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=202959) and submit to 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 (Click or tap here to enter text.) Click or tap here to enter text. or by email at Click or tap here to enter text..

Sincerely,

Click or tap here to enter text., Click or tap here to enter text.

Click or tap here to enter text.

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