

CDFW Recruitment Process

Step 1 – RPA Submittal (Program)

Program submits the RPA with all required documents to the Human Resources Branch (HRB).

Step 2 – RPA Review (HRB/Budgets)

HRB reviews and approves position allocation and organizational structure. Budgets reviews and approves position funding, if applicable. Once approved by HRB and Budgets, if applicable, HRB forwards the RPA to the Executive Review Committee (ERC) for approval.

Step 3 - Executive Review Committee Approval (ERC)

ERC meets weekly to review and approve RPAs. Some RPAs are expedited through the ERC process.

Step 4 – RPA Approval (HRB/Budgets/ERC)

HRB, Budgets, and/or ERC have approved the RPA. Delays due to funding or ERC approval will be communicated to the program.

Step 5 – Job Advertisement (HRB)

HRB orders certification list/contact letters and publishes job posting for a minimum of 10 business days.

HRB will upload hard copy applications received & code the certification list six business days after the final filing date.

Step 6 - Application Screening (Program)

Program screens ALL applications received.

Step 7 - Candidate Selection (Program)

Program submits candidates (up to 10) to HRB prior to interviews. Program conducts interviews, and completes reference checks and OPF reviews. Program submits up to three top candidates to HRB for eligibility determination.

Step 8 - Eligibility Determination (HRB)

HRB completes full eligibility determination including verifying the candidate meets the minimum qualifications (MQ).

Turnaround time 3-15 business days - CCRs requires 10 business days for candidate to provide additional info. for MQ determination.

Step 9 - Tentative Offer (Program)

Program sends Tentative Offer Letter to the candidate and submits signed documents to HRB for review/approval. Candidate submits official transcripts to HRB, if required.

Step 10 - Final Approval to Hire (HRB)

Within three business days of receiving all required documents, HRB provides final approval to hire to the program and includes the candidate's estimated starting salary.

Step 11 - Confirmation of Employment (Program)

Program negotiates start date with candidate, sends the Confirmation of Employment Letter to the candidate, and emails the C&P Analyst a copy of the signed Confirmation of Employment letter and completed screening criteria.