

Human Resources Branch Memorandum

SUBJECT: Vacancy Re-Advertisement Protocol	NUMBER: HRB 22-019
	DATE ISSUED: 07/01/2022
DISTRIBUTION: CDFW Managers/Supervisors, Administrative Officers, and Human Resources Liaisons	EXPIRES: Until Superseded

Action Required

Informational Only

Control Agency Directive

Purpose

The purpose of this memorandum is to inform California Department of Fish and Wildlife (CDFW) managers/supervisors, Administrative Officers, and Human Resources (HR) Liaisons of new requirements pertaining to the re-advertisement of vacancies due to a failed recruitment.

Vacancy Re-Advertisements

Re-advertising a vacant position is permitted if a vacancy was posted on the [CalCareers website](#) for a minimum of 10 business days without yielding a sufficient qualified candidate pool. Hiring managers/supervisors may request for the position to be re-advertised on the [CalCareers website](#) for a determined amount of time to allow for more candidates to apply for the position.

First Re-Advertisement Protocols

If the initial job ad was posted **without** a recruitment consultation, please see below requirements for re-advertising the position:

- Job Advertisement Template (DFW 1072) must include creative job advertisement language (for example, language must not resemble duty statement language). Refer to [HRB Memo 21-020 – Best Hiring Practices – Job Ad](#).
- Job Advertisement Template (DFW 1072) must include a Working Title.
- Contact Letters must be sent if not sent previously.

You may also contact your [Classification & Pay \(C&P\) Analyst](#) or email AskARecruiter@Wildlife.ca.gov to assist with these updates.

If the position was posted **with** an initial recruitment consultation, it is recommended that you contact your [C&P Analyst](#) or email AskARecruiter@Wildlife.ca.gov to schedule an updated recruitment consultation appointment.

Second Re-Advertisement Protocols

If the initial re-advertisement did not result in obtaining qualified applicants, a recruitment consultation is **required** prior to a second re-advertisement.

Please contact your [C&P Analyst](#) or email AskARecruiter@Wildlife.ca.gov to discuss your options, which may include a review of your current applicant pool, more focused recruitment strategies or utilization of alternative classifications.

Resources

- [CDFW Recruitment Services Request Form](#)
- [HRB Recruitment Intranet Page](#)
- [HRB C&P Intranet Page](#)

Contact

If you have any questions about recruitment or workforce planning, please contact AskARecruiter@Wildlife.ca.gov.