

Human Resources Branch Memorandum

SUBJECT: Typing Certificates for CDFW Vacancies	NUMBER: HRB 22-022
	DATE ISSUED: August 11, 2022
DISTRIBUTION: All CDFW Managers/Supervisors and Administrative Officers	EXPIRES: Until Superseded

Action Required Informational Only Control Agency Directive

Purpose

The California Department of Fish and Wildlife (CDFW) Human Resources Branch is pleased to announce that the Recruitment and Examination Unit will be administering typing tests for classifications that require a typing certificate at the time of appointment.

Requirements

Applicants who participate in a typing test administered by the department must meet the following requirements below.

The vacancy must be a typing position requiring the ability to type at a minimum speed as designated on the class specifications. The applicant must obtain a valid typing certificate confirming their ability to meet the minimum typing speed, prior to being hired.

The applicant must type at a speed of not less than 40 words per minute (WPM) from an ordinary manuscript or printed/typewritten material.

The applicant must be able to access the typingtest.com website in order to take the five-minute typing test. The typing test will be five minutes in length and proctored via TEAMS. The proctor will verify the candidate's identification before proctoring the typing test via TEAMS. In addition, the applicant must have their camera on and share their screen during the administration of the test.

How to Request a Typing Test

The hiring unit must send a written request via email to ExamSubmission@Wildlife.ca.gov to schedule a typing test. The response time will be two business days. The typing test will be scheduled Monday through Friday between the hours of 9:30 a.m. and 12:30 p.m.

Typing Certificate

Applicants who have the ability to type at a speed not less than 40 WPM from an ordinary manuscript or printed/typewritten material for a total of five minutes will receive a "Certified" Typing Certificate that will be placed in their Official Personnel File when they are hired.

Applicants who currently possess a typing certificate issued by one of the institutions below, within the last four years, are deemed acceptable by State Personnel Board:

1. California State Agency/Department
2. Accredited Business School or College
3. Adult Education Center
4. Skills and Business Education Center

Unacceptable Typing Certificates include:

- Internet Typing Certificates
- Typing Certificates from Employment Agencies
- Typing Certificates issued for less than a five-minute typing test are not acceptable

As a reminder, please note that Title I of the Americans with Disabilities Act requires employers (or potential employers) to provide reasonable accommodation (inclusive of examinations) to qualified applicants and employees with a disability unless the employer can demonstrate that doing so creates an undue hardship to the employer or poses a direct threat to the safety of the employee or others in the workplace.

Contact

If you have any questions regarding this process, please contact Maria Luna at Maria.Luna@wildlife.ca.gov.