

MERIT ISSUE COMPLAINT FORM

DFW 469 (NEW 06/28/22)

Filing Instructions: California Department of Fish (CDFW) complaints **must** be submitted in writing to the Human Resources Branch, Attention: HR Chief, P.O. Box 944209, Sacramento, CA 94244 or by email at HRB_MIC@wildlife.ca.gov. The complaint should include all pertinent information and specific details related to the circumstances upon which the merit issue complaint is being made in the hiring and selection process.

Note: Multiple appeals or complaints require multiple forms.

EMPLOYEE INFORMATION			
First Name:		Last Name:	
Email Address:		Phone Number:	
ALLEGED ACT INITIATED BY			
First Name:		Last Name:	
Region/Branch:		Classification:	
<i>If Applicable:</i>			
Request for Personnel Action Number:		Job Control Number:	
TYPE OF COMPLAINT			
<input type="checkbox"/> Alternate Range Determination <input type="checkbox"/> Examination (including out-of-class claims to meet minimum qualifications and appeal of withhold from certification) <input type="checkbox"/> Hiring Selection Process, including failure to follow merit principals during selection of candidate, interference with promotional opportunities or dispute regarding effective dates of appointment or promotion <input type="checkbox"/> Designation of managerial position pursuant to Government Code Section 3513 <input type="checkbox"/> Interference with access to any Board appeals process <input type="checkbox"/> Discrimination due to political affiliation or opinion <input type="checkbox"/> Other:			
DESCRIPTION OF COMPLAINT (Attach additional pages/supporting documentation)			

Signature of Appellant/Complainant or their Representative

Today's Date

**Electronic signature accepted pursuant to Cal. Code of Regs., tit.2, § 52.1 (c)*