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| --- | --- |
| RPA Number: |  |
| **Current Information** |
| Position Number: |  |
| Classification: |  |
| Program Name: |  |
| **Proposed Information** |
| Position Number: |  |
| Classification: |  |
| Program Name: |  |
| **Type of RPA:** |
| [ ]  Promotion-in-Place: Non-Interchangeable – **Not** Previously Downgraded/Compelling Business Need ***Instructions:*** Complete Sections 1-3 for the initial request. After the Executive  Review Committee’s (ERC) pre-approval, complete Section 4 before submitting  in the Human Resources Management System (HRMS).[ ]  Promotion-in-Place: Non-Interchangeable – Downgraded for Recruitment Purposes  (Expedited ERC Review) ***Instructions:*** Complete all sections.[ ]  Promotion-in-Place: Interchangeable  (Expedited ERC Review) ***Instructions:*** Complete all sections. |
| **Required Attachments for ERC Pre-Approval Only:** |
| [ ]  [RPA Cover Sheet (DFW 242)](http://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=195232) – include all eligible employees for the promotion-in-place and position  numbers under the “*Comments*” section[ ]  Proposed Duty Statement[ ]  Current Organization Chart[ ]  Proposed Organization Chart[ ]  [Application Screening Criteria Template (DFW 1092)](http://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=189231)[ ]  [Tentative Offer Letter (draft)](https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=200631) |
| **Section 1: Action Requested** |
| Provide a brief summary of the request. |
| The California Department of Fish and Wildlife, [Division/Program], is requesting to reclass [a/an] [Current Classification] ([Lower-Level Classification Acronym]) to [a/an] [Proposed Classification] ([Higher-Level Classification Acronym]) utilizing the promotion-in-place (PIP) method of recruitment. The duties of the position have evolved significantly and increased in complexity. There will be no changes in unit or location.  |
| **Section 2: Background** |
| **Provide background information on the Division/Program and this position.** |
| [Division/Program] [Please provide a summary of what the Division/Program does. This will establish a foundation for understanding, provide necessary knowledge about program(s) or project(s) impacted, and explains how Division/Program works.] |
| **Was this position previously downgraded for recruitment purposes?** |
| [ ]  No; or[ ]  Yes 1. Prior RPA Number:
2. Prior Job Control Number:
 |
| **Section 3. Justification** |
| **What has changed to create the need for a higher classification (e.g., new laws/regulations, new projects, etc.)?** |
| [Division/Program] has reassessed and evaluated the needs of the [Lower-Level Classification Acronym] position and it was determined that the duties of the position have evolved significantly and created a need for the [Higher-Level Classification Acronym].[Provide details and examples on the duties and/or responsibilities of the position that have resulted in the need for the higher-level classification.] |
| **Summary of the duties the incumbent will perform at the higher level and why the proposed classification is most appropriate to accomplish those duties.**  |
| As detailed above, the position’s duties have changed in scope and complexity to require duties be performed at a higher level. Some of these new duties include [provide a summary of the proposed more complex duties]. For a complete detailed overview of the changes in duties, please see the attached duty statement. [Identify why the proposed higher-level classification is appropriate based on the duties of the position.] |
| **What alternatives have been considered to meet this need and why are they not viable options. *(Only required for PIP:*** *Not Previously Downgraded/Compelling Business Need requests)* |
| This PIP is necessary because no other viable alternatives exist to meet the needs of this position. A limited-term appointment is not viable because [list reason(s)]. [Division/Program] is unable to redistribute workload at this time because [list reason(s)]. The reassignment of a current employee that is already at the [Higher-Level Classification Acronym] is not an option because [list reason(s)]. [Division/Program] has considered the option of an Out-of-Class (OOC) or acting assignment and these options will not work because [list reason(s]. [Division/Program] has also considered utilizing the vacancy rule position request and reclassifying vacancies within the program these are not viable options because [list reason(s]. A budget change proposal request for a higher-level classification was also considered but at this time it is not a viable option because [list reason(s]. |
| **What consequences would occur if this request were not approved?** |
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| **Section 4. Candidate Selection** |
| **Who is the selected candidate and how were they selected for this PIP?** |
| On [Date], [Division/Program] solicited interest in the PIP opportunity to all eligible employees in the unit. Please see attached notification opportunity to all staff and the responses.[Please also select the most appropriate option below][Employee Name] was the only eligible employee in the unit, no other staff members in the unit were eligible for an appointment to [a/an] [Higher-Level Classification Acronym] position. *Or*[Employee Name(s)] [is/are] currently [Lower-Level Classification Acronym] and eligible for the [Higher-Level Classification Acronym]. At this time [Employee Name(s)] [was/were] not selected [briefly list reason(s) why]. The reason(s) why [Employee Name(s)] has/have not been selected for this PIP were discussed on [Date] and [Employee Name(s)] [was/were] provided a [Promotion-in-Place Not-Selected Memo](https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=213657) and the [Employee Promotional Development Notice (DFW 269)](https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=213655). Please see attached for details.*Or*[Employee Name(s)] is/are currently [Lower-Level Classification Acronym] and eligible for the [Higher-Level Classification Acronym]. A separate request was submitted to also PIP [Employee Name(s)] in a current position within the unit.  |
| **How has the employee’s past performance demonstrated their willingness and ability to succeed at the higher classification?** |
| [Employee Name] was hired with [Division/Program] on [Date]. [Employee Name] has gained extensive knowledge and skills in all aspects of [list job skills/duties]. Since assuming the responsibilities of the [Lower-Lever Classification Acronym], [list examples and all the reasons how/why this employee’s current performance demonstrates they are ready to assume the higher-level duties]. [Employee Name] has demonstrated, as shown above, the willingness and ability to perform the higher and more complex duties required at the [Higher-Level Classification Acronym] level. On [Date], Classification and Recruitment confirmed that [Employee Name] meets the minimum qualifications for the position and has passed an examination for the [Higher-Level Classification Acronym] and is currently on the certification list in one of the top three ranks. Please see attached copy of the eligibility determination. |
| **What will happen to the selected candidate’s current duties?** |
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