

## Human Resources Memorandum

<b>SUBJECT:</b>  <b>EXAMINATION &amp; CERTIFICATION UNIT</b>	<b>NUMBER:</b> <b>HR14-031</b>
	<b>DATE ISSUED:</b> <b>06/12/2014</b>
<b>DISTRIBUTION:</b>  <b>All CDFW Managers, Supervisors, Administrative Officers, Personnel Liaisons and Senior Personnel Specialist</b>	<b>EXPIRES:</b> <b>N/A</b>

Effective June 1, 2014, the Human Resources Branch (HRB) has consolidated the Examination and Certification Units (ECU). It's HRB's goal that this consolidation will streamline procedures and provide staff with the tools and resources to effectively navigate through the examination, recruitment, and hiring processes. Below are steps to follow when hiring:

### **ORDERING OF ELIGIBILITY LISTS**

The Examination/Certification Analyst (ECA) will order eligibility lists for their assigned Headquarter programs and Region 2. Attachment A contains a roster of the ECA and their program assignments. All other Regions (1, 3, 4, 5, 6, &7) will order their eligibility lists for their Regions **except** for lists with SROA and/or Reemployment candidates.

### **CONTACT LETTERS/APPLICATIONS**

It will be noted on the contact letter and job advertisement that all applications will be mailed to the ECU – attention: Stefani Fong, 1416 9<sup>th</sup> Street, Room 1217B, Sacramento, CA 95814. The hiring supervisor or other program staff member will be listed as the point of contact for any questions about the vacancy.

The ECU will collect the applications and separate them in the following manner:

- Reachable on cert
- Interested but not reachable
- Applications received through VPOS

The ECU will provide the package of applications to the appropriate program five (5) working days after final filing date.

### **ELIGIBILITY VERIFICATION (VPOS and/or TRANSFERS)**

Programs can request eligibility verification for up to 5 applicants by emailing the appropriate ECA with the candidate(s) name and copy of their application. The ECA will notify the program of the candidate(s) eligibility.

Once the program has selected an incumbent, the assigned ECA must be notified with the incumbent's name and the application.

- **NOTE:** It is CDFW's policy that all hiring applications must have an original signature. Programs and Branches should provide the ECA with the original hiring application, transcripts (if applicable), and start date. If this information is not received, the ECA will contact the hiring supervisor and/or Senior Personnel Specialist. The regions should provide the ECA with a **copy** of hiring application and start date. The regions should keep the original hiring application in the Official Personnel File.
- It's important to remember that no firm job offer can be made until all final approvals have been received.

### **SEASONAL/TEMPORARY HIRES**

- Fish and Wildlife Scientific Aid
- Seasonal Clerk

The Classification and Pay Analyst (C&P) will work directly with Programs and Regions in gathering all pertinent information (Hiring application, transcripts, CalWorks eligibility form, etc.) for final approval and processing. **NOTE:** Minimum qualifications must be checked prior to the start date.

For all other hires Programs and Regions must contact their assigned ECA with the name, start date and the hiring application. Programs must provide the **original** hiring application. Regions must provide a **copy** of the hiring application and keep the original hiring application in the regional office OPF.

### **MQ VERIFICATION (3-RANK EXAMINATIONS & TRANSFERS TO ANOTHER CLASSIFICATION)**

Programs and the Regions will continue to work through their assigned C&P Analyst when hiring from any 3 Rank Consortium Exam, Self-Certify on-line exam, and/or transfers from one classification to another. The C&P analyst will review the application to ensure the potential incumbent meets the MQs. Once MQs are checked the C&P Analyst will inform the hiring supervisor that the hire can be made.

- Applicants' MQs must be validated **PRIOR** to a job offer to ensure a legal hire.

### **POST & BID**

**Fish and Wildlife Technician** - applications will be addressed to the assigned C&P Analyst/Post & Bid Coordinator for processing.

**Fish and Game Lieutenant (Specialist) & Warden** – applications will be addressed to Stefani Fong 1416 9<sup>th</sup> Street, Room 1217B. Stefani will document all applications received and forward to the Law Enforcement Division (LED) for processing. Questions regarding Post and Bid positions should be directed to LED or the C&P Analyst/Post and Bid Coordinator.








### **REQUESTING POSITION NUMBERS**

After the program has received all final approvals to hire an incumbent, a position number should be requested from the assigned ECA.

- **Note:** Personnel Specialists must not key any appointment transactions until a position number has been received from the assigned ECA.

You may direct any questions to Maria Luna, Manager of the Examination & Certification Unit at (916) 651-6788.

# Attachment A

Exam Analyst	Program	Unit	Exam Analyst	Program	Unit
<b>Tanya Bell</b>	F&G Comm	001	<b>Matthew Hom</b>	ITB	018
<b>916-651-8310</b>	Executive Office	002	<b>916-653-9766</b>	Grants	019
<b>Backup: Matt</b>	EEO	004	<b>Backup: Tanya</b>	Ecosystem	020
<b>916-653-9766</b>	Pro Mgmt	005	<b>916-651-8310</b>	Engineering	021
	Legislative	006		Cal-Fed	024
	Legal	007		Renew Ener	029
	Communications	008		Wildlife & Fish Div	032
	Admin/Pro Sup	009		Fisheries	033
	BMB	010		Wildlife Branch	035
	HRB	011		Bio Data Branch	037
	LRB	012		Water Br	038
	Audits	013		Habitat	039
	ASB	014		LED	565 & 566-040
	Budgets	015		WCB	567-001
Administration	016				
Intergov Affairs	017				
OSPR	565 & 566 -'071				
Exam Analyst	Regions	Unit	Exam Analyst	Regions	Unit
<b>Jeremy Kauffman</b>			<b>Christine Park</b>		
<b>916-651-7372</b>			<b>916-653-3863</b>		
<b>Backup: Christine</b>			<b>Backup: Jeremy</b>		
<b>916-653-3863</b>			<b>916-651-7372</b>		
					
					
					

\*Note: All Applications for VPOS ads from Programs, Branches, and Region 2 only should go directly to Stefani Fong Room 1217-B.