



George Deukmejian, Governor

TO: PERSONNEL MANAGEMENT LIAISONS

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**THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:**

PERSONNEL OFFICERS  
EMPLOYEE RELATIONS OFFICERS

SUBJECT: State Restriction of Appointments (SROA)

1. UPDATED LISTING OF CURRENT LIST I AND II CLASSES

Attached to this memorandum is the most recent listing of SROA classes. Monthly updates will be published as long as this listing is necessary.

2. ESTABLISHING REEMPLOYMENT LIST ELIGIBILITY

When surplus employees are laid off or demoted in lieu of layoff, PAR documents should be processed to the State Controller's Office immediately and Form DPA-016 should be submitted to DPA as soon as the PAR clears the Controller's Office. This will allow the establishment of reemployment list eligibility at the earliest opportunity.

3. REMINDER TO ALL DEPARTMENTS

- a. Reemployment lists have precedence over SROA lists and must be cleared down to two or fewer names before the SROA list may be used. Exceptions to this policy must be approved by the Department of Personnel Administration (DPA). Requests should be directed to Diane Hachey, at (916) 324-0439, (ATSS) 454-0439.
- b. Exceptions to bypass List I employees on SROA lists must be approved in advance by DPA. Requests should be directed to Diane Hachey. Exceptions to bypass List II employees should continue to be sent to the SROA Unit at the State Personnel Board for approval.
- c. Departments are asked to notify the SROA Unit of SROA hires, as soon as possible, by calling either Carole Dobbins or Pam Kaser at the phone numbers shown below. This is necessary in order to keep lists as up to date as possible.
- d. Departments are responsible for requesting extensions of SROA eligibility for their surplus employees well before (at least three weeks) the date their eligibility expires. Requests for extensions should be addressed to the attention of Diane Hachey at DPA and should include the names and class titles of the individuals to be extended.

If you have any questions, please call either Carole Dobbins, the SROA Coordinator, at 324-0398, (ATSS) 454-0398 or Pam Kaser the SROA clerk at 324-0378, (ATSS) 454-0378.

  
R. L. Rutherford, Chief  
Personnel Services Branch

Attachment

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CLASSES ON STATE RESTRICTION OF APPOINTMENTS

	<u>List I</u>	<u>List II</u>
Account Clerk II		X
Administrative Assistant I		X
Administrative Assistant II	X	X
Adoptions Case Worker	X	X
Aging Programs Analyst I		X
Aging Programs Analyst II		X
Agricultural Chemist II		X
Agricultural Pest Control Supervisor		X
Air Resources Engineer		X
Air Resources Engineering Associate		X
Air Resources Technician I		X
Alcohol Program Analyst I		X
Alcohol Program Analyst II		X
Alcoholic Beverage Control Counsel III		X
Apprenticeship Consultant		X
Area Manager, CAL/OSHA Consultation Service	X	
Assistant Bridge Engineer		X
Assistant Chemical Testing Engineer		X
Assistant Chief Counsel		X
Assistant Civil Engineer, (Utilities)		X
Assistant Engineering Specialist, (Civil)		X
Assistant Engineering Specialist, (Electrical)		X
Assistant Engineering Specialist, (Sanitary)		X
Assistant Engineering Specialist, (Mechanical)		X
Assistant Engineer, Water Resources		X
Assistant Engineer, (Structural)		X
Assistant Equipment Engineer		X
Assistant Geologist		X
Assistant Health Physicist		X
Assistant Highway Electrical Engineer		X
Assistant Hospital Administrator	X	

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	<u>List I</u>	<u>List II</u>
Assistant Industrial Hygiene Specialist, SCIF		X
Assistant Industrial Hygienist	X	
Assistant Information Officer		X
Assistant Legislative Coordinator, Department of Education		X
Assistant Program Chief, Administrative, Department of Health Services		X
Assistant Program Review Analyst		X
Assistant Safety Engineer	X	X
Assistant to the Hospital Medical Director		X
Assistant Transportation Engineer		X
Assistant Transportation Engineer, Caltrans		X
Assistant Utilities Engineer		X
Associate Agricultural Biologist		X
Associate Air Pollution Specialist		X
Associate Budget Analyst		X
Associate Caltrans Administrator (Specialist)		X
Associate Chemical Testing Engineer		X
Associate Corrosion Engineer		X
Associate Development Specialist (Economic Development)		X
Associate Economic Entomologist		X
Associate Electric Utilities Engineer		X
Associate Electrical Engineer		X
Associate Electrical Engineer, Caltrans		X
Associate Electrical Engineer, Hydraulic Structures		X
Associate Electrical Testing Engineer		X
Associate Electronics Engineer		X
Associate Engineering Geologist		X
Associate Environmental Hazards Scientist		X
Associate Environmental Planner (Cultural Resources)		X
Associate Equipment Engineer		X
Associate General Counsel, Unfair Labor Practices, ALRB		X
Associate Governmental Program Analyst		X
Associate Governmental Program Analyst, Fair Political Practices Commission		X
Associate Hazardous Materials Specialist		X
Associate Health Physicist		X
Associate Highway Electrical Engineer		X
Associate Industrial Hygiene Specialist, SCIF		X
Associate Industrial Hygienist	X	

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	<u>List I</u>	<u>List II</u>
Associate Land and Water Use Analyst		X
Associate Management Analyst		X
Associate Mechanical Engineer		X
Associate Mechanical Engineer, Caltrans		X
Associate Mechanical Engineer, Hydraulic Structures		X
Associate Mechanical Testing Engineer		X
Associate Medical Coordinator (Pesticide and Worker Health Safety)		X
Associate Mineral Resources Engineer		X
Associate Motor Vehicle Pollution Control Engineer		X
Associate Oil and Gas Engineer		X
Associate Personnel Analyst		X
Associate Personnel Analyst, Fair Political Practices Commission		X
Associate Pesticide Review Scientist		X
Associate Pipeline Safety Engineer		X
Associate Power Operations and Maintenance Engineer		X
Associate Program Review Analyst		X
Associate Public Health Biologist		X
Associate Right of Way Agent		X
Associate Safety Engineer	X	
Associate Safety Engineer (Mining, Tunneling & Mineral Ind.)	X	
Associate Sanitary Engineer		X
Associate Telecommunications Engineer		X
Associate Transportation Engineer		X
Associate Transportation Engineer, Caltrans		X
Associate Transportation Engineer, Caltrans (Supervisor)		X
Associate Utilities Engineer		X
Associate Waste Management Specialist		X
Associate Water Resource Control Engineer		X
Automotive Emission Test Specialist III		X
Building Maintenance Worker	X	
Building Maintenance Worker (Correctional Facility)		X
Business Management Trainee		X
Business Service Officer I (Specialist)		X

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	<u>List I</u>	<u>List II</u>
Business Service Officer I (Supervisor)		X
Business Service Officer III		X
Business Taxes Representative I		X
Chief, Health and Safety, Department of Health Services		X
Civil Engineering Technician I		X
Civil Engineering Technician II		X
Clerk, California Conservation Corps		X
Computer Operator		X
Construction Inspector Technician, Water Resources		X
Construction Inspector, Water Resources		X
Construction Management Supervisor		X
Construction Supervisor I		X
Construction Supervisor I, Water Resources		X
Construction Supervisor II		X
Construction Supervisor II, Water Resources		X
Construction Supervisor III		X
Construction Supervisor III, Water Resources		X
Consulting Sanitarian		X
Data Processing Manager II		X
Data Processing Technician		X
Departmental Safety Coordinator		X
Deputy Attorney General III		X
Deputy Labor Commissioner I		X
Deputy Labor Commissioner II		X
Deputy Legislative Counsel III		X
Deputy Registrar of Contractors I		X
Deputy Registrar of Contractors II		X
Deputy Registrar of Contractors III		X
Deputy State Fire Marshal II		X
Deputy State Fire Marshal III (Specialist)		X
Deputy State Public Defender III		X
Developmental Specialist		X
Disability Evaluation Analyst		X
Disability Insurance Program Representative		X
Disaster Worker Staff Services (Various Disasters)		X
District Manager, Division of Occupational Safety & Health	X	
Drug Program Analyst I		X
Drug Program Analyst II		X

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	<u>List I</u>	<u>List II</u>
Editorial Technician		X
Electrical Construction Supervisor I		X
Electrical Construction Supervisor II		X
Electrical Engineering Technician II		X
Electrical-Mechanical Testing Technician III		X
Employment Program Assistant		X
Employment Program Representative		X
Energy Program Specialist I (Conservation)		X
Energy Program Specialist II (Technology Assessment)		X
Energy Project Assistant IV (Various Projects)		X
Energy Specialist I (Conservation)		X
Energy Specialist I (Technology Assessment)		X
Energy Specialist II (Conservation)		X
Energy Specialist II (Technology Assessment)		X
Engineering Plan Check Manager, Department of Housing and Commission Development		X
Environmental Services Supervisor		X
Environmental Specialist III		X
Equal Employment Opportunity Analyst		X
Fair Employment and Housing Counsel III		X
Field Representative I, Office of Local Assistance		X
Forensic Scientist-Toxicologist II		X
Hazardous Materials Specialist		X
Health & Safety Program Specialist I		X
Health & Safety Program Specialist II		X
Health & Safety Program Specialist III		X
Health & Safety Specialist I		X
Health & Safety Specialist II		X
Health & Safety Specialist III		X
Health Facilities Evaluator I		X
Health Program Technician II		X
Health Services Counsel III		X
Hospital Health and Safety Coordinator		X
Industrial Engineering Consultant		X
Industrial Relations Counsel III (Supervisor)	X	

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	<u>List I</u>	<u>List II</u>
Industrial Relations Representative		X
Information Officer I (Specialist)		X
Information Officer I (Supervisor)		X
Information Officer II		X
Instrument Technician II, Air Quality	X	
Insurance License Technician Trainee		X
Investigator I, Fair Political Practices Commission		X
Investigator II, Fair Political Practices Commission		X
Investigator Structural Pest Control Board		X
Job Agent	X	X
Key Data Operator		X
Labor Relations Analyst		X
Labor Relations Counsel III		X
Labor Relations Specialist I		X
Labor Relations Specialist II		X
Laboratory Assistant	X	
Land and Water Use Analyst		X
Law Indexer		X
Legislative Clerk II		X
Licensing Program Analyst I		X
Licensing Program Analyst II		X
Licensing Registration Examiner, Department of Motor Vehicles		X
Mailing Machines Supervisor		X
Management Services Technician	X	
Manager I, State Compensation Insurance Fund		X
Materials & Research Engineering Associate (Specialist)		X
Materials & Research Engineering Associate (Supervisor)		X
Mechanical Engineer		X
Mechanical Engineering Technician II		X
Medical Consultant I, Department of Health Services		X

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	<u>List I</u>	<u>List II</u>
Medical Consultant II, Department of Health Services		X
Mental Health Nurse II		X
Mining & Petroleum Engineer		X
Nurse Consultant I		X
Nurse Consultant II		X
Nurse Evaluator III, Health Services		X
Nurse Instructor		X
Nursing Consultant III	X	X
Nursing Coordinator		X
Nursing Education Consultant		X
Office Assistant II (Cashiering)		X
Office Assistant II (General)		X
Office Assistant II (Typing)	X	X
Office Services Supervisor I (Cashiering)		X
Office Services Supervisor I (Filing)		X
Office Services Supervisor I (General)	X	X
Office Services Supervisor I (Typing)	X	X
Office Services Supervisor II (General)		X
Office Technician (Cashiering)		X
Office Technician (General)		X
Office Technician (Typing)	X	X
Operations Research Specialist I		X
Operations Research Specialist II		X
Parole Agent I, Adult Parole		X
Payroll Services Specialist III		X
Personnel Technician I		X
Pest Management Specialist III		X
Pest Management Specialist IV		X
Pharmacy Assistant		X
Physical Testing Engineering Technician		X
Physician & Surgeon		X
Planner I - Energy Facility Siting		X
Planner II - Energy Facility Siting		X
Planner III - Energy Facility Siting		X
Principal Safety Engineer - Mineral Industries		
Mining & Tunneling	X	
Principal Safety Engineer - Construction	X	

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	<u>List I</u>	<u>List II</u>
Program & Project Supervisor, Public Utilities Commission		X
Program Assistant - Medical		X
Program Representative I, Bureau of Automotive Repair		X
Program Technician Trainee (General)		X
Program Technician Trainee (Mobilehomes)		X
Program Technician Trainee (Motor Vehicle Services)		X
Psychiatric Social Worker	X	
Psychiatric Social Worker (Health Facility)		X
Psychiatric Technician		X
Public Health Assistant I		X
Public Health Assistant II		X
Public Health Chemist II	X	
Public Health Medical Officer II		X
Public Health Medical Officer III	X	
Public Health Medical Officer III (Radiological Health)		X
Public Health Medical Officer III (Epidemiology)		X
Public Health Medical Officer III (Maternal & Child Health)		X
Public Health Nurse II		X
Public Health Nurse III		X
Public Health Nurse IV		X
Public Health Social Work Consultant I		X
Public Utilities Counsel III (P.U.C.)		X
Purchasing Specifications Analyst		X
Real Estate Counsel III (Supervisor)		X
Real Estate Counsel III (Specialist)		X
Records Management Analyst I		X
Records Management Analyst II (Supervisor)		X
Records Manager II		X
Recruitment Manager, State Personnel Board		X
Recycling Specialist I		X
Recycling Specialist II		X
Regional Administrative Officer I, Resources Agency		X
Regional Compliance Officer, Health Facilities Construction		X
Regional Manager, Division of Occupational Safety & Health	X	
Research Analyst I (General)	X	X
Research Manager II (General)		X

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	<u>List I</u>	<u>List II</u>
Research Program Specialist I		X
Resource Management Technician		X
Retirement Program Specialist I		X
Sanitarian II		X
Sanitarian III		X
Sanitarian IV		X
Sanitary Engineer Associate		X
Secretary	X	
Seismological Instrument Technician II		X
Seismological Instrument Technician III		X
Senior Air Pollution Specialist		X
Senior Air Resources Engineer		X
Senior Air Sanitation Engineer		X
Senior Apprenticeship Consultant		X
Senior Bridge Engineer		X
Senior Chemical Testing Engineer		X
Senior Civil Engineer		X
Senior Corrosion Engineer		X
Senior Cost Estimator Water Resources		X
Senior Electrical Engineer		X
Senior Electrical Engineer, Caltrans		X
Senior Electrical Engineer, Hydraulic Structures		X
Senior Electrical Mechanical Testing Engineer		X
Senior Electric Utilities Engineer		X
Senior Electronics Engineer		X
Senior Engineer Water Resources		X
Senior Engineer-San Francisco Bay Conservation/ Development		X
Senior Engineer, Districts Securities Commission		X
Senior Engineer, Seismic Safety Commission		X
Senior Engineering Registration Examiner		X
Senior Environmental Hazards Scientist (Specialist)		X
Senior Environmental Hazards Scientist (Supervisor)		X
Senior Equipment Engineer		X
Senior Hazardous Materials Specialist (Supervisory)		X

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	<u>List I</u>	<u>List II</u>
Senior Hazardous Materials Specialist (Technical)		X
Senior Health Physicist		X
Senior Highway Electrical Engineer		X
Senior Housing Construction Inspector, CA Housing Finance Agency		X
Senior Hydraulic Engineer		X
Senior Industrial Hygienist	X	X
Senior Industrial Hygiene Specialist, SCIF		X
Senior Industrial Process Engineer		X
Senior Laboratory Assistant	X	
Senior Maintenance Worker, District Fairs		X
Senior Materials and Research Engineer		X
Senior Mechanical Engineer		X
Senior Mechanical Engineer Hydraulic Structures		X
Senior Medical Coordinator (Pesticide Use & Worker Health Safety)		X
Senior Mineral Resources Engineer		X
Senior Mining Engineer		X
Senior Motor Vehicle Pollution Control Engineer		X
Senior Oil and Gas Engineer		X
Senior Petroleum and Mining Appraisal Engineer		X
Senior Pipeline Safety Engineer		X
Senior Power Operations and Maintenance Engineer		X
Senior Procurement Engineer		X
Senior Program Review Analyst		X
Senior Public Health Biologist		X
Senior Rehabilitation Engineering Consultant		X
Senior Reliability & Quality Engineer		X
Senior Safety Engineer - Mining & Tunneling	X	
Senior Safety Engineer (Construction)	X	
Senior Safety Engineer (Industrial)	X	
Senior Sanitary Engineer		X
Senior Special Investigator	X	X
Senior Staff Counsel (Specialist)		X
Senior Staff Counsel (Supervisor)		X
Senior Stenographer		X
Senior Subsidence Engineer, State Lands Division		X
Senior Telecommunications Engineer		X
Senior Transportation Engineer		X
Senior Transportation Engineer, Caltrans		X

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	<u>List I</u>	<u>List II</u>
Senior Typist, Legal	X	
Senior Utilities Engineer		X
Senior Vocational Rehabilitation Counselor		X
Senior Waste Management Engineer		X
Senior Waste Management Specialist (Supervisory)		X
Senior Water Quality Biologist		X
Senior Water Quality Engineer		X
Senior Water Resource Control Engineer		X
Senior Word Processing Technician		X
Service Assistant (Janitor)	X	
Small Business Assistant I		X
Social Services Assistant II (Mental Health)	X	
Social Services Consultant I	X	X
Social Services Consultant II		X
Social Work Associate	X	
Special Investigator I	X	X
Staff Air Pollution Specialist		X
Staff Chemical Engineer, Department of Water Resources		X
Staff Services Analyst (General)	X	X
Staff Services Analyst, Fair Political Practices Commission		X
Staff Services Manager I		X
Staff Services Manager II (Managerial)		X
Staff Services Manager II (Supervisory)		X
Staff Services Manager III		X
Statistical Clerk		X
Stenographer	X	
Stock Clerk	X	X
Supervising Air Pollution Specialist		X
Supervising Air Pollution Research Specialist		X
Supervising Air Resources Engineer		X
Supervising Chemist Division of Measurement Standards		X
Supervising Cook I	X	
Supervising Cook I (Correctional Facility)		X
Supervising Electric Utilities Engineer		X
Supervising Electrical Engineer		X
Supervising Electrical Engineer (Hydraulic Structures)		X
Supervising Engineer Equipment & Materials Section		X
Supervising Equipment Engineer		X
Supervising Hazardous Materials Specialist		X
Supervising Health Physicist		X

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	<u>List I</u>	<u>List II</u>
Supervising Highway Electrical Engineer		X
Supervising Housekeeper I	X	
Supervising Industrial Hygienist	X	
Supervising Investigator, Fair Political Practices Commission		X
Supervising Mechanical Engineer		X
Supervising Mechanical Engineer (Hydraulic Structures)		X
Supervising Nurse II		X
Supervising Nurse III		X
Supervising Power Operations & Maintenance Engineer		X
Supervising Psychiatric Social Worker I	X	
Supervising Public Health Biologist		X
Supervising Special Investigator I	X	X
Supervising Waste Management Engineer		X
Supervising Waste Management Specialist		X
Tahoe Conservancy Program Analyst I		X
Tahoe Conservancy Program Analyst II		X
Tax Compliance Representative I		X
Telephone Operator		X
Teletypewriter Operator		X
Textile Chemist II		X
Training Officer I		X
Training Officer II		X
Training Officer III		X
Transportation Analyst		X
Transportation Engineering Technician		X
Vocational Rehabilitation Assistant		X
Vocational Rehabilitation Counselor	X	X
Waste Management Engineer		X
Waste Management Specialist		X
Water Resource Control Engineer		X
Water Resource Engineering Associate (Specialist)		X
Water Resource Engineering Associate (Supervisor)		X
Water Resource Technician I	X	
Water Resource Technician II	X	
Word Processing Technician		X
Workers Compensation Insurance Supervisor I		X
Workers' Compensation Assistant		X
Workers' Compensation Insurance Representative II		X
Workers' Compensation Insurance Representative III		X
Workers' Compensation Insurance Supervisor II		X

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