

State of California

M E M O R A N D U M

Date: November 19, 1991

Reference Code: 91-74

To: PERSONNEL MANAGEMENT LIAISONS

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers
Labor Relations Officers

From: Department of Personnel Administration
Personnel Services Branch

Subject: SROA Update #4

The purpose of this memorandum is to clarify the Department of Personnel Administration's (DPA) policy on several SROA issues.

Extension of SROA Eligibility

As you are aware, the initial SROA eligibility is granted for up to 120 days. Extensions will not be routinely granted and are subject to the review and approval by the SROA Unit.

Surplus employees will be removed from SROA as their list eligibility expires. It has been determined that only those employees which have been specifically identified for demotion or layoff will be considered for an extension. Surplus employees will continue to have the same rights as those participating in the SROA process (Management Memo 91-03).

Departments requesting an extension of SROA eligibility for employees subject to demotion or layoff will be required to submit justification to demonstrate their specific need. Extensions may be considered in certain situations such as: (1) employees in a class with a large number of SROA candidates (i.e., Staff Services Analyst/Associate Governmental Program Analyst); or (2) geographic locations with recruitment difficulty. It should be noted that the duration of the extension will not exceed 120 days.

Transfers

The responsibility for approving transfers is being delegated to the departments. Departments may transfer employees to a position within their department to a class that has substantially the same level of duties, responsibility and salary. The vacancy resulting from such a transfer must be filled by an SROA eligible or surplus employee. Departments will be required to maintain the appropriate documentation for audit purposes.

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Exception to the above, however, is any transfer which results in a career change to an entry level class (i.e., Office Assistant to Staff Services Analyst). This includes transfers to other entry level classes that typically hire from open lists. Any requests for such transfers are subject to review and approval of the SROA Unit.

If you have any questions regarding this memorandum, please direct all your questions to your personnel office staff. Personnel staff may contact the SROA Unit at (916) 324-0439.

Jerri Martin

Jerri Martin, Manager
SROA Unit