

UNLAWFUL APPOINTMENT PROCESS AND DOCUMENT CHECKLIST

INVESTIGATION PROCESS	COMMON INVESTIGATION DOCUMENTS
<ul style="list-style-type: none"> <input type="checkbox"/> Discover potential unlawful appointment <input type="checkbox"/> Send employee notice of potential unlawful appointment and request for documents <input type="checkbox"/> Investigate unlawful appointment (refer to Common Investigation Documents) <input type="checkbox"/> Meet with and send employee notice of preliminary findings with 15 days to respond <input type="checkbox"/> Notify employee of final determination, appeal rights and, if necessary, effective date <input type="checkbox"/> If appointment correction is necessary, notify SCO <input type="checkbox"/> Report completed unlawful appointment investigation to CalHR monthly 	<p>The following are the most common types of documents or information needed to review a possible unlawful appointment, other documents not listed may be relevant in some cases. Any documents used to for investigation should be maintained in the event of an appeal.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Full name of employee <input type="checkbox"/> Social Security number <input type="checkbox"/> Copy of the vacancy announcement <input type="checkbox"/> Copy of the BA or BS Degree <input type="checkbox"/> PIMS Employment History <input type="checkbox"/> Copy of the organization chart(s) <input type="checkbox"/> Copy of the hiring package <input type="checkbox"/> Date of job offer <input type="checkbox"/> Description of what was offered to the employee <input type="checkbox"/> Date of the appointment <input type="checkbox"/> Employee’s civil service appointment eligibility <input type="checkbox"/> The basis on which the hiring manager concluded the employee had eligibility and subsequently authorized the employee to start working <input type="checkbox"/> Chronology of events <input type="checkbox"/> Specific civil service laws and rules that apply <input type="checkbox"/> Salary impact/compensation concerns with the appointment <input type="checkbox"/> Calculation(s) showing the inappropriate transfer (Transfer Worksheet) <input type="checkbox"/> Copy of the certification list used <input type="checkbox"/> Copy of the State employment application and resume <input type="checkbox"/> Copy of the alternate range determination worksheet <input type="checkbox"/> Copy of the professional license <input type="checkbox"/> Copy of the employee’s signed Notice of Personnel Action (NOPA)