

**California Department of Human Resources
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Consortium Examinations Process and List Sharing	REFERENCE NUMBER: 2016-007
DATE ISSUED: March 25, 2016	SUPERSEDES:

This memorandum should be forwarded to:

**Department Directors
Personnel Officers
Examination Managers**

FROM: California Department of Human Resources
Selection Division

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This policy memorandum provides information on the consortium examination process, consortium examination plan, transfer of list eligibility to and from consortium eligibility lists, requests to administer servicewide examinations, and servicewide open list sharing requirements.

Consistent with the goal of Civil Service Improvement, the California Department of Human Resources (CalHR) is committed to improving and streamlining current civil service processes. As a part of this effort, CalHR continues to collaborate with departments on various examination projects to meet the hiring needs of the State of California.

CONSORTIUM EXAMINATIONS REGISTRATION PROCESS

Consortium examinations were created to encourage departments to participate collectively with the development and utilization of one examination for a specific classification. There are currently over 100 consortium examinations available for use by departments. Consortium examinations provide various benefits to both departments and individuals seeking state employment, including:

1. Collaboration between departments and CalHR to develop a single valid testing tool;
2. Elimination of duplicative testing efforts by departments;

3. Establishment of one eligibility list for servicewide classifications; and
4. Allows job applicants to participate in one examination for a selected classification and the use of their eligibility to compete for job vacancies at multiple state departments.

Departments interested in participating in an existing consortium examination can obtain additional information on the process as well as the listing of all [consortium examinations](#) currently being administered through CalHR's website.

CONSORTIUM EXAMINATION PLAN

In coordination with ongoing class consolidation efforts, CalHR has modified the [examination plan](#) that was released May 22, 2015 for the 2015-16 and 2016-17 fiscal years to reflect which examinations are in progress, exam status, exams that have been cancelled, as well as upcoming examinations. To limit the number of examinations administered and to strive for one eligible list for a specific classification, departments are strongly encouraged to use eligible lists for servicewide classifications as appropriate lists when applicable to fill vacancies until the consolidated process is completed.

TRANSFER OF LIST ELIGIBILITY

Departments interested in considering candidates who have current eligibility on consortium eligibility lists must first go through the consortium registration process to gain access to the list. Transfer of list eligibility is prohibited to and from a consortium eligibility list from any other eligible list.

REQUESTS FOR OPEN SERVICEWIDE EXAMINATIONS

Departments interested in independently administering servicewide examinations on an open basis must complete the [Request Form to Administer a Servicewide Classification](#) and submit the request for approval to CalHR's Selection Division at consortium@calhr.ca.gov. CalHR will evaluate each request on a case-by-case basis. Factors taken into consideration when reviewing requests for approval will be:

1. If permission was given to another department to administer an examination for the requested classification and collaboration is a possibility;
2. The number of lists that currently exist for the requested classifications and the number of eligibles remaining on those lists;
3. If the requesting department exhausted all possible recruitment resources prior to request (e.g. list appropriation, promotional exam, statewide job announcement); and
4. If the resulting list can be converted into a consortium examination to be utilized by all state departments.

Departments must receive written approval from CalHR prior to beginning their examination process. CalHR will be conducting periodic audits of open servicewide

examination administration. As a result, Departments administering open servicewide examinations without CalHR approval are subject to having the established eligibility list frozen and/or abolished.

LIST SHARING

As a condition of departments being allowed to administer servicewide open examinations, departments will be required to share all eligibility lists for those examinations with other state entities. However, the department who initially established the list will have exclusive access for 60 days before being required to share it with other state entities.

Please direct questions regarding information provided in this memorandum to Candy Zonneveld, Exam Services Manager, at 916-323-6064 or email at candy.zonneveld@calhr.ca.gov.

/s/Adria Jenkins-Jones

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