

Decentralized Selection Delegation Agreement

For all parts of this delegation agreement, California Department of Human Resources shall be referred to as CalHR and _____ shall be referred to as **DEPARTMENT**.

This Decentralized Selection Delegation Agreement is intended to provide the **DEPARTMENT** with the authority to manage a sound, objective, and equitable selection program that complies with all applicable laws, rules, regulations, and CalHR policies.

By signing this Decentralized Selection Delegation Agreement, CalHR Selection Division agrees to provide decentralized selection delegation authority to the **DEPARTMENT**.

The **DEPARTMENT** agrees to enroll all newly hired analysts, supervisors and/or managers responsible for performing or managing decentralized selection processes in the required Selection Analyst Training courses within 12 months of appointment.

CalHR reserves the right to require departmental employees to attend revised or additional training for failure to adhere to the delegation agreement requirements or based on State Personnel Board (SPB) compliance review findings.

The **DEPARTMENT** agrees to ensure that required Selection Training courses are completed by new staff who are responsible for performing or managing decentralized selection processes within 18 months of appointment. Required Selection Training courses can be found under the Selection Division tab on HR Net.

Each July, DEPARTMENT shall submit a signed Selection Delegation Agreement along with the following:

1. Name of employee
2. Classification
3. Date of hire
4. Date(s) of training attended or scheduled training
5. Division organization chart

CalHR Selection Division reserves the right to revise, terminate, or revoke delegated authority if the **DEPARTMENT** fails to comply with the terms of this agreement.

Revocation of decentralized selection delegation authority may result in, but is not limited to, the following:

1. Limited or no access to CalHR Automated Selection System Solutions (e.g., ECOS, SPB Prod).
2. Retraining of Selection Program staff, supervisors and/or management.

3. Additional cost to the **DEPARTMENT** for CalHR oversight and management of the department's selection activities, CalHR review and approval of the department's selection processes including:

- Exam Plans
- Job Analysis Studies
- Testing Instruments
- Examination Bulletins
- Application Review
- Minimum Qualifications Determination
- Examination Administration
- Examination Scoring
- Hiring Tools

CalHR Selection Division reserves the right to revise or cancel this Decentralized Selection Delegation Agreement in the event of changes to civil service laws, rules, regulations, CalHR Selection Division policies and/or due to non-compliance.

The **DEPARTMENT** agrees to comply with all applicable civil service laws, rules, regulations and CalHR policies.

The **DEPARTMENT** shall adhere to the processes, procedures and requirements included in this Decentralized Selection Delegation Agreement.

The **DEPARTMENT** agrees to work in partnership with CalHR Selection Division to implement and administer the Decentralized Selection Delegation Agreement.

The **DEPARTMENT** understands the delegated functions identified in this agreement are subject to compliance reviews by the State Personnel Board.

The **DEPARTMENT** understands this agreement will be reviewed annually.

In the event of a change in departmental management, the **DEPARTMENT** agrees to notify CalHR Selection Division by email through to the SD.Delegation@calhr.ca.gov e-mail address, to revise their current Decentralized Selection Delegation Agreement. This will ensure that new management is advised of their role, responsibilities, required training, and authority in the decentralized selection process. Departments must inform CalHR of the within 30 days of the departmental management change(s).

SIGNATURE PAGE

I hereby agree to the Terms of this Delegation Agreement and will adhere to the requirements as set forth in this agreement. I hereby understand that failure to adhere to the conditions of the delegation agreement may result in removal of examinations, retraction of eligible lists, cancellations of certifications, special investigations, nullification of appointments, and/or removal of partial delegation, and up to removal of full delegation.

Electronic Signatures are deemed to be equivalent to a wet signature on this delegation agreement.

California Department of Human Resources Signatures:

 Steve VanKrevelen
 Acting Chief of Selections
 California Department of Human Resources

 DATE

 Adria Jenkins-Jones
 Chief Deputy Director
 California Department of Human Resources

 DATE

 Eraina Ortega
 Director
 California Department of Human Resources

 DATE

The below signatures indicate the Departments' acceptance of the terms and conditions of this Delegation Agreement.

 NAME (Printed)
 Personnel Officer

 Signature

 DATE

 NAME (Printed)
 Administration Chief

 Signature

 DATE

 NAME (Printed)
 Executive Officer/Director

 Signature

 DATE