



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)

Attached are the following materials relating to SROA:

1. UPDATED LISTING OF CURRENT SROA LIST I AND II CLASSES

Asterisks will indicate newly added classes; strike outs indicate classes removed. This listing is for informational purposes only and reference to it does not take the place of SROA clearance procedures.)

2. REVISED SROA PROGRAM POLICIES AND PROCEDURES

The attached SROA Program Policies and Procedures supersede the previous SROA policies and procedures effective immediately. Departments are responsible for advising all employees involved in the hiring process of the revised SROA policies and procedures. Following is a list of the most significant changes included in this revision.

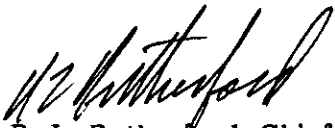
<u>Reference</u>	<u>Section Title</u>	<u>Policy/Procedure Change</u>
11.A.6	Administrative Responsibility	DPA Representative
11.B.5	Administrative Responsibility	SPB Representative
Attachment I	Job Placement Questionnaire	Revised Form (2/86)

3. REMINDER TO ALL DEPARTMENTS

- a. The attached listing of classes on SROA was complete as of April 30, 1987. This listing is provided for informational purposes only and cannot be used in lieu of SROA clearance procedures. Updates will be issued periodically.
- b. Limited-term appointments are subject to SROA. See SROA Policies and Procedures IX.C.

- c. At the beginning of the recruitment process, departments are responsible for requesting reemployment and SROA lists regardless of the source of a regular certification for the class of hire. See SROA Policies and Procedures V. B. and D.
- d. SROA and Limited Examination Appointment Program (LEAP) hires interact as follows. Before a LEAP eligible can be hired initially, any reemployment or SROA list for the class of hire must be cleared first. When a LEAP eligible has successfully completed the TAU period and the department wishes to transition him/her into permanent status, an SROA exemption must be requested and approved.
- e. There is no difference in the clearance procedure for List I and List II classes. Contacting and hiring List II eligibles is not optional. They are to be given the same consideration as List I eligibles.
- f. Departments must secure the Department of Personnel Administration approval for participation in the SROA program prior to submitting employee names for placement. If necessary a meeting may be arranged to discuss any exceptional requests a department may have.

All State departments are required to fill vacant civil service positions in accordance with the revised SROA Program Policies and Procedures. No department is exempted from the program nor will blanket exceptions be granted.



R. L. Rutherford, Chief
Personnel Services Branch

Attachments

STATE RESTRICTION OF APPOINTMENTS (SROA) PROGRAM
POLICIES AND PROCEDURES

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STATE RESTRICTION OF APPOINTMENTS (SROA) PROGRAM
POLICIES AND PROCEDURES

I. INTRODUCTION

This memorandum outlines the revised policies and procedures that departments must follow under the Department of Personnel Administration's (DPA) State Restriction of Appointments (SROA) program. Authority for the program is provided under Government Code Sections 19998 and 19998.1. The SROA program is intended to assist in the placement of surplus employees facing layoff or whose positions have been or are about to be changed substantially or eliminated due to management initiated changes.

The SROA procedures apply to all appointments (including new hires, promotions, permissive reinstatements, transfers, voluntary demotions, and training and development assignments) to classes identified by the Director as being appropriate due to staff reductions. Exceptions are discussed in Section VIII and IX of these Policies and Procedures.

II. ADMINISTRATIVE RESPONSIBILITY

A. The DPA is responsible for administering the SROA program, and retains responsibility for the following:

1. Developing and maintaining the SROA policy.
2. Making the initial determination that a department has surplus employees who are eligible for the SROA program.
3. Approving individual employees for participation in the SROA program.
4. Reviewing and ruling on requests for exception to SROA List I.
5. Reviewing and ruling on appeals from decisions of the SROA Unit at the State Personnel Board (SPB).
6. Determining and implementing appropriate corrective actions for SROA policy violations.

Questions regarding the above may be addressed to:

Department of Personnel Administration
Personnel Services Branch
1115 11th Street D-22
Sacramento, CA 95814
Attention: R. L. Rutherford
324-0439 (ATSS 454-0439)

B. SPB has been delegated responsibility to implement and carry out the restriction of appointments policy. SPB has established the SROA Unit to oversee the following activities:

1. Maintaining and issuing to hiring departments employment lists containing the names of surplus employees.
2. Auditing all appointments to SROA List I and II classes for compliance with the restriction of appointments policy.
3. Adding classes to and removing them from SROA Lists I and II.
4. Providing current restriction of appointments information and training to departments.
5. Reviewing and ruling on requests for exception to SROA List II.

The SROA Unit is located at 801 Capitol Mall, IMS E-9, Room 332, Mail Station #38. The telephone numbers are as follows:

SROA Coordinator: Carole Dobbins, 324-0398 (ATSS 454-0398)

SROA Clerk: Pam Kaser, 324-0378 (ATSS 454-0378)

III. DETERMINATION OF SROA ELIGIBILITY

A. RECOGNITION OF SURPLUS

In order for surplus employees to be considered for SROA eligibility, the DPA must first recognize that a surplus exists and that unless eliminated would result in a layoff in the department. Accordingly, departments which have surplus employees and wish to place them through the SROA program should discuss their situation with the DPA. Requests for SROA eligibility are to be submitted to the DPA in writing and must include specific classes which have surplus employees, the number of positions to be eliminated in each class, the names and seniority scores of employees impacted in each class, and departmental plans or options for internal placement.

- If it appears that a layoff will take place, the 3001 process must be started before the surplus employees will be approved for SROA.
- If the surplus can be placed in the department through involuntary transfer (class and/or relocation) the DPA will review on a case-by-case basis to determine if SROA could benefit the employee and/or the department.
- If an entire program is leaving State jurisdiction, such as County opt-outs, and all employees are to be provided with positions in the new jurisdiction, SROA eligibility will not be routinely granted, but will be reviewed on a case-by-case basis.

B. SROA ELIGIBILITY CRITERIA

1. Only the lowest senior employees in classes identified as having surplus employees within the department and area of layoff are eligible for the SROA program. Eligibility will be approved based on the anticipated action related to the surplus employees, and may be restricted by class and location.
2. Because only employees facing layoff/demotion, relocation or reclass are eligible for placement on SROA lists, those who choose to participate in the program are expected to make every effort to secure a position by:
 - a. Responding honestly to contacts;
 - b. Preparing properly and presenting themselves well at interviews;
 - c. Making a clear appraisal of their existing skill and abilities, interest in learning new skills, and interest in the position for which they are interviewed; and
 - d. Clearly stating interest or waiver of the position.

SROA will not be used for arbitrary job searching or as a means to make desired career changes which reach beyond the intent of the SROA program. State employees retain permissive transfer rights for those types of job changes. The DPA will remove from SROA those employees who misuse their eligibility.

3. Employees will not be placed on inactive status once their name is active on SROA. Exceptional circumstances will be evaluated on a case-by-case basis.
4. Employees may update information such as addresses or telephone numbers at any time by writing to the SROA Unit.
5. SROA eligibles may exercise an unlimited number of waivers of appointment from SROA lists. However, eligibles should be cautioned that their eligibility is strictly limited to 120 days and they should avail themselves of all employment opportunities.
6. Departments must notify the DPA and the SROA Unit when their surplus has been eliminated so that their employees' names may be removed from SROA Lists.

C. LENGTH OF SROA ELIGIBILITY

1. LAYOFF/DEMOTION/INVOLUNTARY TRANSFER: SROA eligibility is limited to 120 days prior to projected date of 3001 completion or the established layoff/transfer date, whichever is later.
2. EXTENSIONS OF SROA ELIGIBILITY: Extensions to SROA eligibility will not be routinely granted and are subject to the review and approval of the Director, Department of Personnel Administration.

D. ESTABLISHING SROA LIST ELIGIBILITY

1. DPA will notify the SROA Unit at the SPB when individuals are approved for SROA participation.
2. Participation in the SROA Program is voluntary. Eligible employees who choose to participate must complete the SROA JOB PLACEMENT QUESTIONNAIRE (See Attachment #1) and return it to their personnel office. The Questionnaire will then be forwarded to the SROA Unit at the SPB. This form provides all information necessary to place the employee on appropriate SROA Lists. It is the department's responsibility to provide employees with the form, to explain to them the nature of the SROA program, and to forward the completed form to the SPB. Departments cannot require employees to complete the Job Placement Questionnaire or forward a questionnaire without the full consent and understanding of the employee.
3. A limited number of positions in restricted classes may be specially funded under the Career Opportunities Development (COD) Program. Legally these positions can be filled only by persons who meet special eligibility requirements. In order to determine whether surplus employees are eligible to be considered for these positions, they must fill out and submit the SROA COD PROGRAM ELIGIBILITY FORM (See Attachment #2) to the SROA Unit. The departments should provide this form to employees at the same time that they provide the Job Placement Questionnaire.
4. Upon receipt of DPA approval for participation and the completed Job Placement Questionnaire, the SPB SROA Unit will place the employee on the appropriate SROA List(s).
 - a. Departments must be aware that if a surplus employee has been working in an inappropriate class, or has not been performing duties typical to his/her current class, it is possible that the employee will not be as competitive as others on the same SROA List. (Hiring departments will not be responsible for resolving another department's classification problems through the SROA program.)

- b. Departments should recommend appropriate SROA List II classes to the DPA when requesting that their employees be considered for SROA eligibility. Departments should also review the work histories of their surplus staff in order to help establish SROA List II eligibility which might be appropriate for an individual but not necessarily all surplus staff in a given class. SROA List II eligibility will be granted for those classes which most closely correspond to the employee's personal skills and experience along with transfer classes related to the class of layoff.

IV. REEMPLOYMENT LISTS

Reemployment lists take precedence over SROA Lists. The order of preference in certifying eligibles shall be: Subdivisional Reemployment List, Departmental Reemployment List, General Reemployment List, SROA List, followed by other promotional and open lists.

1. If the appointment is to be made from a General Reemployment List, the appointment may be made from one of the three persons standing highest on the list. If fewer than three names are on the General Reemployment List, appointment may be made from the persons on the Reemployment List or the persons on the SROA List.

V. SROA LISTS - GENERAL INFORMATION

A. RESTRICTED CLASSIFICATIONS

The classes included under the restriction of appointments policy will be placed on either SROA List I or II, depending on the extent to which they are related to classes included in potential layoffs.

1. LIST I consists of all classes included in the anticipated layoffs. SROA List I on a certification will contain the names of surplus employees who are currently in that class.
2. LIST II consists of classes that either have a general relationship to classes included in anticipated layoffs or represent alternate placement opportunities for surplus employees. SROA List II on a certification will contain the names of employees as recommended by the department and approved by the DPA and the SPB.

Note: A class may be on both SROA List I and II at the same time. This may occur where the class has surplus employees and is also considered an alternative placement opportunity for surplus employees in other classes.

3. Departments will be issued SROA certifications containing all available names for the class. Departments are only required to clear the names of employees specifying a location preference for the county in which the vacancy exists and the time base requested.

4. Rule of the list applies to surplus list certification. Any employee on an SROA List may be hired regardless of whether they are a List I employee or a List II employee.

B. REQUESTING SROA LISTS AND DOCUMENTING CONTACTS

Hiring departments are responsible for requesting reemployment and SROA Lists regardless of the source of a regular certification for the class.

1. Certifications issued by the SPB Central Certification Unit will include the names of all SROA eligibles in the data base on the date the certification is ordered. Contacts are documented on the certification and reported to the SPB in accordance with regular certification clearance procedures.
2. If certifications are issued by SPB field offices or by the department through delegated testing or decentralized certification, the department must contact the SPB SROA Unit and order a SROA List for the class.

The SROA Unit will issue an informational copy of the SROA List for the class requested. Departments must document contacts on the informational list and send a photocopy of the list to the SROA Unit when the clearance process is completed. (See V-D, Updating SROA Lists and V-E, Clearance of SROA Lists.)

3. Contacts to SROA eligibles are valid for the same period of time as contacts to any other list eligibles.

C. CONTACT OF ELIGIBLES

1. All contacts to employees should be made in writing. Telephone contacts may be made if verified in writing. Form SPB 617, SROA Clearance and Waiver Form, should be used for this purpose. Departments may order forms by submitting a request in writing to the State Personnel Board Supply Unit, 801 Capitol Mall, Mail Station #90.
2. Employees are to be allowed a reasonable time to respond to inquiries as provided for by SPB Rules 258 and 260. The minimum amount of time that may be given to respond is 48 hours.

D. UPDATING SROA LISTS

The number of names on an SROA List will vary depending on the daily status of surplus staff in the State. SROA Lists will be updated as changes take place.

In order to maximize exposure of SROA eligibles to vacancies while maintaining an acceptable timeframe in the recruitment and hiring process, the below procedures are to be followed for all appointments which are subject to the SROA program.

1. At the beginning of the recruitment process, the SROA List is ordered, eligibles contacted and those that are interested are scheduled for interviews.
2. Prior to completing the recruitment process, making a hiring commitment to anyone other than a reemployment or SROA eligible, or requesting a special exception, the SROA Unit will be contacted to request an updated SROA List of additional names. SROA eligibles who have been added to the restricted class are to be contacted and given full benefit of the interview process.
3. The initial SROA List and the SROA update will fulfill the department's responsibility in the use of the SROA program providing neither the SROA List nor the contacts expire. The second SROA contact is documented on the certification as "SROA List updated (date)," along with the new names and results of contacts. If there are no additions to the SROA List, the department will enter "No Additional Names."
4. The second contact to the SROA Unit must be made even if there were no names at the time of the first request.
5. No SROA update is required if the department is hiring an employee from the reemployment or SROA List for the class.

E. CLEARANCE OF SROA LISTS

1. A name may be cleared from a SROA List for any of the following reasons:

The employee (1) has been hired by an agency other than the one in which he/she is designated as being surplus (HS); (2) waives eligibility for appointment (AW); (3) does not respond to the contact (IDNR); (4) does not appear for work or interview (IDNA); or (5) is hired from this certification (H).

2. In addition, departments may be allowed to clear the name of an SROA eligible by Special Exception ("S.E.") See IX, Special Exceptions to SROA.

F. INTERCHANGEABLE POSITIONS

When a department is attempting to fill interchangeable positions (e.g., Staff Services Analyst/Associate Governmental Program Analyst or Graduate Legal Assistant/Legal Counsel/Staff Counsel I, etc) and it clears the SROA List for one class, it must request and use the SROA List for other class or classes in the series. No new employees will be hired while there are surplus employees in the interchangeable classes.

G. DEPARTMENTAL RESPONSIBILITIES

1. Recruitment

Hiring departments are required to make a good faith effort to fill vacancies with employees through appropriate use of the SROA Lists. When filling vacancies which are subject to SROA, appointing authorities will:

- a. Order the SROA List at the beginning of the recruitment process in order to give SROA eligibles an opportunity to compete equally with other candidates.
- b. Update the SROA List prior to completing interviews in order to give additional SROA eligibles an opportunity to compete. (See V-D, Updating SROA Lists).
- c. Confirm that the duties of the position are appropriate to the classification being recruited.
- d. Recognize that a reasonable training period, typically the length of probation, is a part of the selection process.

2. Hires

All SROA hires are to be reported to the SROA Unit immediately so that names can be removed from SROA Lists in a timely manner.

3. Non-Restricted Classes

If departments have vacancies in classes that are not restricted on SROA List I or II, they are encouraged to consider surplus employees for those vacancies. The SROA Coordinator will attempt to provide lists of interested and qualified employees for vacancies in a variety of nonrestricted classes when requested.

VI. APPOINTMENT OF SURPLUS EMPLOYEES

A. REEMPLOYMENT/SROA LISTS

Appointment transactions will be one of the following:

1. An appointment from the Reemployment List for the class.

2. An appointment from the SROA List.
3. For surplus employees not yet laid off, an appointment by transfer after clearance of any existing Reemployment List for the class.
4. For surplus employees who have been laid off but who are not yet on Reemployment Lists, a reinstatement after clearance of any existing Reemployment List for this class.

B. REGULAR EMPLOYMENT LISTS

After any existing Reemployment List has been cleared, surplus employees may be appointed from any regular list upon which they have eligibility and are reachable without clearance of the appropriate SROA Lists. These appointments must be approved in advance by the SROA Coordinator.

C. DIRECT CONTACT OF SURPLUS EMPLOYEES

If a department has identified and wishes to hire a surplus employee, they may do so without clearance of the SROA List. It is not necessary to wait until the employee's name appears on the SROA List. The SROA Unit is to be contacted, however, for verification of the employee's eligibility for SROA and to remove the employee's name from the system. Surplus employees may directly contact departments and obtain appointments if desired. They do not have to be referred by a SROA certification.

D. PROBATIONARY PERIODS

Departments may require surplus employees hired from SROA Lists to serve a new probationary period. Employees rejected during probation would be returned to their former department and would again become subject to layoff action.

E. APPOINTMENT AUDIT PROCEDURES

All appointments to SROA List I and II classes are subject to audit by the DPA and/or the SROA Unit for proper documentation of appointments and clearances. When incomplete documentation or unapproved exceptions to SROA policy are identified, follow-up action with departments will be taken.

VII. CORRECTIONS OF POLICY VIOLATION

- A. When the audit process reveals a departure from the restriction of appointments requirements, and the apparent violation is the result of a clerical or procedural error, the error will be corrected.
- B. If a true policy violation exists, it will be specifically identified to the department along with the appropriate corrective action. Corrective action may include rescinding the appointment.

- C. When an appointment is to be rescinded, the DPA will notify Personnel Services Division at the State Controller's Office and the SROA Coordinator.

VIII. SROA POLICY EXEMPTIONS

The following types of appointments are not subject to the SROA policy and require no prior approval providing the stated criteria are met.

- A. APPOINTMENT FROM A REEMPLOYMENT LIST
- B. MANDATORY REINSTATEMENT TO SAME CLASS - SAME DEPARTMENT
- C. INTRADEPARTMENTAL TRANSFER TO SAME CLASS
- D. TO FULL-TIME FROM A REDUCED WORKTIME PROGRAM - SAME DEPARTMENT/SAME CLASS

Applies only to permanent full time employees who:

- 1. Voluntarily reduced their time base under the Reduced Worktime Act, and;
- 2. Are returning to full-time work in the same class under the same appointing power.

- E. PROMOTIONS IN PLACE

Applies only when all of the following criteria are met:

- 1. There is no true vacancy, and
- 2. There is no change of position, assignment or supervisory/subordinate relationship of employee, and
- 3. The promotion is clearly identified as typical in cases where the employee has reached the fully skilled level within a class series (Staff Services Analyst promoted to Associate level).

Promotions that do not meet the above criteria are subject to the SROA policy and procedures.

- F. RETIRED ANNUITANT

IX. SPECIAL EXCEPTIONS TO SROA

Some types of appointments may be considered for special exception to SROA due to extraordinary circumstances. Special exceptions must be requested in writing and approved in advance. Blanket exceptions will not be granted.

Requests for special exception to SROA List I should be addressed to Personnel Services Branch, at the DPA. Requests for special exception to SROA List II should be addressed to the SROA Unit at the SPB.

NOTE: REQUESTS FOR SPECIAL EXCEPTION TO SROA LIST I FOR APPOINTMENTS TO THE STAFF SERVICES MANAGER I LEVEL AND ABOVE REQUIRE PRIOR AGENCY SECRETARY APPROVAL.

Departments that do not report to an Agency Secretary may submit requests directly to the DPA.

Below are the types of appointments and extraordinary circumstances which may be considered for special exception to SROA.

A. PLACEMENT OF DISABLED WORKER

Transfer to a classification or job situation as recommended and/or approved by a physician, for reasonable accommodation. Requires written narrative request, full explanation of situation and copy of doctor's statement.

B. INTRADEPARTMENTAL TRANSFER - CHANGE IN CLASS

To resolve surplus prior to initiating layoff, providing the surplus has been previously identified in writing to DPA, with a full explanation of the situation, including a departmental plan for placement of surplus staff. Requires written request referring to resolution of surplus.

NOTE: A departmental hiring freeze has no impact on the SROA program and is not an acceptable reason for requesting a special exception to SROA.

C. EMERGENCY AND LIMITED TERM APPOINTMENTS

For project status jobs of short duration when there is no possibility of a permanent appointment. Requires narrative request fully explaining circumstances and a copy of the duty statement.

D. INTERDEPARTMENTAL TRANSFER

1. Substitution of SROA eligible:

The vacancy left behind will provide for placement of a SROA eligible in the department of layoff. Request must include the name and classification of employee to be removed from SROA.

2. Fill behind policy:

The vacancy left behind will provide the same opportunity for a SROA placement as the position being filled. Positions must be at the same level and generally will be in the same class. The request must include a written commitment by the department from which the employee is transferring and copies of both duty statements.

E. REINSTATEMENT AFTER LAYOFF

After layoff, individuals may be permissively reinstated to appropriate classes for which they have no reemployment list eligibility. However, if a reemployment list exists for the class of reinstatement, it must be cleared first. If there is also a SROA List, it need not be cleared if a SROA exception is requested and granted. The exception request should include the name of the individual to be reinstated, the class from which they were laid off, and the name of their former department.

F. OTHER SPECIAL EXCEPTIONS

Requests for special exception based on critical hiring needs will be considered only for the most sensitive positions. Interview of all SROA eligibles is required. Narrative requests must include:

1. The nature of the critical hiring need and why it cannot be met through SROA hiring.
2. The results of all interviews and copies of the applications of all SROA candidates interviewed and the proposed appointee.
3. A copy of the position duty statement and recruitment bulletin.
4. The consequences if an exception is not granted.
5. Whether granting an exception will create a vacancy which can be filled by SROA. If a vacancy results but cannot be filled by SROA, explain.
6. Other positions that have been filled through SROA hires in the last six months.

Departments may be required to submit additional information upon request. Exception requests will be considered in conjunction with the class specification. Critical hiring needs which include extraordinary skill requirements or specialized knowledges and abilities may be subject to classification review.

NOTE: Departments are cautioned not to confuse desirable qualifications with critical hiring needs.

X. SROA INTERACTION WITH THE CAREER OPPORTUNITY DEVELOPMENT (COD) PROGRAM

A. COD CONTRACT PLANNING

It is not the intent of the SROA program to unduly interfere with the COD program. However, since it does not make good sense to be hiring new employees into classes which have a significant number of surplus employees facing layoff action, it is very important to consider the impact of the SROA program when planning and developing COD

contracts. As a general principle, departments should not be contracting for positions in classes with large numbers of surplus employees needing to be placed. Since many COD classes are not on restriction and others such as Office Assistant I and II have sufficient turnover, meaningful COD contracts may still be developed.

B. COD COORDINATION WITH SROA UNIT

To help ensure that appropriate consideration is given to SROA issues, the COD Unit at the Personnel Board will consult with the SROA Coordinator before finalizing COD contract proposals. The SROA Coordinator will provide information on the status of SROA lists and on expected surplus employees in the future. This will assist the COD Unit and departments in making appropriate decisions as to which classes to include in their contracts in order to avoid conflicts with the SROA program. It is expected that once contracts are approved, transitioning problems for COD trainees will be minimal.

C. INITIAL HIRES INTO COD-FUNDED POSITIONS IN RESTRICTED CLASSES

Since it is possible that COD eligibles may be on SROA Lists, SROA Lists must be screened for eligibles. If eligibles are found, they must be hired or cleared before other lists may be used. WIN/COD eligibles will be flagged "9" and COD/REHABILITATION eligibles will be flagged "H" on SROA Lists for easy identification. If an SROA List does not contain any COD eligibles, it may be bypassed and other employment lists used. Any questions concerning whether individuals flagged on SROA Lists possess the eligibility requirements should be directed to the COD Unit at the Personnel Board at 445-1901 (ATSS 485-1901).

D. TRANSITIONING COD EMPLOYEES INTO PERMANENT POSITIONS IN RESTRICTED CLASSES

After employees in COD-funded positions have served their appropriate training period, they may be transitioned to permanent civil service positions as follows:

1. Employees who were hired into status classes from eligible lists may transfer to permanent positions in the same class without first clearing SROA Lists. (Intradepartmental transfers in the same class are exempt from SROA.)
2. Employees who were hired into TAU classes and who are required to complete in an examination in order to transition, may be hired into permanent positions only after SROA Lists have been cleared.

CALIFORNIA STATE PERSONNEL BOARD

JOB PLACEMENT QUESTIONNAIRE
STATE RESTRICTION OF APPOINTMENTS PROGRAM
 SPB 360 (2/86) PAGE 1

DATE _____

The State Personnel Board is helping State employees to find new jobs when they are faced with layoff or demotions due to reduction in State civil service positions. The Board will refer these employees to State service vacancies that are 1) in the employee's current classification, 2) in the demotional patterns from the employee's current class, and 3) in other related classes. The State Personnel Board will refer you to other departments who will contact you for their vacancies. This service will be provided to you for 120 days from the date your name is placed on an SROA list.

Participation in the SROA Program is voluntary. If you wish to participate, please complete each page of the questionnaire. Use Page 2 of this questionnaire to indicate any education or experience you have that would specifically qualify you for a job outside of your current occupation. Completed questionnaires should be returned immediately to your departmental personnel office. You can attach your resume to this form.

LAST NAME	FIRST NAME	MIDDLE INITIAL	SSA #	WORK TELEPHONE NUMBER AREA CODE ()
CURRENT CLASS	CURRENT SALARY RANGE: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C		CURRENT DEPARTMENT	(LEAVE BLANK)
HOME ADDRESS	CITY	ZIP CODE	HOME TELEPHONE NUMBER AREA CODE ()	

PLEASE INDICATE THE LOWEST SALARY THAT YOU WOULD ACCEPT FOR ANOTHER STATE JOB:

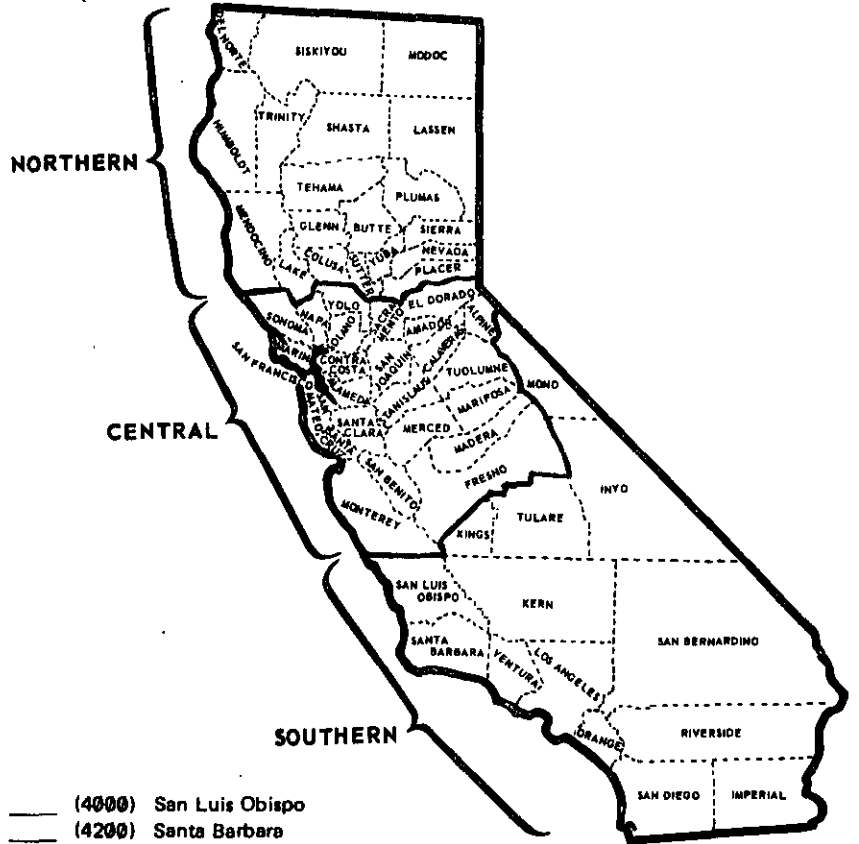
PLEASE INDICATE YOUR INTEREST BY CHECKING THE APPROPRIATE BOX:

TIME BASE:	LANGUAGE FLUENCY:	Interested in appointment to a position requiring a second language.	
<input type="checkbox"/> 58 - Full time only	I am fluent in:	<input type="checkbox"/> E1 - Chinese-Cantonese dialect	<input type="checkbox"/> A1 - Mexican-Spanish
<input type="checkbox"/> 68 - Part time only	<input type="checkbox"/> C1 - Tagalog	<input type="checkbox"/> D1 - American Sign	<input type="checkbox"/> G1 - Braille
<input type="checkbox"/> 28 - Full time or part time	<input type="checkbox"/> B1 - Japanese	<input type="checkbox"/> F1 - Portuguese	<input type="checkbox"/> H1 - Korean
			<input type="checkbox"/> J1 - Vietnamese

LOCATIONS IN WHICH YOU ARE WILLING TO WORK:

PLEASE CHECK YOUR CHOICES - YOU WILL NOT BE OFFERED A JOB IN LOCATIONS NOT CHECKED. HOWEVER, IF MORE THAN 15 LOCATIONS ARE CHECKED, YOU WILL BE CONSIDERED AVAILABLE FOR WORK ANYWHERE IN THE STATE.

- (8004) ANYWHERE IN THE NORTHERN AREA
OR make Northern county selections.
- (0400) Butte (3100) Placer
- (0600) Colusa (3200) Plumas
- (0800) Del Norte (4500) Shasta
- (1100) Glenn (4600) Sierra
- (1200) Humboldt (4700) Siskiyou
- (1700) Lake (5100) Sutter
- (1800) Lassen (5200) Tehama
- (2300) Mendocino (5300) Trinity
- (2500) Modoc (5800) Yuba
- (2900) Nevada
- (8001) ANYWHERE IN THE CENTRAL AREA
OR make Central county selections.
- (0100) Alameda (3400) Sacramento
- (0200) Alpine (3500) San Benito
- (0300) Amador (3800) San Francisco
- (0500) Calaveras (3900) San Joaquin
- (0700) Contra Costa (4100) San Mateo
- (0900) El Dorado (4300) Santa Clara
- (1000) Fresno (4400) Santa Cruz
- (2000) Madera (4800) Solano
- (2100) Marin (4900) Sonoma
- (2200) Mariposa (5000) Stanislaus
- (2400) Merced (5500) Tuolumne
- (2700) Monterey (5700) Yolo
- (2800) Napa
- (8011) ANYWHERE IN THE SOUTHERN AREA
OR make Southern county selections.
- (1300) Imperial (2600) Mono
- (1400) Inyo (3000) Orange
- (1500) Kern (3300) Riverside
- (1600) Kings (3600) San Bernardino
- (1900) Los Angeles (3700) San Diego
- (4000) San Luis Obispo
- (4200) Santa Barbara
- (5400) Tulare
- (5600) Ventura



PLEASE NOTIFY THE PERSONNEL BOARD PROMPTLY . . . IN WRITING . . . OF ANY CHANGE IN THE INFORMATION PROVIDED ABOVE.
 CU:CR-9

**JOB PLACEMENT QUESTIONNAIRE
STATE RESTRICTION OF APPOINTMENTS PROGRAM
SPB 360 (2/86) PAGE 2**

EDUCATION

NAME OF SCHOOL	COURSE OF STUDY	UNITS	DEGREE

CERTIFICATES OR LICENSES

EXPERIENCE

FROM	TO	JOB TITLE AND DESCRIPTION	SALARY	EMPLOYER

I am aware that my participation in the SROA program is voluntary.

EMPLOYEE SIGNATURE

DATE

PRIVACY STATEMENT

AGENCY NAME: State Personnel Board (SPB).

UNIT RESPONSIBLE FOR MAINTENANCE: State Restriction of Appointments Unit, 801 Capitol Mall, P.O. Box 944201, Sacramento, CA 94244-2

AUTHORITY: Government Code Section 19998.1 is the authority for the establishment of the State Restriction of Appointments Program.

PURPOSE: The information you furnish will be used to add your name to restricted lists.

PROVIDING INFORMATION: Participation in the State Restriction of Appointments Program is voluntary. If you choose to participate, it is required that you provide all information requested on page 1 of this form. Other information requested on the form is voluntary.

ACCESS: When submitted to the State Personnel Board your completed State Restriction of Appointments Form becomes confidential information and the property of the Board. Only authorized personnel directly involved in the selection process will be allowed access.

EDUCATION

NAME OF SCHOOL	COURSE OF STUDY	UNITS	DEGREE

CERTIFICATES OR LICENSES

EXPERIENCE

FROM	TO	JOB TITLE AND DESCRIPTION	SALARY	EMPLOYER

I am aware that my participation in the SROA program is voluntary.

EMPLOYEE SIGNATURE

DATE

PRIVACY STATEMENT

AGENCY NAME: State Personnel Board (SPB).

AGENCY RESPONSIBLE FOR MAINTENANCE: State Restriction of Appointments Unit, 801 Capitol Mall, P.O. Box 944201, Sacramento, CA 94244-2010.

AUTHORITY: Government Code Section 19998.1 is the authority for the establishment of the State Restriction of Appointments Program.

PURPOSE: The information you furnish will be used to add your name to restricted lists.

PROVIDING INFORMATION: Participation in the State Restriction of Appointments Program is voluntary. If you choose to participate, it is required that you provide all information requested on page 1 of this form. Other information requested on the form is voluntary.

ACCESS: When submitted to the State Personnel Board your completed State Restriction of Appointments Form becomes confidential information and the property of the Board. Only authorized personnel directly involved in the selection process will be allowed access.

CALIFORNIA STATE PERSONNEL BOARD

STATE RESTRICTION OF APPOINTMENTS PROGRAM
COD PROGRAM ELIGIBILITY FORM
100-380-A (5/83)

NAME: _____ *SSA # _____
 ADDRESS: _____ HOME PHONE: _____
 DEPARTMENT: _____ OFFICE PHONE: _____
 CLASS TITLE: _____

A limited number of positions in your job classification may be specially funded under the Career Opportunities Development (COD) Program. The COD Program is a special hiring program created under the Welfare Reform Act of 1971. The COD Program subsidizes positions in State departments using State and Federal funds. Legally, these positions can be filled only by candidates who meet special employment and training program eligibility requirements.

So that we can determine your eligibility for the specially funded positions, please check any of the following which may apply to you:

- 9- I am a member of a family receiving welfare assistance under Aid to Families with Dependent Children (AFDC) and I am registered with the county welfare office located:

_____ (Address) _____ (City)

- H- I have a physical or mental disability which has prevented or may prevent me from obtaining employment and I am a client of the Department of Rehabilitation office located:

_____ (Address) _____ (City)

- 9- I am currently working in a WIN/COD funded position.

- H- I am currently working in a COD/Rehabilitation funded position.

- I do not qualify under any of the above.

Please notify the State Personnel Board promptly of any change in eligibility, address, or availability for employment.

PRIVACY STATEMENT

AGENCY NAME: State Personnel Board (SPB).

UNIT RESPONSIBLE FOR MAINTENANCE: State Restriction of Appointments Unit, 801 Capitol Mall, Sacramento, CA 95814.

AUTHORITY: Government Code Section 19998.1 is the authority for establishment of the State Restriction of Appointments Program. The Career Opportunities Development Program was created under the Welfare Reform Act of 1971.

PURPOSE: The information you furnish will be used to determine your eligibility for positions specially funded under the Career Opportunities Development Program.

PROVIDING INFORMATION: Participation is voluntary. If you choose to participate, it is required that you provide all requested information.

ACCESS: When submitted to the Personnel Board your completed COD Program Eligibility Form becomes confidential. Only authorized personnel directly involved in the selection process will be allowed access.

April 30, 1987

CLASSES ON STATE RESTRICTION OF APPOINTMENTS

	<u>List I</u>	<u>List II</u>
Account Clerk II		X
Administrative Law Judge II, Public Utilities Commission		X
Administrative Assistant I		X
Administrative Assistant II	X	X
Administrative Law Judge I, Public Employment Relations Board		X
Administrative Law Judge I, Public Utilities Commission		X
Administrative Law Judge I, State Personnel Board		X
Administrative Law Judge II (Supervisor), Office of Administrative Hearings		X
Administrative Law Judge II (Specialist), Office of Administrative Hearings		X
Administrative Law Judge II, Public Employment Relations Board		X
Administrative Law Judge II, State Personnel Board		X
Administrative Law Judge, U.I.A.B.		X
Administrative Law Judge I, Office of Administrative Hearings		X
Adoptions Case Worker		X
Aging Programs Analyst I		X
Aging Programs Analyst II		X
Air Resources Technician I		X
Alcohol Beverage Control Counsel II		X
Alcohol Program Analyst I		X
Alcohol Program Analyst II		X
Alcoholic Beverage Control Counsel I		X
Area Manager, CAL/OSHA Consultation Service	X	
Assistant Bridge Engineer		X
Assistant Chief Administrative Law Judge, PUC		X
Assistant Civil Engineer		X
Assistant Engineer, Water Resources		X
Assistant Equipment Engineer		X
Assistant General Counsel I, ALRB		X
Assistant General Counsel II, ALRB		X
Assistant Health Physicist		X

April 30, 1987

	<u>List I</u>	<u>List II</u>
Assistant Highway Electrical Engineer		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 Sanitary Engineer	X	
Assistant Seamer	X	
Assistant to the Hospital Medical Director		X
Assistant Transportation Engineer		X
Assistant Transportation Engineer, Caltrans		X
Associate Air Pollution Specialist		X
Associate Budget Analyst		X
Associate Development Specialist (Economic Development)		X
Associate Electrical Engineer		X
Associate Electronics Engineer		X
Associate Environmental Hazards Scientist		X
Associate Equipment Engineer		X
Associate Governmental Program Analyst	X	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 Hygienist	X	
Associate Management Analyst		X
Associate Materials Analyst		X
Associate Mechanical Engineer		X
Associate Mechanical Engineer, Caltrans		X
Associate Medical Coordinator (Pesticide & Worker Health Safety)		X
Associate Motor Vehicle Pollution Control Engineer		X
Associate Personnel Analyst		X
Associate Personnel Analyst, Fair Political Practices Commission		X
Associate Pesticide Review Scientist		X
Associate Program Review Analyst		X
Associate Public Health Biologist		X

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	<u>List I</u>	<u>List II</u>
Associate Safety Engineer	X	
Associate Safety Engineer (Industrial)	X	
Associate Safety Engineer (Mining, Tunneling & Mineral Ind.)	X	
Associate Transportation Engineer, Caltrans		X
Associate Transportation Engineer, Caltrans (Supervisor)		X
Building Maintenance Worker	X	
Building Maintenance Worker (Correctional Facility)		X
Business Management Trainee		X
Business Service Assistant		X
Business Service Officer I (Specialist)		X
Business Service Officer I (Supervisor)		X
Business Service Officer III		X
Business Taxes Representative I		X
Chief Administrative Law Judge, Department of Health Services		X
Chief Hearing Adviser, California Energy Commission		X
Chief, Health & Safety, Department of Health		X
Clerk, California Conservation Corps		X
Collection Agent		X
Community Program Specialist I	X	
Compensation Insurance Specialist		X
Computer Operator		X
Construction Supervisor III		X
Construction Supervisor III, Water Resources		X
Cook I	X	
Cook I (Correctional Facility)		X
Cook II	X	
Cook II (Correctional Facility)		X
Cook, California Conservation Corps		X
Corporation Documents Examiner		X
Data Processing Technician		X
Departmental Safety Coordinator		X
Deputy Attorney General		X
Deputy Attorney, Caltrans		X
Deputy Legislative Counsel I		X
Deputy Legislative Counsel II		X

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List I List II

Deputy State Public Defender I		X
Deputy State Public Defender II		X
Developmental Specialist		X
Disability Evaluation Analyst		X
Disability Insurance Program Representative		X

District Manager, Division of Occupational Safety & Health	X	
Drug Program Analyst I		X
Drug Program Analyst II		X
Editorial Aid	X	
Editorial Technician		X

Employment Program Assistant II		X
Employment Program Representative		X
Energy Project Assistant IV (Various Projects)		X
Environmental Hazards Scientist		X
Environmental Specialist I		X

Equal Employment Opportunity Analyst		X
Executive Secretary I	X	
Fair Employment & Housing Counsel I		X
Fair Employment & Housing Counsel II		X
Fair Political Practices Commission (Enforcement)		X

Fair Political Practices Commission Counsel		X
Food Service Worker I	X	
Food Service Worker I (Correctional Facility)		X
Graduate Legal Assistant	X	
Graduate Legal Assistant, Fair Political Practices Commission		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 Program Technician II		X
Health Services Counsel I		X
Health Services Counsel II		X

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List I List II

Hearing Advisor II, California Energy Commission		X
Hearing Officer I, Agricultural Labor Relations Board		X
Hearing Officer I, New Motor Vehicle Board		X
Hearing Officer I, Occupational Safety & Health Appeals Board	X	
Hearing Officer II, Agricultural Labor Relations Board		X
Hearing Officer II, New Motor Vehicle Board		X
Hearing Officer II, Occupational Safety & Health Appeals Board	X	
Hospital Administrative Resident IV	X	
Hospital Worker	X	
Housekeeper	X	
Industrial Relations Counsel I	X	
Industrial Relations Counsel II	X	
Industrial Relations Representative		X
Information Officer I (Specialist)		X
Information Officer I (Supervisor)		X
Information Officer II		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
Janitor	X	
Janitor Supervisor I	X	
Janitor Supervisor I (Correctional Facility)		X
Janitor (Correctional Facility)		X
Job Agent		X
Junior Industrial Hygienist	X	
Junior Space Planner		X
Junior Staff Analyst (General)		X
Key Data Operator		X
Labor Relations Counsel I		X
Labor Relations Counsel II		X
Laboratory Assistant	X	
Lauderer	X	
Lauderer (Correctional Facility)		X
Lauderer Assistant	X	

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	<u>List I</u>	<u>List II</u>
Laundry Supervisor I	X	
Laundry Supervisor I (Correctional Facility)		X
Laundry Supervisor II	X	
Laundry Supervisor II (Correctional Facility)		X
Laundry Worker	X	
Laundry Worker (Correctional Facility)		X
Law Indexer		X
Legal Assistant	X	
Legal Counsel	X	
Legal Counsel, Fair Political Practices Commission		X
Legal Documents Examiner		X
Legislative Clerk II		X
Licensing Program Analyst I		X
Machine Operator I (General)		X
Mailing Machines Operator		X
Mailing Machines Supervisor		X
Management Services Technician	X	
Medical Consultant I, Department of Health Services		X
Medical Consultant II, Department of Health Services		X
Nursing Consultant III	X	
Nursing Education Consultant		X
Office Assistant II (Cashiering)		X
Office Assistant II (General)	X	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
Office Services Supervisor II (General)		X
Office Technician (Cashiering)		X
Office Technician (General)	X	X
Office Technician (Typing)	X	X
Operations Research Specialist I		X
Operations Research Specialist II		X
Personnel Assistant I		X
Personnel Technician I		X
Pharmacy Assistant		X
Physician & Surgeon		X
Planner		X
Presiding Workers' Compensation Judge		X

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List I List II

Program Assistant (Medical)		X
Program Technician I (Alcoholic Beverage Control)		X
Program Technician I (Business Taxes)		X
Program Technician I (Corporations Licensing)		X
Program Technician I (Criminal Records)		X
Program Technician I (CYA, Records)		X
Program Technician I (Drivers Licensing)		X
Program Technician I (Mobilehomes)		X
Program Technician I (Occupational Licensing, Motor Vehicles)		X
Program Technician I (Traffic Records)		X
Program Technician I (Vehicle Registration)		X
Program Technician I (Motor Vehicle Services)		X
Program Technician I (California Children Services)		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
Public Employment Relations Counsel I		X
Public Employment Relations Counsel 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 IV		X
Public Utilities Counsel I, Public Utilities Commission		X
Public Utilities Counsel II, Public Utilities Commission		X
Purchasing Specifications Analyst		X
Real Estate Counsel I		X
Real Estate Counsel II		X
Records Management Analyst I		X
Records Management Analyst II (Supervisor)		X
Records Manager II		X
Recruitment Manager, State Personnel Board		X

List I List II

Regional Administrative Officer I, Resources Agency		X
Regional Administrative Technician		X
Regional Compliance Officer, Health Facilities Construction		X
Regional Manager, Division of Occupational Safety & Health	X	
Research Analyst I (Demography)		X
Research Analyst I (Economics)	X	
Research Analyst I (Social/Behavioral)		X
Research Analyst I (General)	X	X
Research Manager II (General)		X
Resource Management Technician		X
Retirement Program Specialist I		X
Secretary	X	X
Senior Administrative Law Judge, U.I.A.B.		X
Senior Air Pollution Specialist		X
Senior Electrical Engineer		X
Senior Electronics Engineer		X
Senior Environmental Hazards Scientist (Specialist)		X
Senior Environmental Hazards Scientist (Supervisor)		X
Senior Equipment Engineer		X
Senior Hazardous Materials Specialist (Supervisory)		X
Senior Hazardous Materials Specialist (Technical)		X
Senior Health Physicist		X
Senior Hearing Officer, Department of Social Services		X
Senior Highway Electrical Engineer		X
Senior Industrial Hygienist	X	X
Senior Laboratory Assistant	X	
Senior Law Indexer		X
Senior Mechanical Engineer		X
Senior Medical Coordinator (Pesticide Use & Worker Health Safety)		X
Senior Motor Vehicle Pollution Control Engineer		X
Senior Program Review Analyst		X
Senior Public Health Biologist		X
Senior Safety Engineer (Mining & Tunneling)	X	
Senior Safety Engineer (Industrial)	X	
Senior Special Investigator	X	X

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	<u>List I</u>	<u>List II</u>
Senior Stenographer	X	X
Senior Typist, Legal	X	
Senior Word Processing Technician		X
Service Assistant (Maintenance)	X	
Small Business Assistant I		X
Social Services Consultant I		X
Special Investigator I	X	X
Staff Chemical Engineer, Department of Water Resources		X
Staff Counsel		X
Staff Services Analyst (General)	X	X
Staff Services Analyst, Fair Political Practices Commission		X
Staff Services Manager II (Managerial)		X
Staff Services Manager II (Supervisory)	X	
Statistical Clerk	X	X
Stenographer	X	
Stock Clerk		X
Supervising Air Pollution Specialist		X
Supervising Air Pollution Research Specialist		X
Supervising Air Resources Engineer		X
Supervising Cook I	X	
Supervising Cook I (Correctional Facility)		X
Supervising Electrical Engineer		X
Supervising Equipment Engineer		X
Supervising Hazardous Materials Specialist		X
Supervising Health Physicist		X
Supervising Hearing Officer, Department of Social Services		X
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 III		X
Supervising Public Health Biologist		X
Supervising Special Investigator I	X	

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<u>List I</u>	<u>List II</u>
Supervising Stenographer I	X
Tax Compliance Representative I	X
Telephone Operator	X
Teletypewriter Operator	X
Training Officer III	X
Transportation Analyst	X
Vocational Rehabilitation Counselor	X
Waste Management Engineer	X
Waste Management Specialist III	X
Waste Management Specialist I	X
Waste Management Specialist II	X
Word Processing Technician	X
Workers' Compensation Assistant	X
Workers' Compensation Judge	X

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