

State of California

MEMORANDUM

Agency Secretaries  
Department Directors

Date: January 27, 1989  
Reference Code: 88-119


From: Department of Personnel Administration  
Office of the Director

Subject: State Restriction of Appointments Procedure for  
State Personnel Board Employees

Due to reductions in the budget of the State Personnel Board, the Executive Officer of the State Personnel Board will be placing a number of surplus employees on the State Restriction of Appointments Procedure (SROA) listing. In order to absorb these employees into vacant positions in other departments, we are requesting that you give careful consideration to these employees when filling vacancies in the SROA listed classifications.

We anticipate that there will be a number of employees in the Staff Services Manager I, Staff Services Manager II and Staff Services Manager III classifications on the SROA listing. If any agency, after interviewing all the SROA candidates who have responded as interested, still believes that the SROA candidates will not meet their specific job needs, the agency may request an exception from the SROA procedure by following the instructions in Section IX of Department of Personnel Administration Management Memo 88-15, issued June 8, 1988. All requests for exception to SROA must be accompanied by a position statement for the vacant position, a simple organization chart of the agency which includes the location of the vacant position, a State job application or resume of the interested SROA candidate(s), a State job application or resume of the non-SROA candidate(s) and a brief but concise statement of why the SROA candidate(s) are not being selected for appointment. Requests for special exception to SROA List I for appointments to the Staff Services Manager I level and above require prior Agency Secretary approval before submitting the exception request to the Department of Personnel Administration. Department Directors that do not report to an Agency Secretary may submit exception requests directly to the Department of Personnel Administration.

All requests for exception from SROA or questions about the SROA process should be addressed to Robert L. Rutherford, Manager, Personnel Services Branch, Department of Personnel Administration, 1515 "S" Street, North Building, Suite 400, Sacramento, CA 95814. Mr. Rutherford may be reached by telephone at (916) 324-0439, (ATSS) 454-0439.

  
David J. Tirapelle  
Director

cc: Personnel Management Liaisons