

State of California

M E M O R A N D U M

Date: May 4, 1992
Reference Code: 92-56

To: PERSONNEL MANAGEMENT LIAISONS

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Labor Relations Officers
Personnel Officers
Departmental SROA Coordinators

From: Department of Personnel Administration
Classification and Compensation Division

Subject: Layoff Planning and SROA Developments

The purpose of this memorandum is to remind departments of the need to initiate layoff planning at the earliest possible time and to advise departments of the developments in the SROA process.

Layoff Planning. Departments that have determined it will be necessary to conduct layoffs should contact the Department of Personnel Administration (DPA) as soon as possible to initiate layoff planning. Recent experience has shown that layoffs can require four to eight months, depending on their size and complexity; therefore, it is essential that the process be started as soon as the need is identified. The Classification and Compensation Division (CCD) analysts can assist with questions such as how to determine the areas of lay-off and demotional classes. Questions regarding the seniority computation process should be directed to Leslie Ferguson and staff of the Service and Seniority Unit at (916) 324-0447.

SROA Process. The SROA process is an integral part of the layoff process since it provides employees, whose positions are in jeopardy, with opportunities to locate other positions before they are laid off. During the recent layoffs, experience with SROA proved that the current process, as described in Management Memorandum 90-05, and subsequent memoranda, was in need of some modifications to make it more effective and efficient. (The attachment contains a listing of memoranda that have been issued that pertain to the SROA process.) Some changes have already been initiated in response to departments' suggestions. For example, departments are no longer required to clear SROA lists at the start of the recruitment process and again before making a hiring commitment. Questions regarding the SROA process should be directed to Jerri Martin and the staff of the SROA Unit at (916) 324-0439.



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DPA is now initiating a complete review of the SROA process and related policies in an attempt to develop an improved system. A departmental advisory committee is being convened to assist with this task. Its initial meeting will be on May 7, 1992. Joe Broderick, formerly the Assistant Personnel Officer at the Department of Food and Agriculture, will be working with the advisory committee on the review of the SROA process. He can be reached at (916) 324-9397.

Mike Vargas

Mike Vargas
Layoff Coordinator

Attachment

ccd/C12493



SROA POLICY AND PROCEDURE MEMORANDA

Management Memorandum 90-05 (Effective September 27, 1990)

Subject: State Restriction of Appointments (SROA) Policies and Procedures

Personnel Management Liaison Memorandum 91-36 (June 28, 1991)

Subject: SROA Procedures

Management Memorandum 91-03 (August 2, 1991)

Subject: SROA Update #1

Personnel Management Liaison Memorandum 91-60 (August 26, 1991)

Subject: SROA Update #2 - Employment of Legislative Employees

Personnel Management Liaison Memorandum 91-62 (September 20, 1991)

Subject: SROA/Surplus Monthly Hire Report

Personnel Management Liaison Memorandum 91-63 (September 23, 1992)

Subject: Employees on Limited-Term and Training and Development Assignments
During a Layoff

Personnel Management Liaison Memorandum 91-65 (October 5, 1991)

Subject: SROA Update #3

Personnel Management Liaison Memorandum 91-74 (November 19, 1991)

Subject: SROA Update #4

Personnel Management Liaison Memorandum 92-11 (January 24, 1992)

Subject: Reemployment List Update

Personnel Management Liaison Memorandum 92-38 (March 17, 1992)

Subject: SROA Delegation for Legislative Auditor General and the Legislative
Analyst's Office Employees

Personnel Management Liaison Memorandum 92-47 (April 7, 1992)

Subject: Clearance of SROA Lists

