

State of California

MEMORANDUM

Date: June 17, 1992

Reference Code: 92-75

To: PERSONNEL MANAGEMENT LIAISONS

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers
Labor Relations Officers

From: Department of Personnel Administration
Personnel Services Branch

Subject: SROA Form Procedures

The purpose of this memorandum is to clarify questions and issues that have arisen regarding the procedures for completion of the SROA form. Departments may submit SROA forms only for those employees in classes identified for layoff or demotion.

The scannable form streamlines the processing of SROA requests. The form cannot be stapled, folded, or otherwise mutilated. A #2 pencil must be used in completing the form. Only original forms will be processed. Personnel offices are responsible for ensuring that each form is correctly completed prior to their submission to the Department of Personnel Administration (DPA) for processing. It is imperative that all of the information be completed accurately. Departments must be certain that instructions and procedures for completing the SROA form are followed closely since forms will be returned to the department for correction. This will result in delaying the employee's SROA eligibility until the form is corrected and resubmitted for processing.

The bottom portion (pink shaded) of the first page should be completed by the department personnel office. The employee's present class must be entered under the "List I Class Title" and class code under "List I Class Code". Please note that this class code must reflect the employee's current permanent status appointment.

The List II portion is only used for employees in department-specific classes. Under the List II class title and class code areas, enter the approved servicewide or other departmental class which provides the employee's employment opportunities, and most closely matches the List I class. The List II designation is for the State Personnel Board's (SPB) identification purposes only as the List II represents a List I servicewide class for department-specific classes.

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Completed SROA forms should be placed in a sealed envelope clearly marked SROA FORMS, and forwarded to the SROA Unit at DPA. Please make sure your department's name is on the envelope. Upon receipt of the forms, the SROA Unit's staff will review for completeness and determine if the List II class identified is appropriate. The approved SROA forms will be forward to SPB for processing.

Any questions should be directed to your department's SROA coordinator.

JM
Jerrri Martin, Manager
SROA Unit