

State of California

MEMORANDUM

Date: November 16, 1992

Reference Code: 92-110

To: PERSONNEL MANAGEMENT LIAISONS

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Labor Relations Officers
Personnel Officers
SROA Coordinators

From: Department of Personnel Administration
Classification and Compensation Division

Subject: New State Restriction of Appointments (SROA) Policy and Procedure Manual

The purpose of this memorandum is to distribute the new SROA Policy and Procedure Manual, which supercedes Management Memorandum 90-05 (MM 90-05), dated September 28, 1990, and all subsequent Personnel Management Liaisons Memoranda and Management Memoranda pertaining to the SROA Program.

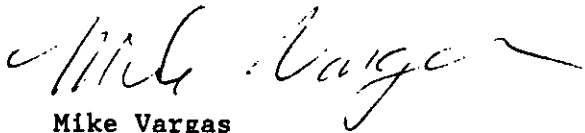
The SROA Manual was developed with the assistance of a committee, established in May 1992, comprised of representatives of the Departments of Corrections, Employment Development, General Services, Motor Vehicles, Parks and Recreation, and Transportation; the Small Departments' Personnel Information Network (SPIN); the State Personnel Board; and the California Conservation Corps. The members represent both layoff and hiring departments; therefore, both perspectives were considered in the development of the SROA Manual. The members suggested policy and procedural changes, many of which are included in the new manual, and they reviewed and critiqued drafts of the manual. The participation of these employees contributed greatly to the success of this project.

The new SROA Manual includes the revisions made to the SROA system since the issuance of MM 90-05, and contains additional significant changes, including new exemptions from the SROA system and new delegations to departments. The organization of the SROA Manual has been changed in an attempt to put the information in a more logical sequence, and an "Index" is provided to assist in using the manual. A two-page "Summary of Transactions Covered by SROA and Exempt from SROA" is attached to the SROA Manual to serve as an easy reference document.

We hope that the new SROA Manual provides improved policy direction in the administration of the SROA program.

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Questions concerning the SROA process should be directed to the SROA Unit at the Department of Personnel Administration at (916) 324-0439 or CALNET 454-0439.



Mike Vargas
Layoff Coordinator

Attachment

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