

State of California

M E M O R A N D U M

TO: PERSONNEL MANAGEMENT LIAISONS **DATE:** October 6, 2003
REFERENCE CODE: 2003-042

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Employee Relations Officers
Personnel Officers
Personnel Transactions Supervisors

FROM: Department of Personnel Administration
Policy and Operations Division

SUBJECT: Departmental Personnel Contact for Service and Seniority Unit

CONTACT: Cindy Schirmer, Supervisor
Service and Seniority Unit
(916) 324-0439
FAX: (916) 324-3248
Email: CindySchirmer@dpa.ca.gov

The Service and Seniority Unit (SSU) is currently responsible for computing and checking a very large number of seniority scores within short time frames for departments undergoing layoff. In order to improve our efficiency, we are notifying departments of some procedural changes.

Departmental Contact

We are requesting that departments establish a single departmental contact to work with the SSU. The SSU receives a large number of questions both by phone and mail. We have found that a single contact has proven to be an efficient and effective practice both for us and for department staff. This ensures that the SSU is receiving questions that have been thoroughly researched at the department level. Departments with district personnel staff should direct all calls and correspondence through their headquarters contact.

Please complete the attached form designating your department contact and an alternate. The form should be returned to the SSU by October 10, 2003.

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State Service Verification

At this time, seniority for the purposes of layoff is the SSU's top priority. We recognize that State service verification for other purposes is important. However, until we have fully met the needs of the current reduction effort, requests for State service for other than layoff purposes may be delayed.

We appreciate your efforts in working with us and we will continue to work on solutions to better serve your seniority needs.

Bob Painter, Chief
Policy and Operations Division

Attachment

**DEPARTMENT CONTACT
FOR THE DEPARTMENT OF PERSONNEL ADMINISTRATION'S
SERVICE AND SENIORITY UNIT**

DEPARTMENT NAME:

DEPARTMENT CONTACT NAME AND PHONE NUMBER:

_____	_____
Name	Phone Number

ALTERNATE CONTACT NAME AND PHONE NUMBER:

_____	_____
Name	Phone Number

Please complete and return this form to:

Department of Personnel Administration
Service and Seniority Unit
1515 "S" Street, North Building, Suite 400
Sacramento, CA 95814
FAX: (916) 324-3248