

State of California

M E M O R A N D U M

TO: PERSONNEL MANAGEMENT LIAISONS **DATE:** July 30, 2004
REFERENCE CODE: 2004-033

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers
Labor Relations Officers
Transactions Supervisors

FROM: **Department of Personnel Administration**
 Personnel Services Branch

SUBJECT: State Restriction of Appointments Update to the California
 State Restriction of Appointments Policy and Procedure Manual

CONTACT: Personnel Services Branch
 (916) 323-3343
 FAX: (916) 327-1886
 E-mail: psb@dpa.ca.gov

The purpose of this memorandum is to provide direction on a change to a State Restriction of Appointments (SROA) Program process and provide an update to the SROA Policy and Procedures Manual.

UPDATE TO THE SROA SCANTRON FORM PROCESS

The layoff department is now responsible for completing the SROA Scantron form on behalf of the employee. At the same time an employee's position is designated as surplus, the layoff department will place the surplus employee in the SROA Program for the employee's current classification and the geographic area where the employee is currently employed. Employees will be given an opportunity to request to be removed from the SROA Program without prejudice and without affecting their surplus status. Employees may also elect their preference for other geographic locations they are willing to be employed. Employees, who are eligible for the SROA Program, will remain in such status for up to 120 days.

The layoff department will send the Scantron form to the State Personnel Board (SPB), Certification Unit, to be effective the date the employee receives the official surplus certification letter.

Following are step-by-step instructions to assist departments in following this process change.

Layoff Department's Responsibilities

It is the responsibility of the layoff department to (1) complete an SROA Scantron form, on behalf of the employee, filling in the employee's name, current department, current class, current salary range, social security number, work phone number, current geographical work location; (2) sign (with title) and date the Scantron form; (3) make a photocopy of the SROA Scantron form; (4) send the original SROA Scantron form to SPB, Certification Unit, 801 Capitol Mall, Sacramento, CA 95814 for SROA certification processing; (5) attach the photocopy SROA Scantron form to the employee's Surplus/SROA Certification Letter and deliver it to the surplus employee; (6) send to SPB any future changes regarding the Scantron form; and (7) maintain an SROA Scantron form file for each surplus/SROA employee. Note: The surplus certification letter is revised to provide the employee both their surplus and SROA status information (sample attached).

Surplus/SROA Employee's Responsibilities

After receiving the Surplus/SROA Certification Letter with the photocopied Scantron form attached, each surplus/SROA employee will (1) sign and date (beneath the personnel office signature and date) the photocopied Scantron form; and (2) return the form to his/her department contact person (listed on the certification letter) to maintain on file.

If the surplus employee chooses to be removed from the SROA Program, is interested in an appointment to a position that requires a second language, or wishes SROA status in additional geographical locations, the surplus employee will (1) mark the photocopied Scantron form indicating the SROA status change; (2) sign and date the form (beneath the personnel office signature and date); and (3) return the form to his/her department contact person.

The above revision is now incorporated into the SROA Policy and Procedure Manual. The manual can be accessed on DPA's Web site at the following link:

<http://www.dpa.ca.gov/general/Publications.shtm>

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If you have any questions regarding this memorandum, please have your designated personnel office staff contact the DPA Personnel Services Branch (PSB) at (916) 323-3343 or e-mail psb@dpa.ca.gov.

Jerri Judd, Manager
Personnel Services Branch

Attachment

Surplus/State Restriction of Appointments (SROA) Status Certification Letter

Date: [Enter Date]

To: [Enter Employee's Name]

This letter confirms that effective the date of this letter you are designated surplus and have SROA status in the class of [Enter Class Title] in the geographical location of [Enter Location].

Surplus Status: As a surplus employee you should seek out vacancies in classes you feel qualified for and to which you are eligible to transfer. To assist hiring departments in identifying you as a surplus employee, the Department of Personnel Administration (DPA) has posted your class title on DPA's internet listing of surplus classes.

SROA Status: A SROA Scantron form has already been processed, on your behalf, for placement on hiring certification lists for the class and location listed above. Hiring departments use SROA certification lists to contact eligible employees for interviews when filling vacant positions.

You must sign and date the attached photocopy of your Scantron form (beneath the personnel office signature and date) and return the form to your department contact person listed below. If you choose to be removed from the SROA Program; wish appointment to a position requiring a second language; or elect SROA status in additional geographic locations; please mark the attached photocopy Scantron form indicating the change; sign and date the form; and return the form to your department contact person.

Following are additional rights and responsibilities for your reference:

- Whether you are surplus or on a SROA certification list, you have the same rights for being hired.
- You must attach a copy of this letter to your job application forms and take a copy to your interviews.
- You must respond promptly to all written or telephone contacts from a potential hiring department. If you do not, your eligibility for surplus and SROA status may be removed.
- You must appear for all interviews that you have scheduled. If you do not, your eligibility for surplus and SROA status may be removed.
- You must accept a valid job offer. You may turn down an opportunity to interview with a department as long as you notify the department of your intent. However, if you attend an interview and are offered a position, you must accept the offer or your eligibility for surplus and SROA status may be removed.

[Enter Name with Title, Phone Number, and Email Address] is available to assist you with any questions you may have.

Attachment