



**California Department of Human Resources
Merit System Services
Memorandum**

TO: Department Directors

SUBJECT: Job Analysis and Examination Development Participation Requirements	REFERENCE NUMBER: 2023-001
DATE ISSUED: January 13, 2023	SUPERSEDES:

This memorandum should be forwarded to:

Human Resources Directors
Personnel Officers
HR Analysts

FROM: California Department of Human Resources
Merit System Services (MSS) Program

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This policy memorandum sets forth the requirements and guidelines for subject matter experts (SMEs) in the job analysis and examination development process for MSS classifications in Interagency Merit System (IMS) counties under the authority of the MSS Program.

Consistent with legal and professional merit system standards, valid job analyses are required as the basis for examination development for all classifications. The MSS team is in the process of conducting job analyses and developing new examinations for all MSS classifications, as the current use of Cooperative Personnel Services Human Resources (CPS HR) examinations will end in FY 23/24. As a result, the participation of county level SMEs in the job analysis and examination development process is imperative to ensure job-related and valid assessment tools are available to continue services and recruitment for MSS positions.

County departments are required to provide at least one SME to participate in the job analysis and examination development process for all MSS classifications used within their department. This will ensure representation and feedback is received by all user-county departments.

SUBJECT MATTER EXPERT REQUIREMENTS

Examinations for the establishment of eligible lists shall be competitive and of such



character as fairly to test and determine the qualifications, fitness, and ability of competitors to perform the duties of the class or position for which they seek appointment. All examinations are required to meet MSS selection standards of validity and job-relatedness through linkage to a valid job analysis. The use of SMEs is necessary to ensure the appropriateness and validity of the content in the job analysis, and the development of sound, job-related testing instruments.

SMEs must meet all of the following requirements:

- SMEs are expert-level incumbents and/or supervisors, knowledgeable about the duties and requirements of the job.
- SMEs should be top performers in the job, first-level supervisors or hiring managers.
- SMEs have direct knowledge of the job and know what is required to succeed in the job.
- SMEs must have passed probation.

FAILURE TO PARTICIPATE IN THE JOB ANALYSIS PROCESS

County departments who fail to provide at least one SME, or fail to participate in the job analysis process, will be prohibited from the use of MSS examinations until the county department provides a valid job analysis and demonstrates direct linkage to the MSS job analysis. As a result, non-participatory counties may see direct impact to their ability to recruit for program positions.

Please direct questions regarding information provided in this memorandum to MSSProgram@calhr.ca.gov.

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