

HUMAN RESOURCES MEMORANDUM 08-001		DATE ISSUED: 01/02/2008
SUBJECT: Typing Certification		REFERENCE: None
TO: Personnel Liaisons		SUPERCEDES: HR 02-027

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

The This memorandum provides information and instructions when a vacant position (which requires the ability to type) is filled.

Effective with the issue date of this memorandum, the Office of Human Resources (OHR) requires all new appointments and transfers to a position, which requires the ability to type; and, the potential employee has no prior appointment in a “typing” position, provide proof or evidence that they can type at the minimum words per minute (WPM) required for the position.

A typing certificate is proof or evidence that an individual can type at a speed of not less than that required of the class from ordinary manuscript or printed material. (Review the class specifications for “ability to” or “special requirements”.)

Since the typing certificate is no longer a “minimum qualification” for many clerical classifications, the hiring supervisor must request a copy of a valid typing certificate from the individual at the time of the job offer.

When a Request for Personnel Action (RPA) is submitted to OHR for processing, the Job Opportunity Bulletin (JOB) shall contain the following statement under “Selection Criteria”:

Applicants may need to provide a copy of a valid typing certificate, if a job offer is made, indicating they can type at a minimum of ____ words per minute.

If the RPA indicates that a “Certification of Eligibles” list (STD 664) be ordered, the Certification Specialist shall include a statement to provide a typing certificate on the “Employment Inquiry” (STD 628) sent to each eligible on the certification list. If an appointment is made from a list that is “flagged” for a certificate, the hiring supervisor shall provide a copy of the valid typing certificate to the Certification Specialist who shall clear the list appropriately. When submitting the typing certificate to the Certification Specialist, the hiring supervisor must include the RPA number for the position.

DGS offices do not have the ability to schedule typing tests. If the individual does not possess a valid typing certificate, the hiring supervisor can refer him/her to the following agencies or organizations that administer the typing test:

- State Personnel Board (SPB) at (916) 653-1502. The typing test is administered on Mondays, Tuesdays and Wednesdays in Sacramento. There is a nominal fee of \$5.00. For specific information the web site is: www.spb.ca.gov
- Employment Development Department (EDD) has over 100 job service offices in California. These offices will provide information of schools and organizations that administer the

typing test in their area. The State of California Telephone Directory provides locations and telephone numbers of the EDD's job service offices.

- Business and vocational schools.
- Community colleges.
- High Schools.

Although the JOB and Duty Statement will reflect the typing requirement and the possibility, that if selected, the applicant may need to provide a copy of a valid typing certificate, the hiring supervisor should restate the typing requirement during the hiring interview.

It is suggested that the hiring supervisor also provide a copy of the SPB advertisement to obtain typing certification. To obtain copies of the advertisement, access the SPB web site listed above.

When a selection is made, the hiring supervisor must provide their Personnel Liaison (PL) with the name and social security number of the candidate for potential appointment; and, the OHR Personnel Analyst will verify eligibility by reviewing the candidate's copy of the typing certificate provided at the time of interview or when the candidate provides a copy of the typing certificate following an offer of employment contingent upon a valid typing certificate.

When the job offer is made, the applicant must sign Part B of the Duty Statement. At this time, the hiring supervisor shall request a copy of a valid typing certificate or inform the applicant that s/he must obtain a typing certificate within seven working days and provide it to the supervisor before an appointment can be processed. If the applicant indicates that they cannot perform the essential functions of the job (typing), the hiring supervisor shall withdraw the offer of employment, thank the applicant for their time and proceed to their next "best qualified" applicant. If the applicant fails the typing test, the hiring supervisor shall withdraw the offer of employment.

When the applicant accepts the job offer, the hiring supervisor shall forward the appointee's application and copy of valid typing certificate to the Personnel Transactions Unit (PTU) for processing.

Questions regarding this memorandum should be directed to your assigned OHR Personnel Analyst.

MARIA LOPEZ, Manager

Personnel Operations Section

ML:LLB

cc: Certification Unit
Personnel Transactions Unit
Personnel Analysts