

HUMAN RESOURCES MEMORANDUM 09-032		DATE ISSUED: 9/10/2009
SUBJECT: MANAGER'S AND SUPERVISOR'S RESPONSIBILITY IN THE STATE RESTRICTIONS OF APPOINTMENT (SROA) PROCESS		REFERENCE: None
TO: OFFICE CHIEFS, PERSONNEL LIAISONS, MANAGERS, SUPERVISORS, including CLIENT AGENCIES		SUPERCEDES: None

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Overview

The State Restrictions of Appointment (SROA) assists placement of employees who are in jeopardy of layoff and restricts the methods of appointment available to the appointing power. SROA is a common mitigation tool used when departments are facing staff reductions when positions are designated as surplus.

Because there are changes to the process from the last time the State was in a layoff mode, and because managers and supervisors shoulder a level of responsibility in the implementation of the SROA policies (screening and hiring process), the following depicts those responsibilities.

Effective Date

The effective date for implementation of the responsibilities discussed below is the release date of this memorandum.

Definition

State Restriction of Appointments Program (SROA):

The SROA program is administered by the Department of Personnel Administration (Government Code Section 19998.1) and requires any department filling a vacancy to give hiring preference to employees from other departments who are in danger of layoff.

Surplus:

Surplus means that an employee's classification, program, or location is no longer supported by the department's budget. Employees will receive a surplus notification that they will need to take with them to a hiring interview. An employee designated "surplus" has the responsibility of contacting other departments for an interview. Once an employee is designated surplus, the employee can then request to be placed on SROA. Surplus employees receive the same hiring preference as SROA employees.

What is the difference between SROA and Surplus status?

- SROA Status: The impacted employee's name appears on recruitment certification lists.
- Surplus Status: Employees who are designated surplus must seek out their own job opportunities since they will not receive a contact letter from a certification list.
- Both have the same enhanced hiring rights, therefore, the hiring manager can hire either candidate.

- Every employee on an SROA list is considered surplus for any other classification to which s/he is eligible to transfer.

What is Super SROA?

Two bargaining units (Units 2 and 9) have special SROA provisions that were negotiated into their Memoranda of Understanding several years ago. Hiring departments filling vacancies in classes included in these two units must contact SROA or layoff coordinators in departments laying off employees in these units and provide them with the class titles, salaries, number, and location of vacancies. The hiring departments must fill their vacancies with any qualified employee/s referred by the layoff department/s. To be qualified, an employee must meet the minimum qualifications, have eligibility for the salary level of the vacancy, and be in the same geographic area and bargaining unit. The "same geographic area" has been defined as any county that touches the county in which the vacancy exists. The MOUs provide no exemptions. Refer to the SROA Manual for more information.

Key Changes

1. If a surplus/SROA employee applies for a position in a class other than his/her layoff class, s/he must be considered for employment. If you feel the employee does not possess the qualifications necessary for the class in question, you must seek an exemption from the Department of Personnel Administration's (DPA) SROA Unit. Special exemptions to meet critical hiring needs will be considered only for the most sensitive positions. (DPA Rule 599.854.4). Only those exemptions in Section VI of the SROA Manual are currently delegated to departments.
2. Prior to this memorandum, Personnel Liaisons (PL) were responsible for contacting surplus/SROA departments regarding a vacancy in the classification of surplus/SROA. Effective immediately, the Classification and Pay (C&P) Analyst is responsible for contacting surplus/SROA departments. This is to ensure that surplus/SROA candidates are notified of vacancies.

Actions Needed

Classification and Pay Analyst

- Contacts departments with surplus/SROA classes and provides a Job Opportunity Bulletin (JOB) and Duty Statement at the time the JOB is released
- Ensures that the JOB is posted at least five working days for servicewide classes and at least 10 working days for department-specific classes on all available posting sites (State Personnel Board's (SPB) vacancy listing, DGS' electronic bulletin board, etc.)
- Requests certification list, if applicable
- Verifies candidate eligibility

JOB Contact Person

- Responds to telephone inquiries regarding the JOB
- Provides a copy of the JOB or Duty statement, if requested
- Gathers and screens applications for hiring supervisor and includes all surplus/SROA candidates regardless of the classification (it does not have to be the same classification any longer)
- Verifies eligibility with the C&P Analyst
- Notifies C&P Analyst if surplus/SROA candidate did not respond to contact, appear for interview or refuse job offer

Hiring Manager/Supervisor

- Screens applications for necessary qualifications
- Interviews applicants, including surplus/SROA candidates
- Requests the PL to verify applicant eligibility with C&P Analyst
- If SROA/surplus applicant is not qualified, requests assistance from C&P Analyst in preparing the exemption request to DPA (these require considerable justification – not meeting the desirable qualifications is not an adequate justification)

Surplus/SROA Candidate

- Must make him/herself available for a job interview within a reasonable time or it will constitute a waiver of certification
- Appear for interviews
- Respond to job offers within two working days or it will constitute a waiver and the hiring supervisor may bypass the employee
- Must accept valid job offer or it will constitute a waiver and the hiring supervisor may bypass the employee

Questions

Contact your Personnel Liaison and/or the assigned C&P Analyst for assistance with the surplus/SROA process.

MARIA LOPEZ,
Personnel Officer