

HUMAN RESOURCES MEMORANDUM 11-014		DATE ISSUED: 05/18/2011
SUBJECT: HR MOD STATISTICAL REPORTING PROCESS		REFERENCE: None
TO: Personnel Liaisons and Attendance Clerks		SUPERCEDES: None

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Introduction

The Human Resources Modernization Team (HR MOD) has developed several open online exams for use by all departments. The online examinations are self-certified (meaning the applicant believes he/she meets the minimum qualifications).

Note: Job offers shall not be made until the Office of Human Resources, Classification and Pay (C&P) Analyst has given final approval to the Personnel Liaison.

Purpose

This Human Resources memorandum provides the Personnel Liaisons with HR MOD statistical reporting procedures in order to comply with the requirements of this program.

Open Exam Listing

A current list of HR Mod online exams is available at <https://www.calcareers.ca.gov/> or see attachment D. The list is subject to change.

Process

Step 1. After screening applications, Personnel Liaisons will send an Online List MQ Review Worksheet (Attachment A) along with copies (no faxes) of the applications, resumes, licenses, credentials and certificates (for up to 10 candidates) to the Examination Unit. Hiring supervisors may also interview first and send only the selected candidate's application and worksheet to the Examination Unit. Send packages to:

OHR Examination Unit Online Exams
707 3rd Street, 7th Floor, MS402
West Sacramento, CA 95605

Step 2. Within two work days, the Examination Unit Analyst will review the worksheet and applications and provide the MQ verification results, via email, to the Personnel Liaison and appropriate C&P Analyst.

Step 3. Personnel Liaisons must complete the Hiring Information document to ensure all of the steps are covered (Attachment B); must retain copies of Attachment B for each appointment; and return the Hiring Information document to the Examinations Unit within 10 business days of an HR Mod hire. The form is to include the employee information, hire date and time-base information, hiring process information and the scheduled probation report dates.

- Step 4. The Examination Unit will forward the Online Exam Data Collection Form (Attachment C) to the Personnel Liaisons. The Personnel Liaison will receive a Data Collection Form for each HR Mod classification for their office or agency when a hire has been made from an HR Mod list. Personnel Liaisons will take the data from the Hiring Information document to complete the Online Exam Data Collection Forms. When probation reports are completed, the Personnel Liaison must forward a copy of the Online Exam Data Collection Form back to the Examination Unit.
- Step 5. Approximately every 3 - 6 months the Department of Personnel Administration and State Personnel Board will require the Department to report all probation and hiring information. The Examination Unit will request the completed Data Collection Forms. If there is any missing information on the Online Exam Data Collection Spreadsheets, the Personnel Liaisons will be contacted by the Examination Unit to respond with the needed information by a specified date.

Contact

For questions regarding this memorandum, please contact your OHR C&P Analyst or the Examination Unit.

/s/

Beth Townsend, Personnel Officer
Office of Human Resources

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Attachment D

Online exams co-sponsored by HR Mod and SPB

- Accountant Trainee
- Associate Governmental Program Analyst
- Attorney (Staff Counsel)
- Attorney III - Specialist (Staff Counsel III - Specialist)
- Attorney IV (Staff Counsel IV)
- Auditor I
- Environmental Scientist
- Investigator
- Labor Relations Analyst
- Physician and Surgeon
- Registered Nurse
- Special Investigator
- Staff Services Manager I
- Staff Services Manager II (Supervisory & Managerial)
- Staff Services Manager III

Note: The list above is subject to change