

HUMAN RESOURCES MEMORANDUM 07-022		DATE ISSUED: 07/05/2007
SUBJECT: State Restriction of Appointments (SROA) Lists		REFERENCE: None
TO: EXECUTIVE TEAM; OFFICE CHIEFS; PERSONNEL LIAISONS		SUPERCEDES: None

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

The purpose of this Human Resources memo is to inform programs of the existing State Restriction of Appointments (SROA) list for several classifications. Please be aware that several departments are currently facing staffing reductions. As a result, there are SROA candidates in the classifications of Staff Services Manager I, II, and III.

When ordering a certification list to fill a vacancy in these classifications, these SROA candidates will appear prior to any promotional or open lists. The SROA candidates must be considered in your recruitment process. They will be sent a contact similar to any other candidate on a certification list. If an SROA candidate responds interested, you will not be able to utilize the open or promotional list.

Hiring offices/divisions should:

1. Contact SROA candidates for the class (if there are no reemployment lists or mandatory reinstatements) for the class in which the position is to be filled.
2. Verify that employees who claim to be SROA are listed as such on the certification list and the department is noted as having SROA employees with the Department of Personnel Administration. Please contact your assigned Personnel Analyst to assist you with this.
3. If there is no reemployment list and the SROA list has been cleared, then the position may be filled by a non-SROA employee.

The DPA website lists the impacted departments and classifications under Layoff Information, SROA/Surplus. The Layoff Manual and SROA Policy and Procedure Manual are also available on the DPA website. Please ensure the SROA/surplus policies and procedures are being followed in the hiring process.

For questions regarding this memorandum, please contact your assigned Personnel Analyst.

/s/

MARIA J. LOPEZ, Manager
Personnel Operations Section