Date

Candidate Name

Candidate Street Address

Candidate City, State, Zip

Dear Candidate Name

The Department of General Services is pleased to present you with a conditional offer of employment. An official final offer of employment cannot be extended until you have successfully received clearance for the item(s) marked below and the Office of Human Resources has given approval to proceed with the hiring process. You should not resign or give notice to your current employer until you have received and accepted a final written job offer.

Classification and Salary Range:

Select Classification…

Estimated Monthly Base Salary (and Range, if applicable):

Effective July 1, 2025, the State of California implemented the Personal Leave Program 2025 (PLP 2025) which reduces an employee's monthly salary in exchange for leave credits. The Estimated Monthly Base Salary does not account for the PLP deductions.

Work Shift	Work Schedule Days	Work Schedule Hours
Select..	Monday - Friday	
Tenure	**Time Base**	**Bargaining Unit**
Select..	Select..	

Benefits Information:

As an employee of the State of California, you may be eligible to receive a comprehensive benefits package, including, but not limited to the following:

- Medical benefits, including health, dental and vision insurance.
- Paid holidays and a defined benefit retirement program.
- More than two weeks of vacation after a year of service.
- Health insurance in retirement.

Learn more on the California Department of Human Resources web page at: https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx.

Conditions Required for Employment:

- ☐ Background Clearance
- ☐ Drug Testing Clearance
- ☐ Medical Evaluation
- ☐ Signed Duty Statement (DGS OHR 907)
  A signed duty statement is required for all employees. The duty statement is a description of the tasks, functions and responsibilities of the position to which the employee is assigned. The duty statement identifies the essential and marginal functions of a position; serves as a basis for performance evaluations; identifies training needs; and communicates the clear expectations of the job. Please read the duty statement and sign and date the last page.

Documentation Required on Your First Day to Authorize Employment:

Please bring **originals** of the following documents on your first day:

- **Signed Social Security card**
  (A receipt is acceptable if a new card has been requested, but the actual card must be provided within 60 days of your start date.)

AND

Documentation Required on Your First Day to Authorize Employment (Continued): Rev. (11/2026)

- **Driver's License or California Identification Card**

OR

One of the following:

- U.S. Passport
- Employment Authorization Document *(The EAD card cannot have any terms and conditions, must be NONE or Blank)*
- Permanent Resident Card

AND

- **Driver's License or California Identification Card**

Failure to provide the required documents on your first day may delay the processing of your appointment and may impact the timely payment of your wages.

Note for Current State Civil Service Employees:

DGS will attempt to obtain your documentation from your Personnel File or by contacting your current department. However, if we are unable to retrieve the required documents, you will be asked to provide the documents directly to DGS.

Additional Appointments:

The State of California has strict rules and guidelines pertaining to dual appointments. Departments do not have the authority to approve employees to be appointed to more than one position at a time within state service without prior approval from the California Department of Human Resources (CalHR). If you currently hold another position within state service, including a temporary or part-time position, and are seeking to hold an additional appointment, CalHR approval is required.

Questions:

If you have any questions and/or concerns regarding any of the above, please contact

Contact Name, Phone Number and Email Address

Sincerely,

_____

_____ _____

Hiring Manager Name Hiring Manager Title

Acknowledgment:

By signing below, I am acknowledging that I have received, reviewed, and understand the information provided within this conditional offer of employment and its contents.

_____

Candidate Signature