

EMPLOYEE RESOURCE LIAISON (ERL) RPA CHECKLIST

A. POSITION HISTORY/DETAILS

Previous Incumbent:

Vacant Date:

RPA #:

Branch/Unit:

Hiring Supervisor:

Tenure:

Time base:

Current Class:

Current PSN #:

EE Name:

Secondary Class Code:

Secondary Class Title:

Proposed Class:

Proposed PSN #:

EFF Date:

Conditions of Employment/Requirements – Mark items that pertain to this request

Medical Clearance

 Date:

DOF Approval

Typing Cert/Professional Cert

Background Clearance

 Date:

Pay Differential #:

Official Transcripts/ Diploma

Conflict of Interest (COI)

Super SROA/SROA

Post & Bid – BU 12, 13, and 15

Other (EPA Section 608, Backflow Certification):

IMPORTANT REMINDER: In order to establish a new position in the Blanket, DGS must request permission from DOF by submitting a Form 607. Only DOF has the authority to approve a 607 request, and that position will only be approved through the remainder of the current fiscal year. Reference OHR Memorandum 19-011a for more information.

B. REQUEST TYPE

Recruitments (Utilize Tracker & ABMS)

New Position (Blanket or Coded)

Backfill – Change in Duties

Reclassification & Fill

Straight Backfill (No change in duties)

Limited Term Request

Non-Recruitments (Utilize ABMS Only)

EE Misc Change

EE Move from Blanket to Coded PSN

LT or T&D to Perm/FT

Promotion in Place (PIP)

Staff Re-assignment/Redirect/ Re-org

Mandatory Placement/Reinstatement

LEAP Transition (New RPA)

Retired Annuitant

Reduced Work Schedule (F/T to Part Time)

Increase in Time Base (Part Time, Perm INT to Perm F/T)

New 906 Blanket for T&D

Out of Class Assignment Request (No RPA)

EE Move from Coded to Blanket for Retirement, LOA, etc. (use blanket 906)

TAU to Permanent

Other Miscellaneous Documents to Attach in ABMS: Medical/Background Approval Email(s), Bilingual Exam Results.

Create and/or work with hiring manager all documents for RPA submittal, including prompts for an SOQ, desirable qualifications, etc. to be placed onto the Job Control Report (Reference list on back for required documents. Additional documents may be required based on the request.)

C. BUDGET REVIEW

For all recruitments, send internal Budget Approval Form (OHR 37) to assigned budget analyst. Expires 60 days from approval.

Note: Department of Finance Approval (DOF) is required for all blanket requests, new positions (blanket or budgeted) or reclassifications, where the maximum salary of the to or from classification is ≥ \$11,258.

D. RPA SUBMITTAL

Create RPA in ABMS and Tracker, and upload documents. Submit RPA in ABMS and Tracker (in the same day) only when the package is complete, then route to “Submit to C&P Analyst (OHR).”

E. HIRING PHASE

JC #

FFD

Re-advertisement FFD

Re-advertisement FFD

Review the CalCareer advertisement for accuracy. Verify Post & Bid (P&B) was attached to advertisement (if applicable)

Guides hiring manager to gather eRPA documents for retention purposes (Reference HR Memo 16-008).

Password protects eRPA and all confidential documents uploaded to tracker (eRPA Cover Sheet, Application Review Spreadsheet, Interview Questions, Interview Scoring Criteria & Interview Notes/Candidate Responses, Diplomas, References, Offer letters, ect.)

Assists hiring manager in scheduling interviews and coordinating with panel members

For a re-advertisement request, upload “eRPA Cover Sheet Section 1b” with the Application Review Spreadsheet before routing the RPA to “Readvertise C&P (OHR).”

F. ELIGIBILITY

Scan the Application Review Spreadsheet, Interview Questions, Interview Scoring Criteria & Interview Notes/Candidate Responses (or any combination of docs) with the eRPA Cover Sheet into one document, and save as “eRPA Cover Sheet Section 1a RPA 12345”

Confirm with hiring manager that any possible SROA/reemployment/Surplus candidates have been cleared and check “SROA cleared” box in Tracker

Complete and upload eSheet and eRPA Package to Tracker, and route to “Submit Candidates for Final Eligibility Review (OHR)” no sooner than 3 business days after the FFD.

Before a final offer can be made, ensure all the conditions of employment and requirements in Section A have been met.

G. FINAL CANDIDATE SELECTED

Once candidate has accepted, the offer letter has been sent, and a start date has been negotiated, enter details into Tracker, and route to “RPA Finalization.”

Best Practice: Send letters to candidates that were not selected

Items to Obtain from Candidate Before Start Date:

Social security number to supply to C&P Analyst (such as transfers from another state department)

Signed offer letter

ALTERNATIVE RECRUITMENT OPTIONS – Consult C&P Analyst/Recruitment Unit for these options

Hire Above Minimum (see CalHR Manual 1707 for requirements)

Advertise Position “Until Filled” (requires OHR Chief approval)

Training & Development Assignment

Targeted Recruitment

Re-advertise with TAU language

Out of Class Assignment (last resort)

REQUIRED DOCUMENTS TO ATTACH