

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
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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